



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

May 23, 2016

The Shores Resort, Daytona Beach Shores

MINUTES

- **Call to order** – Meeting called to order at 4:30 pm by Earl Rich
- **Roll call**
 - 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
 - Sara Loewer, Director of Membership
 - DeAnn Miller, Director of Public Relations
 - Guest – Peggy Meinhardt
 - Not Present**
 - Kimberly Ingram, Director of Education
- **Approval of minutes from prior meetings**
 - Board Meeting, April 15, 2016 (Distributed April 19, 2016) –Motion to approve by Holly Vaughn, Second by Les Vaughn, Unanimously approved by the Board
 - FRMA Interim Business Activity Report (I-BAR) from April 12, 2016 to May 20, 2016 – reviewed by the Board
- **Unfinished Business**
 - FRMA Records Inventory and Audit – 5 boxes of records will be given to incoming Treasurer, Peggy Meinhardt in addition to a CD with scanned records. Need to determine what has been scanned and what has not and what needs to be destroyed. Need to review and update retention schedule and develop a process to eliminate paper. Earl Rich and DeAnn will look into Google Docs and other options for storing records so that they can be accessed by the Board and the members as appropriate. Jenny Jolinski will redistribute the list of records in her inventory and the current retention schedule for discussion at the next Board meeting.
 - Agenda for Annual Business Meeting – the draft agenda was discussed and modified
 - Gift cards
 - Holly Vaughn made a motion to purchase 16 \$25 Visa gift cards for a total of \$400 as raffle prizes for the individual sessions (excluding roundtables) and the annual business meeting; Second by Jenny Jolinski; Unanimously approved by the Board

- Holly Vaughn made a motion to tip hotel staff with Visa gift cards as follows: Service manager \$100, 2 rooms coordinators \$50 each, and 8 Banquet staff \$25 each; Second by Archie Matthews; Unanimously approved by the Board
 - Les Vaughn made a motion to give a \$25 Visa gift card to each non-FRMA member speaker as a token of appreciation; Second by Jenny Jolinski; Unanimously approved by the Board
 - Holly Vaughn explained that 2 employees from Orange County assisted with printing materials, packaging and shipping to the hotel at no cost to FRMA. Archie Matthews made a motion to give each person a Visa gift card in the amount of no more than \$200; Second by Jenny Jolinski; Unanimously approved by the Board
- **Reports and New Business**
 - Earl Rich, Interim President
 - Earl Rich recognized the Board for their efforts in planning and organizing the 2016 FRMA conference.
 - Earl Rich suggested that we need to get the FCRM certification endorsed by others. Currently it is recognized by UCF Institute of Government, FSU, and the Attorney General's Office. Earl will work with Kim Ingram on this.
 - Les Vaughn, Interim Vice President – no report
 - Archie Matthews, Treasurer –
 - Archie Matthews provided the Treasurer's report as of April 30, 2016 \$40,370 cash, \$44,070 income, \$19,031 expenses with balance of \$65,409. The estimated conference costs are \$40,000 so there will be sufficient reserve. Jenny Jolinski made a motion to accept the Treasurer's report; Second by Sally Frank; Unanimously approved.
 - Archie asked what we wanted to do with the 2 old laptops. Les Vaughn made a motion to accept any offer over \$100 each for the FRMA owned laptops; Second by Sara Loewer; Vote was taken and Earl Rich abstained from the vote; Approved by the Board
 - Sally Frank, Secretary – no report
 - Jenny Jolinski, Director of Administration – Asked that the Board review the duties and responsibilities of the Board Members document and submit any suggested changes to her. This will be discussed at the next Board meeting.
 - Holly Vaughn, Director of Conference Programs
 - Will need Board members to check badges at entrance to BBQ
 - 2 bars will be set up next to the buffet
 - Due to increased attendance, vendors will not be given swag bags
 - At the registration tables, each member will receive a registration packet, bag, and raffle ticket; If they want a guest ticket for the BBQ, they can pay at the registration table
 - Seats have been reserved at the back row for Board members
 - Speaker bios are in the book for introducing speakers
 - The Mayor and Color Guard have been confirmed
 - Holly will order a cake for FRMA 25th anniversary as an extra dessert
 - Earl will recognize the past presidents at the BBQ and annual business meeting
 - Holly will see if Rick can set up music at the BBQ
 - Les made a motion to spend no more than \$600 on the Hospitality Suite refreshments; Second by Archie Matthews; Unanimously approved by the Board
 - Kimberly Ingram, Director of Education – not present
 - Sara Loewer, Director of Membership – Once election results were received, Sara notified the winners and the losers. DeAnn Miller will serve as Director of Public Relations for 2017-2018; Holly Vaughn will

serve as Director of Conferences for 2017-2018 and Peggy Meinhardt will serve as Treasurer for 2017-2018.

o DeAnn Miller, Director of Public Relations

- All conference presentations were posted to the website
- A subcommittee will be formed to review options for getting a new website. The website needs to be able to accommodate areas of access open only to Board Members and areas open to the public.

- **Next Meetings:** Annual Business Meeting, Thursday, May 26, 11:30, The Shores Resort, Board Meeting (with new Board Members), Thursday, May 26, 5:00pm, The Shores Resort
- **Adjournment** – the meeting was adjourned at 6:45pm

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