



FLORIDA RECORDS MANAGEMENT ASSOCIATION
Executive Board Meeting by Conference Call
May 4, 2012 – 10:00 AM

CALL TO ORDER

Meeting called to order by President Matthews.

ROLL CALL

Board Members present:

- Archie Matthews, President
- Les Vaughn, Vice President
- Rita Smith, Treasurer
- Nancy McConkey, Director of Administration
- Kimberly Ingram, Director of Education
- Jean Griggs, Director of Membership
- Tina Hill, Director of Programs
- Lesa Canfield, Director of Public Relations

Board Members absent:

- Dawn Burke, Secretary

APPROVAL OF MINUTES

REPORTS

UNFINISHED BUSINESS

Conference

President Matthews reported that he has updated the FRMA laptops for the conference, with the help of Dave Howell of Clay County Utility Authority.

Treasurer Smith reported that there are 98 registrants for the conference, and FRMA funds total approximately \$39,000.00. We are still waiting on a Letter of Determination from the IRS regarding our nonprofit status.

Director of Public Relations Canfield will provide evaluation forms to the members asking for their comments about the individual conference sessions, as well as for the entire conference as a whole. She also reported that no past presidents are coming to the conference, except for Karene Leworthy who will be a speaker.

President Matthews will prepare an agenda for the conference opening ceremonies and email to Board Members.

Director of Administration McConkey reported that she has confirmed with the Police Chief of Cocoa Beach to give the welcome address for the conference opening ceremonies, and with the Honor Guard for the presentation of colors.

Director of Administration McConkey stated that there are no bylaw revisions this year.

The Legal Committee will prepare a summary of bills from the 2012 legislative session, listing public records bills that passed and failed, and other bills of interest; will be posted to the FRMA website when completed, and announced at the conference.

President Matthews said there will be a meeting on the Monday evening before the conference to complete last minute preparations.

Director of Education Ingram reported that all speakers are in place for the conference; last Tuesday there was a revision to the schedule. She will discuss with Director of Conference Programs Hill the room arrangements for the speakers.

Director of Education Ingram volunteered to videotape the required courses presented at the conference; her husband will edit and reformat, and then place on the FRMA website.

Director of Education Ingram will request that Liz Whitaker send an email to members listing the needed services at the conference, so that members can volunteer. Treasurer Smith said she would send the list of needed services to Director of Education Ingram.

Vice President Vaughn said he would bring to the conference some extra printers, and a backup projector and cables.

Election

Director of Membership Griggs reported that she is waiting for confirmation from one nominee. The ballots will be numbered and sent to members by email. She stated that she had not been feeling well. She is working with Liz to determine the number of members who are eligible to vote.

FCRM

Director of Education Ingram discussed the requirements of the FCRM program, stating that there has been some misunderstanding about the required courses as published in the FCRM Policy.

Director of Education Ingram is creating a database for the FCRM credits, since we are not able to get the information in a usable format from UCF-IOG. There will be a meeting on June 29 of the Education Committee and UCF-IOG to discuss the FCRM program and our contract services; all Board Members are invited to attend. Board Members discussed the need for a separate laptop for the FCRM database and other educational information.

Motion by Treasurer Smith to authorize Director of Education Ingram to obtain quotes for comparative pricing, and then to purchase a laptop computer and printer for the FRMA FCRM Program and educational information. Seconded by Vice President Vaughn. Approved unanimously.

Director of Education Ingram will not at this time be responsible for the management of the FRMA FCRM member credits and transcripts. The Board agreed that UCF-IOG is responsible for such according to our current contract. President Matthews requested that Director of Administration McConkey locate the original contract with UCF-IOG and email it to the Board Members for their reference.

NEW BUSINESS

The next Board Meeting will be during the conference on Thursday, 5/24/2012, at 5:30 PM.

ADJOURNMENT

Meeting was adjourned at approximately 10:45 AM.

SENT TO FRMA BOARD FOR REVIEW:

By email 6/19/2012

APPROVED BY FRMA BOARD:

On 9/21/2012-By General Consent