



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

August 8, 2016

Lido Beach Resort, Sarasota, FL

MINUTES

- **Call to order** – Board received a tour of the Lido Beach Resort by Associate Director of Sales, Lauren Thompson. Meeting called to order at 10:48AM. by Earl Rich.
- **Roll call**
 - **Present**
 - Earl Rich, Interim President
 - Peggy Meinhardt, Treasurer
 - Sally Frank, Secretary
 - Holly Vaughn, Director of Conference Programs
 - Kimberly Ingram, Director of Education
 - DeAnn Miller, Director of Public Relations
 - **Not Present**
 - Les Vaughn, Interim Vice President
 - Jenny Jolinski, Director of Administration
 - Sara Loewer, Director of Membership
- **Approval of minutes from prior meetings**
 - Board Meeting May 23, 2016, Board Meeting May 26, 2016, Annual Business Meeting, May 26, 2016, minutes distributed for review via email June 13, 2016. Board approved with noted corrections.
- **Unfinished Business**
 - Earl Rich attended an ARMA conference and obtained information that may assist the Board in finding a provider to redesign our website and provide document storage and sharing. One all-inclusive service was highlighted that may be worth consideration. Earl and DeAnn Miller will review these options.
 - DeAnn Miller emailed the compiled results of the speaker evaluations to the Board. She is still compiling the overall conference comments. There was some feedback regarding the schedule of the sessions including shortening sessions and putting heavier topics earlier in the conference. Earl Rich mentioned that sessions at the FGCARMA conference are 45 minutes with 15 minute breaks in between and the ARMA national conference had rapid topic sessions.
 - Kimberly Ingram reported that Michelle Gardner has left UCF and someone else will be calculating the credit hours obtained by our members. Kim will inform our members of this change. She does not believe this will impact the completion and distribution of the transcripts to the members.
- **Reports**
 - Peggy Meinhardt, Treasurer

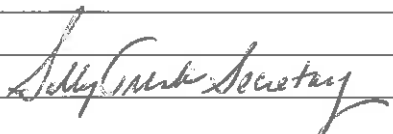
- For July 2016, Beginning balance \$44,232.00, income \$19.49, expenses \$2068.43, month end balance \$42,183.06. For FY 2015-2016, Beginning balance \$40,370.23, income \$60,271.00, expenses \$56,409.00, and year-end balance \$44232.00.
- 2015 Tax Form 990EZ was filed 7/19/16 so FRMA is current with tax filings.
- Expenses and Income will be categorized going forward for tax purposes.

- **New Business**

- Lido Beach Walk Through for 2017 and 2018 Conference Options
 - Concern was raised about the location due to increased membership
 - Holly Vaughn shared options offered by Lido Beach Resort for 2017 and 2018
 - Reviewing the meeting space, Board Members had several suggestions:
 - Use combination of classroom and theater seating
 - Stager lunches and breaks
 - Do Annual Business Meeting in ballroom prior to lunch
 - Have breakfast buffet instead of plated breakfast
 - Offer a "pay on your own" sandwich/salad bar for Wednesday lunch
 - Have 2 buffet stations for lunch in Lido Grille restaurant on Wednesday
 - Provide overflow seating in Sunshine Terrace room for breakfast and lunch
 - May need to consider increasing number of blocked rooms
 - Contact Room Coordinator about reserving rooms, try to reserve rooms on 8th floor
 - DeAnn Miller made a motion to retain current contract at Lido Beach Resort for 2017 and cancel contract at Lido Beach Resort for 2018. Second by Peggy Meinhardt and unanimously approved by Board.
 - Holly Vaughn will look for other locations for 2018, focusing first on Florida's west coast. She will contact Safety Harbor which was previously considered. She will also reach out to Helms and Briscoe if necessary. Kimberly Ingram will forward hotel information she has received to Holly.
 - Lido Beach Resort will send pictures of a hospitality suite to Board since one was not available to view.
- Sally Frank will research sunset cruise options and report back to the Board.

- **Scheduling of Next Board Meeting** Friday, October 28, 9:30AM, Southwest Florida Water Management District

- **Adjournment** Meeting adjourned at 12:17PM

SENT TO FRMA BOARD FOR REVIEW	9/16/16	
APPROVED BY FRMA BOARD	9/16/16	