



## FLORIDA RECORDS MANAGEMENT ASSOCIATION

### BOARD MEETING

May 26, 2016

The Shores Resort, Daytona Beach Shores

### MINUTES

- **Call to order** – meeting called to order at 4:18 pm
- **Roll call – all present**
  - Earl Rich, Interim President
  - Les Vaughn, Interim Vice President
  - Peggy Meinhardt, 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
  - Guest – Archie Matthews
- **Approval of minutes from prior meetings** – None to approve at this time
  - Last meeting May 23, 2016, The Shores Resort
- **Unfinished Business**
  - Immediate conference feedback
    - Overall very positive
    - Group discount for agency
    - Group discount for membership
    - Retiree rate for conference
    - Recruit colleges
    - Make names larger on badges
    - Need to develop better attendance procedure; Revisit with UCF and look at apps for check in/out using barcodes
    - Need to schedule Board members per session so that they do everything for that session – introduce speaker, pass around sign in sheet, pass out evaluations, give stickers, and conduct raffle.
  - Overall conference evaluations- pass out at breakfast and make an announcement Friday; suggestion was made to do a follow-up Survey for those that might have left before receiving an evaluation.
  - Conference wrap up details
    - Bills will come to Holly in a week or so with 30 days to pay.
    - Speaker bills will go to Kim for review prior to payment.
    - DeAnn will take evaluations and sort and tally results for next meeting.

- Kimberly should have all sign in sheets and attendance cards.
  - Recognition of speakers – Earl Rich will sign and send cards.
  - Transition of Treasurer Responsibilities, records, equipment, etc. – Board members will get together to address and transfer rights to accounts.
- **Reports and New Business**
  - Earl Rich, Interim President
    - Thank you to Board for a successful conference.
    - Need to start looking at succession plans for Secretary, Director of Membership and Director of Administration.
    - Earl will work with DeAnn to develop a plan for the website.
    - Earl suggested Bill Manago from HP as a potential speaker for future conferences.
  - Les Vaughn, Interim Vice President – no report
  - Peggy Meinhardt, Treasurer – no report
  - Sally Frank, Secretary – Will send out contact list to update for changes in Board
  - Jenny Jolinski, Director of Administration – no report
  - Holly Vaughn, Director of Conference Programs – Should we give Keone Garcia anything for his assisting Rick Whilden with the conference AV? Earl Rich made a motion to give Keone Garcia \$250 cash, check, or gift card for his assistance with conference AV; Second by DeAnn Miller; Unanimously approved by Board.
  - Kimberly Ingram, Director of Education – We do not have enough time to develop a certification exam by next year. We need to identify core curriculum that will be covered in the test and develop the questions and possible answers for those questions.
  - Sara Loewer, Director of Membership – will send out invite to RMLO list received from the State
  - DeAnn Miller, Director of Public Relations – will work with Earl Rich on website plans and options for storing records; will update website with next year's conference information
- **Meetings** - Next meeting will be at Southwest Florida Water Management District. Date to be determined.
- **Adjournment** – Meeting adjourned at 5:18 pm

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