



FLORIDA RECORDS MANAGEMENT ASSOCIATION
Executive Board Meeting
May 24, 2012 – 6:00 PM

During the Annual Conference in Cocoa Beach, Florida, May 22 – 25, 2012.

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
- Dawn Burke, Secretary
- Nancy McConkey, Director of Administration
- Kimberly Ingram, Director of Education
- Jean Griggs, Director of Membership
- Lesa Canfield, Director of Public Relations

Board Members absent:

- Tin Hill, Director of Programs

APPROVAL OF MINUTES

REPORTS

UNFINISHED BUSINESS

Conference

President Matthews stated that he thought the Conference was going well, and that the evaluations by members have been positive.

Director of Education Ingram reminded the Board that a room locator for each speaker and session used to be printed and provided for members at the beginning of the conference. She requested that be done in the future.

Election of Officers

Director of Membership Griggs discussed the postponement of this year's Board Member election due to personal health issues. The following positions are still up for election:

1. Director of Public Relations
2. Director of Conference Programs
3. Treasurer.

Nominees as presented on the final slate to the Executive Board on 5/13/2012 for review were:

1. Director of Public Relations: Lesa Canfield
2. Director of Conference Programs: Candice Odom
3. Treasurer: No candidate.

At the beginning of the conference, President Matthews opened the floor for members to make additional nominations for these 3 positions. The deadline for nominations is the close of the conference, and they can be submitted to any Board Member before that time.

Director of Administration McConkey will send the Duties & Responsibilities for those 3 offices to Director of Education Ingram for posting on the FRMA website.

After the conference, any additional nominees will be contacted to ask if they are willing to serve, and Association membership will be verified. If a member is nominated for more than one office, they will be asked which office they prefer.

Ballots will be numbered and emailed to members the week of June 4-8, with a deadline to vote by the end of two weeks. Newly elected Board Members will be announced to members by email, and installed at the next Executive Board Meeting.

Treasurer Smith will continue in her office until installation of the new Treasurer.

Minutes

As Secretary Burke has been unable to consistently attend Board Meetings due to her work schedule, Director of Administration McConkey has offered to assist her with the creation of Board Meeting minutes. **The Board and Secretary Burke accepted this offer.**

UCF-IOG

Director of Education Ingram reminded the Board that 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.

Grants

Vice President Vaughn reported that he has been researching grant opportunities for FRMA, and has found some that might apply. He asked about our non-profit status; Treasurer Smith said we are still waiting on a Letter of Determination from the IRS.

Newsletter

Director of Public Relations Canfield stated that the next newsletter will be issued by 7/20, and will include information about this Annual Conference. She asked that Board Members submit their articles for the newsletter soon.

Technology Committee

Director of Administration McConkey asked if the Technology Committee was still in place. President Matthews said it is currently inactive, but that he would like to ask Dave Howell from Clay County Utility Authority to chair the committee. Dave has been a tremendous help with the laptop computers at conferences.

FRMA Records

Director of Administration McConkey asked that Board Members forward to her any FRMA records to be officially retained. President Matthews suggested that we work toward arrangements to store the Association records at the State Records Center in Tallahassee. All Board members agreed that would be a good central location.

Board Duties

President Matthews reminded Board Members of their responsibility to adhere to their office's requirements as outlined in the Duties & Responsibilities of Executive Board Members document.

NEW BUSINESS

Candice Odom

Candice was present to describe the webinars that she has offered to FRMA members, and how FRMA would need to set up the process. Discussion included:

- The IPER webinars in June are free to FRMA members. After September 2012, there is a charge; the only charge to us at that time would be a fee to Candice.

- Candice is the state rep to contact for the IPER course.
- The IPER courses are offered on June 4 (9:00 AM to Noon), and June 16 (9:00 AM to Noon). Testing and certification would be done after the courses.
- Perhaps FRMA would want to offer the webinars in place of the mid-year conference.
- Software costs \$99 per month.
- TechSoup offers technology resources for nonprofit agencies (hardware and software); \$99 per year.
- Candice is working with the Florida First Amendment Foundation to offer training at the cost of \$20-25 per person, or \$100 per agency for customized training.

The Board will discuss these webinars/training when they meet in July.

Next Board Meeting

The next Board Meeting will be on Friday, July 20, 2012, in Orlando, at Treasurer Smith's office.

ADJOURNMENT

Meeting was adjourned at approximately 7:15 PM.

SENT TO FRMA BOARD FOR REVIEW:

By Email 6/19/2012

APPROVED BY FRMA BOARD:

9/21/2012-By General Consent