



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

September 15, 2016

Via Conference Call

MINUTES

- **Call to order** – Meeting called to order at 2:32 PM. by Earl Rich.
- **Roll call**
 - **Present**
 - Earl Rich, Interim President
 - Les Vaughn, Interim Vice President
 - Peggy Meinhardt, Treasurer
 - Holly Vaughn, Director of Conference Programs
 - Jenny Jolinski, Director of Administration
 - Sara Loewer, Director of Membership
 - DeAnn Miller, Director of Public Relations
 - Archie Matthews, Volunteer
 - **Not Present**
 - Sally Frank, Secretary
 - Kimberly Ingram, Director of Education
- **Unfinished Business**
 - Holly Vaughn reported the following
 - FRMA is tentatively holding space for 2018 and 2019 conferences at Hammock Beach Resort, The Shores Resort, and Safety Harbor Resort.
 - The lowest rate offered by Hammock Beach is \$199/nt. + 9.75% resort fee. Even if FRMA could “buy down” the room rate for members, the resort fee would still be based on the \$199/nt., making the resort fee \$19.40/night.
 - The Hammock Beach Sales Manager is meeting with the Flagler Visitors Bureau next week as the Visitors Bureau assists with funding for groups. However, the sales contact at Hammock Beach stated that the Visitors Bureau typically only assists with small amounts such as sponsoring a break.
 - The Board agreed not to sign final contracts for 2018 and 2019 until receiving the results of next week’s meeting between Hammock Beach and the Flagler Visitors Bureau.
 - The Board discussed The Shores Resort and determined that a location change was needed since the conference has been held there for the past two years but agreed we should revisit that location for a proposal for 2020 and 2021.
 - Pending a better offer from Hammock Beach, it was agreed that Safety Harbor is the best location for 2018 and 2019 conferences for its space and the proximity to restaurants, etc. within walking distance.
 - Earl Rich will reach out to FGCARMA to ensure there are no concerns about FRMA’s conference being held in the same location.

- For 2018, the maximum room block at Safety Harbor for the Tuesday night of the conference is 110 rooms due to another small group in house. If overflow rooms are needed, Safety Harbor recommends the Fairfield Inn, approximately 3 miles away. Archie Matthews suggested a concession, such as a gift card, for those members who must stay in the overflow location for Tuesday night.
 - DeAnn Miller made a motion to select Safety Harbor for the 2018 and 2019 conference location and include a concession not to exceed \$25.00 for members who must stay in the overflow location on Tuesday night. Second by Holly Vaughn. Board unanimously approved.
 - Holly Vaughn will notify The Shores Resort to release space on hold for FRMA and will notify Safety Harbor to send 2018 and 2019 contracts to her for review. Prior to signing 2018 and 2019 contracts, a follow up will be made to Hammock Beach to see if any assistance from the Visitors Bureau would bring that location into FRMA's price range.
- **New Business**
 - Holly Vaughn indicated that overflow rooms may be needed for the 2017 conference. Lido Beach Resort has a sister resort next door, the Holiday Inn Lido Beach. FRMA can sign an agreement to get the group rate at Holiday Inn Lido Beach during conference dates. No rooms would be blocked so that FRMA is not committed to any cost with Holiday Inn. Holly will send the agreement out to the Board for review.
- **Scheduling of Next Board Meeting** Friday, October 28, 9:30AM, Southwest Florida Water Management District
- **Adjournment** Meeting adjourned at 3:12PM

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

Holly Vaughn - Director of Operations