



## FLORIDA RECORDS MANAGEMENT ASSOCIATION

### BOARD MEETING

October 28, 2016

*SWFWMD Facility*

### AGENDA

- **Call to order** – Meeting called to order at 9:39AM. by Earl Rich.
- **Roll call**
  - **Present**
    - Earl Rich, Interim President
    - Les Vaughn, Interim Vice President
    - Peggy Meinhardt, Treasurer
    - Sally Frank, Secretary
    - Jenny Jolinski, Director of Administration (via phone)
    - Kimberly Ingram, Director of Education
    - Sara Loewer, Director of Membership
    - DeAnn Miller, Director of Public Relations
  - **Not Present**
    - Holly Vaughn, Director of Conference Programs
- **Approval of minutes from prior meetings**
  - Board Meeting, August 8, 2016, Lido Beach Resort (Distributed September 16, 2016), September 15, 2016, Virtual Meeting (Distributed September 16, 2016), both were approved via email on September 18, 2016. Les made a motion to approve the minutes; Second by DeAnn; unanimously approved by the Board.
- **Unfinished Business**
  - FRMA records inventory and audit – no update. DeAnn has 3 boxes. Peggy has 6 boxes. Les, Sara, and Sally have no boxes.
  - Equipment inventory status – Kim to send equipment inventory list to Earl who will then complete and send to Sally.
  - FRMA website – Earl and DeAnn will research options and make a recommendation at the next meeting.
  - Board member duties and responsibilities – Board members to review and send changes to Jenny. Also, notify Jenny if no changes are needed.
  - Endorsement of FRMA certification – Les to initiate communication with the Florida Department State Division of Library and Information Services to see if they would consider endorsing our certification program once an exam is in place.
  - Certification exam – Due to staffing changes at UCF, no update. See Kim's report below.
  - FRMA debit cards for Earl and Peggy – Earl and Peggy will go to a local Bank of America branch and pursue getting debit cards that have not been received.
- **Reports**
  - Earl Rich, Interim President

- FRMA received a public records request for membership information and dues paid. The request was completed.
- There has been more discussion regarding holding the FRMA Conference at the same location as the FGCARMA Conference at Safety Harbor for 2018/19. FGCARMA has requested a vendor booth at the FRMA conference and 2 free entries to the FRMA conference. The Board requested that FGCARMA reciprocate at their conference and allow FRMA to have a vendor booth and 2 free entries to the FGCARMA conference. Earl will follow-up with FGCARMA.
- ARMA has a new certification, CRA, Certified Records Analyst. It requires passing parts 1-4.
- Les Vaughn, Interim Vice President
  - Need to start recruiting people for future Board positions.
    - Les suggested that we offer CRM or IGP (Information Governance Professional) endorsement for future President-Elect positions as an incentive to participate on the Board. Asked the Treasurer if we could afford approximately \$700 for the testing (only paying for each test once). Peggy estimated the budget could cover this expense
      - Les made a motion to draft a contract for CRM or IGP exam reimbursement for members who serve as President-Elect through President with specific parameters outlined within. The motion would initiate the program for the current interim President and Vice President to prepare the document for Board review. Second by DeAnn. Unanimously approved by the Board.
    - Other suggestions – Talk about serving on the Board at the Annual Business Meeting, Sell value of FCRM by starting with DOS, hold virtual meeting for interested members
- Peggy Meinhardt, Treasurer
  - Peggy got married and her new name is Peggy Bohrer, email not changed yet
  - Beginning balance as of July 1, \$44,232.01; July and Aug income \$3,073.47 and expenses \$2418.44, current balance \$44887.04; one check outstanding to Pat Gleason was re-sent prior to the meeting
- Sally Frank, Secretary –see New Business
- Jenny Jolinski, Director of Administration – no Report
- Kimberly Ingram, Director of Education
  - Ongoing issues at UCF. The FRMA contact, Michelle, has left, and our information and records were incomplete. Susan, who is in charge of code enforcement, is reviewing our records and will train the new person assigned to us. She will emulate the code enforcement system.
  - Transcripts will be delayed until January. Kim will write a posting for DeAnn to put on the website.
  - Kim will be out of her office from Nov. 18 to Jan 3. If needed you can reach her by cell phone.
- Sara Loewer, Director of Membership
  - 2016 membership is 277 (last year 236). We have 70 new members (48 last year).
  - Need to get Membership registration out. Sara made a motion for membership fees as follows:
 

prior to 12/11/16	individual \$90	institution \$140	emeritus \$55
from 12/11/16 through 2/10/17	individual \$110	institution \$160	emeritus \$55
from 2/11/17 forward	individual \$135	institution \$185	emeritus \$55

 second by Kim, Unanimously approved by Board
  - Will use simple language for emeritus membership for now. Further review and discussion at a later date. By-laws will also need to be changed.
- DeAnn Miller, Director of Public Relations
  - Treasurer Report will be posted to website.
  - Posting information on FRMA website as received.

- **New Business**

- Adding conference information for 2018 and 2019 to FRMA website – Conference locations have been approved for 2018 and 2019 and can now be posted to the website.
- 2019 conference rates – Due to an increase in membership which will require us to look at larger venues for our conferences, Sally made a motion to increase 2019 conference rates by \$25 thus full conference would be \$290, 2 day conference would be \$250, 1 day conference would be \$175, and vendor \$300. Second by Les Vaughn. Unanimously approved by the Board.
- Issuing refunds for conference fees – Board agreed to continue to issue checks for refunds.
- When to open conference registration – In order to get conference registration out by February 1<sup>st</sup>, we need to have the agenda completed by the first week of January. If not ready by then, include a summary agenda on the conference registration site.
- Contact person for 4imprint (for ordering conference name badges, etc.) – Holly will add Peggy
- Conference momentum – Sally proposed a “pokemon” concept to build momentum prior to the conference and incorporate it into an activity at the conference. Board liked idea and provided suggestions.
- Sunset cruise – Sally provided information on LeBarge cruises as a networking opportunity. Sunset cruise is from 7:00pm to 9:00pm. Group rate for 50 people is \$23/pp. This includes entertainment and general seating with other guests. Private charter for 120 people is \$2300 for Wednesday night and \$200 extra for entertainment. For either option, cash bar, food/or pre-ordered platters are available for purchase. Requires half amount down and remaining half at time of boarding. Sally will get additional information regarding booking date and refund policy.
- Conference swag – Sally suggested getting one nice gift for members such as a Tervis tumbler with the FRMA logo. The cost would be \$9.99 for each tumbler, \$1.99 for each lid, and a one-time \$50 art fee. Board liked the idea but felt a bag would still be needed to carry things. Sally suggested asking a vendor to cover cost of lids or popcorn/snacks to put inside tumblers. Sally to check on variable data printing for tumbler.
- Conference checklist – Sally shared new checklist to help with monitoring conference tasks. Les said Orange County could continue to do the printing if materials were ready early. Finalizing the sessions and speakers is our top priority. If you have topic ideas and/or would like to present a topic, please let Kim know. Sally asked if anyone had any contacts in the area where our last hurricane hit hard (maybe Flagler area) that might be willing to share lessons learned from the storm to let Kim know.

○

- **Scheduling of Next Board Meeting** Friday, January 27, 9:00AM, Southwest Florida Water Management District

- **Adjournment** Meeting adjourned at 12:30

SENT TO FRMA BOARD FOR REVIEW	11/22/16	<i>Sally Orisk Secretary</i>
APPROVED BY FRMA BOARD	11/23/16	