



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

April 15, 2016

SWFWMD Facility

Minutes

- **Call to order** – Meeting called to order at 9:51 a.m. by Earl Rich.
- **Roll call**
 - **Present**
 - Earl Rich, Interim President
 - Archie Matthews, Treasurer
 - Sally Frank, Secretary (on phone)
 - Holly Vaughn, Director of Conference Programs
 - Kimberly Ingram, Director of Education
 - Sara Loewer, Director of Membership
 - DeAnn Miller, Director of Public Relations
 - Peggy Meinhardt, FRMA member
 - **Not Present**
 - Les Vaughn, Interim Vice President
 - Jenny Jolinski, Director of Administration
- **Approval of minutes from prior meetings**
 - Board Meeting, January 29, 2016, Distributed March 29, 2016, Approved via email March 30, 2016
 - FRMA Interim Business Activity Report (I-BAR) from January 29, 2016 – April 11, 2016, Reviewed and unanimously approved
- **Unfinished Business**
 - Status of FRMA Linked In – Earl Rich obtained information from Lesa Canfield for the FRMA LinkedIn account and the FRMA Board now maintains ownership. He reviewed and accepted member requests to join. He sent out a message to LinkedIn members regarding the upcoming FRMA conference.
- **Reports and New Business**
 - Earl Rich, Interim President
 - FRMA Records Inventory and Audit (provided by Jenny Jolinski) – Earl Rich asked that each Board Member do an audit of the records in their possession and report back to him with their inventory. A subcommittee will be organized to compile the results and review the record retention schedule. The final goal will be to digitize the records and create a standard filing methodology and central repository.
 - FRMA Bylaw revisions (provided by Jenny Jolinski) – The amendments to the By-laws that were submitted by Jenny Jolinski, were discussed and reviewed. Archie Matthews made a motion that the amendments be sent to the membership for review and approval at the next Annual Business Meeting, May 26, since the amendments were not time sensitive. Second by Holly Vaughn and unanimously approved by Board. Earl Rich will provide the information to Liz Whitaker to email to membership next Friday, April 22, so that that the 30 day requirement is met.

- Les Vaughn, Interim Vice President – no report
- Archie Matthews, Treasurer
 - The current account balance is \$57,507.84. The only significant expense since the last meeting was the \$1,000.00 deposit made to The Shores Resort.
 - With the help of the Board and FRMA member, Peggy Meinhardt, the FRMA tax return has been filed. A calendar should be established for the treasurer detailing critical deadlines and for the Board to review at each meeting.
 - We are continuing to pay for Quickbooks however, no one can access it. The cost is \$15/month. Kim will contact Carla Markx for access information. In the meantime, Access and/or Excel will be used to track finances.
 - Depending on the knowledge and experience of the new Treasurer, FRMA may not need to use a CPA for tax return preparation. A CPA may only need to be consulted for specific needs.
- Sally Frank, Secretary
 - Sally Frank will be sending out a template for Board Member Coverage at the conference which includes manning registration tables, introducing speakers, and handing out session attendance stickers.
 - Previously, it was discussed that Sally Frank's presentation would include showing You Tube videos of people making record requests. Sally asked if the Board was comfortable showing videos taken in counties from which conference attendees may be from. Board suggested reviewing the membership list and attendee list when selecting videos; contacting attendees prior to showing a video from their county; asking members what took place in their county after the video was posted and including that in the presentation. Sally Frank will be sending her presentation to the Board next week and asked for feedback. She also asked that Board members be available to answer specific questions during her presentation.
- Jenny Jolinski, Director of Administration – Prepared and provided the suggested By-Law changes and the FRMA Retention/Schedule Inventory in advance of the meeting.
- Holly Vaughn, Director of Conference Programs
 - Holly showed the Board the swag bags and contents. She is preparing an envelope for each attendee with their name on it that will include all paper items for the conference (schedules, drink tickets, note pads, etc.). The envelopes will be in alpha order at the registration tables. Thus when each attendee registers, they will pick up 2 things, the envelope and their swag bag.
 - Holly brought the 2 old laptops to the Board Meeting. Archie Matthews will take them and see if he can sell them or get an estimate for selling them at the conference.
 - Holly has worked with Rick and created an inventory of property (computers, printers, equipment, etc.). She sent it to Sara Loewer who added her equipment. Kim Ingram now has the inventory and she will update and pass along. Kim will change the 2 old laptops to be in Archie Matthew's possession.
 - Regarding the Board Member Coverage for the conference, Holly mentioned that member, Maria Serano-Suarez, who is a FRMA scholarship recipient, is available to help. Holly will not be available for introducing speakers and giving out stickers. Member, Peggy Meinhardt, is also available to help.
 - Holly reported that there is 138 registered conference attendees and 3 vendors (Image One, MCCI, and Belfor). We have met the room block and as a result all speaker rooms should be covered. With this level of attendance, 2 bars will be needed for the barbecue.
 - Holly reported 10 people requested guest tickets for the barbecue and 3 have paid. One person requested a guest ticket for the lunch. Reminders will be sent requesting payment.
 - After the conference registration closes, Holly will send the final number of attendees to Archie so that the attendance stickers can be printed.

- Holly reported that we have spent \$2,429.80 of the \$3,000.00 budgeted for conference swag. At this time no water or snacks have been purchased to add to the bags. Since we have a lot of food and beverages available during breaks and since last year's attendees complained about being cold, Holly suggested that we use the remaining money to purchase fleece blankets to add to the bags. The cost would be \$725.55 which would be approximately \$155.00 over budget. Archie Matthews made a motion that we purchase the fleece blankets at \$725.55 and add to the bags in place of water and snacks; Second by DeAnn Miller, Unanimously approved by the Board.
- Rick will be helping with the audio visual needs for the conference. We purchased 2 audio/visual carts with skirts for approximately \$200 rather than paying for rental carts. They are collapsible and easy to transport. Rick borrows equipment from his church to use for the conference. This saves us a large sum of money that we would have to pay the hotel. Last year we gave him \$750 for his assistance and a \$750 donation to his church for use of the equipment. The Board agreed to do the same this year.
- Sara Loewer asked if we could give Liz Whitaker a gift for her work as our communicator. Archie Matthews made a motion to cover Liz Whitaker's hotel expense for 2 to 3 nights as a token of appreciation for her work as the official FRMA communicator; Second by Kimberly Ingram; unanimously approved by the Board.
- Les Vaughn has communicated that he needs the presentations early to be able to print them for the conference and that there will be a small fee associated with the printing this year at his school district. The Board agreed to not print the presentations this year for attendees but rather post the presentations to the website in advance of the conference and send emails to advise attendees to print them prior to attending the conference. We will ask Les if he can print a small note pad to include in the registration envelopes. Kim Ingram and DeAnn Miller will draft a cover for the notepad.
- Holly Vaughn communicated that of the \$41,000 budgeted for the conference, approximately \$37,000 is remaining. Most expenses come in after the conference is over. At this time, she estimates we will have approximately \$20,000 remaining in our overall FRMA budget when all conference bills are paid.
- In prior discussions, it was mentioned that it would be nice to reach out to prior past Presidents and invite them to the conference. Holly Vaughn made a motion that Peggy Meinhardt reach out to past Presidents and invite them to attend a complimentary barbecue and have Earl Rich recognize them at the barbecue; Second by Archie Matthews; unanimously approved by the Board.
- Kimberly Ingram, Director of Education
 - Kimberly Ingram expressed that she is having difficulty getting transcripts from UCF. UCF staff is not available or not responsive and the customer service is declining. When UCF provides transcripts, they put them in a drop box account and they are only available for a short period of time for Kimberly to retrieve them. We currently pay \$1750.00 a quarter for UCF services. She suggested a subcommittee meet with UCF to address the issues, especially since we are going to be incorporating testing into the certification. The Board also suggested we start talking to other schools to see what they can offer. The Board was asked to look at their records and see if they have a copy the UCF contract. The Board needs to review the contract for performance expectations prior to meeting with UCF.
 - Kimberly Ingram has received all the contracts from the conference speakers.
 - Kimberly Ingram will be doing a FRMA Certification session at the conference. In preparation of that session, she will be printing transcripts to include in the attendees registration envelopes. Holly Vaughn will provide Kimberly with a list of registered attendees.
- Sara Loewer, Director of Membership

- Sara Loewer reported that we currently have 237 members (236 last year at this time). Of the 237, 40 are new members.
- Sara Loewer explained that Holly Vaughn had originally told the Board that she did not wish to continue as Director of Conferences beyond her current term due to other commitments and she declined the nomination. However, when the only other nominee for the Director of Conferences changed her mind about running for the position, the Board asked Holly if she would reconsider, and Holly agreed to run for another term. A reminder to vote will be sent out in the near future. The deadline for voting is May 2nd.
- Sara Loewer communicated that she received a question about how much it costs for the FRMA Certification. Sara did a preliminary calculation, estimating it to be between \$750 and \$900 (including membership, conference fee, and hotel). Sara suggested this is something we may want to review and publish on the website.
- DeAnn Miller, Director of Public Relations
 - DeAnn Miller confirmed that we have 3 vendors attending the conference: Image One, MCCI, and Belfor.
 - DeAnn Miller communicated that Network Solutions has contacted her about creating a website and hosting and she will try and get an estimate from them.
 - DeAnn Miller suggested that maybe we should consider changing the conference to 3 full days in the future. The Board will discuss this for the future.
- **Scheduling of Next Board Meetings** – Monday, May 23rd, 4:30pm, The Shores Resort and Thursday, May 26th, 5:00pm, The Shores Resort, with new Board Members
- **Adjournment** – Archie Matthews made a motion to adjourn the meeting at 12:50pm; Second by DeAnn Miller; unanimously approved by the Board.

SENT TO FRMA BOARD FOR REVIEW	4/19/16
APPROVED BY FRMA BOARD	4/19/16

Jelly Crank Secretary