



## FLORIDA RECORDS MANAGEMENT ASSOCIATION

### ANNUAL BUSINESS MEETING

May 26, 2016

*The Shores Resort, Daytona Beach Shores, FL*

### MINUTES

**CALL TO ORDER** – meeting called to order at 12:15 pm by Interim President, Earl Rich; Pledge to the Flag was led by Interim Vice President, Les Vaughn; Invocation was given by Treasurer, Archie Matthews

#### **ROLL CALL**

#### **ALL PRESENT**

- Earl Rich, Interim President
- Les Vaughn, Interim Vice President
- Archie Matthews Treasurer
- Sally Frank, Secretary
- Jenny Jolinski, Director of Administration
- Holly Vaughn, Director of Conference Programs
- Kimberly Ingram, Director of Education
- Sara Loewer, Director of Membership
- DeAnn Miller, Director of Public Relations

#### **APPROVAL OF MINUTES -**

2015 Annual Business meeting held May 21, 2015 at The Shores Resort – Archie Matthews made a motion to approve the minutes; Second by Jenny Jolinski; Unanimously approved by the Board

#### **TREASURER'S REPORT**

- Archie Matthews gave the report. Balance at January for fiscal year was \$40,370.23. As of end of April, we had \$44,070.30 in income and \$190331.08 in expenses to bring us to a balance of \$65,409.45 with a net profit of \$25,039.22. Most of the expenses for the conference will be paid after the conference is over. The expenses are estimated at \$40,000 which includes \$5000 in recognition of the FRMA's 25<sup>th</sup> Anniversary

## **DIRECTOR REPORTS**

- Kimberly Ingram, Director of Education
  - Education Committee met with UCF 9/25/16; Disaster Planning will only count once toward certification or re-certification; Outside sessions will not be reflected on the transcript; We will be establishing a FCRM Certification Exam which must be passed in order to be certified; All members currently certified will not have to take the exam.
- Sara Loewer, Director of Membership
  - There has been an upward trend in our membership over the last 4 year, 2013 200 members, 2014 226 members, 2015 236 members, and 2016 259 members
  - Transitioning to electronic systems vs paper based including conference registration, membership registration, and Board nominations and elections
  - 2016 Election results – 176 total ballots and 57 ballots returned
    - Director of Conferences - Holly Vaughn 56 votes, Carla Marks (write in) 1 vote
    - Director of Public Relations – DeAnn Miller 46 votes, Lesa Canfield (write in) 11 votes
    - Treasurer – Peggy Meinhardt 56 votes, Archie Matthews (write in) 1 vote
- Jenny Jolinski, Director of Administration – FRMA by-laws have been reviewed and proposed changes suggested for your approval today
- DeAnn Miller, Director of Public Relations – more information is being posted to the website as we move to be more “green”; If you wish to volunteer or be on a committee, contact DeAnn
- Holly Vaughn, Director of Conference Programs
  - Conference attendance continues to increase with 2014 120 attendees, 2015 – 137 attendees, and 2016 170 attendees
  - 2017-18 Conference will be at Lido Beach Resort on Lido Key; Dates are May 23-26, 2017 and May 22-25, 2018; Full conference fee will be \$265; Rooms will be \$135/night for single and \$155 for beach view
- Secretary – To learn what is going on with FRMA and the FRMA Board refer to the website and the minutes posted of the Board meetings.
- Les Vaughn, Interim Vice President
  - Requested feedback on the conference; Board made changes based on feedback last year
  - Printing was provided by Orange County Public Schools at no cost to FRMA

## **PRESIDENT’S REPORT**

- Thank you to Vendors and Volunteers
  - Vendors – Belfor, Image One, MCCi
  - Rick Whilden and Keone Garcia – AV for the conference
  - Liz Whitaker – Communications throughout the year
- Board notable accomplishments
  - 25<sup>th</sup> Anniversary of FRMA
  - 10<sup>th</sup> Anniversary of the FCRM Certification

- Transition to on-line membership – Sara Loewer and Holly Vaughn
- Conference location (Lido Beach) has been booked for the next 2 years
- The number of FRMA members, conference attendees, and FCRM certified members has been steadily rising over the last few years
- Thank you to the Board for their work to ensure the continued success of FRMA

**RECOGNITION OF PRESENT AND PAST PRESIDENTS OF FRMA**

**RAFFLE DRAWINGS**

- 2 Night Stay at The Shores – Lilly Russell
- \$25 Olive Garden Gift Card – Reggie Windham
- \$25 Marshalls Gift Card – Sharon Ford
- \$25 Lowes Gift Card – Loni Silvestris

**NEW BUSINESS**

- Amendments to FRMA By-laws were distributed to the membership on April 22. The commenting period has elapsed and to date no comments have been received. Les Vaughn made a motion to approve the By-laws as distributed and DeAnn Miller made a second to the motion. No objections were heard and the amendments stood approved.
- Installation of newly elected FRMA Board members. The following Board members were sworn in by Earl Rich: Peggy Meinhardt, Treasurer, Holly Vaughn, Director of Conferences, DeAnn Miller, Director of Public Relations

**ADJOURNMENT** – Meeting was adjourned at 12:50 pm

SENT TO FRMA BOARD FOR REVIEW	6/13/2016
APPROVED BY FRMA BOARD	<i>Sally Frank Secretary 6/21/16</i>