



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

November 28th 2017 @ 10 AM

SWFWMD- District Headquarters

MINUTES

- **Call to order - 10:03am**
- **Roll call**
 - Earl Rich, President
 - Tim O'Toole, President-Elect
 - Peggy Meinhardt, Treasurer
 - Sally Frank, Director of Conference Programs
 - Kimberly Ingram, Director of Education
 - DeAnn Miller, Director of Public Relations
 - Les Vaughn, Immediate Past-President
 - Sara Loewer, Membership Committee
 - **Present Via Phone:** Carol Mumford, Director of Membership
 - **Not Present:** Archie Matthews, Director of Administration, Sheron Forde, Secretary
- **Approval of minutes from previous meeting**
 - **Board Meeting, July 31, 2017 (Distributed 8/28/17)**
 - LV move to approve amended meeting minutes (7/31/17), second DM unanimous approval
- **Unfinished business**
 - **Updating and/or migrating the FRMA website to a new platform (DeAnn Miller)**
 - As of July 31st a Public Relations Committee was under development
 - DM has 2 people from FRMA (volunteered at conference) to build website and be a part of PR committee
 - Poll membership and as if anyone knows of good vendors to build website, or do we want to hire a company to build and maintain? Would like to have the company build it and teach FRMA board to maintain it. Storage of our information? Limit, fees? Build into contract storage space, hours of service per year, host, domain, maintenance, and dev of new site. DM will put together a list of potential vendors with options and pricing to board at next board meeting

- **Working towards broadening the number of Board members able to address certification questions (Kimberly Ingram)**
 - KI- Board members available to answer certification questions- criteria for certification reviewed:
 - PM suggested to add into the conference registration email that attendees must be current members to receive credit for the sessions.
 - CM, new members- add a link to education website membership confirmation emails.
 - TO- checklist for new members on the FCRM process, for them to check off all the items they need to obtain certification. Who is the certification for? (put on the website).
 - Reveal of conference schedule. Highlights: New member orientation on Tuesday of conference in the am. Meet the Board. Tuesday- vendor education to get vendors with new tech to speak. After Pat Gleason, 10:30-11:30- Beth at state of FL over archives and records to speak. End of conference: Hour session for questions.
 - Sessions are shorter; smaller space, suggest breaks be increased from 15 to 20 minutes.
 - Updated curriculum booklet; includes grid with credit hours. DM will upload new version of curriculum booklet to website. Make booklet part of the packet at conference.
 - A Board training session was to be scheduled by Kim for the Board to better understand the details of administering the FCRM program
- **Establish an education committee to further strengthen our business partnership with the FDOS (Kimberly Ingram)**
 - **Tim O'Toole and Les Vaughn have volunteered for the Education Committee-**
 - KI, TO, LV- partnership with FLDOS- have conversation to have them endorse FRMA and FRMA endorse FLDOS.
 - 50 question test- TO will send his presentation to help with writing questions for the new FCRM exam, it has 30 questions. KI will send what she has, LV will forward what he has. We need 100 questions for a 50 question exam. Have questions for next meeting.
- **Eliminating sign-in sheets & stickers at conference via the use of barcode scanners to track conference attendance (Tim O'Toole)**
 - Update on information gathered at the recent ARMA International Conference
 - TO, KI- Tracer Plus- will print barcodes and has scanner to scan badges. TO has a company that we can rent devices from, they print barcodes/badges. Attendees will be scanned in and out of sessions. We plug in the courses into the unit, it creates a real-time report of attendees. Invite company to next

FRMA Board meeting to give demo. Board Members try to put questions for vendor in next meeting agenda.

- **Management of the organization's records (Archie Matthews, Tim O'Toole, Peggy Meinhardt)**
 - Update on FRMA's retention schedule, records inventory and disposition project
 - TO- sent update on retention schedule. PM has records that aren't on the retention schedule; discuss offline with AM & TO and bring back to Board. New business agenda item for next Board meeting- contact all former board members (1 or 2 years back) and ask if they have agency records and have them shipped to PM for storage.

- **Reports**
 - Earl Rich, President
 - Public Records Request to FDOS updated RMLO list. Liz Whitaker sent out.
 - Tim O'Toole, President-Elect- Nothing to report
 - Peggy Meinhardt, Treasurer
 - Account balance- \$64,429.48 as of 11/24/17
 - Motion to accept report as read- SF, KI second. Treasurer's report unanimously approved.
 - Sheron Forde, Secretary- No report available
 - Archie Matthews, Director of Administration- No report available
 - Sally Frank, Director of Conference Programs- Nothing to report
 - Kimberly Ingram, Director of Education- Nothing to report
 - Carol Mumford, Director of Membership
 - 2017 Membership- 159 Registered Members
 - 2018- 167 Registered Members, 21 NEW
 - Send out a reminder that early bird registration is ending, new membership cards, remind members what our current address is. Put W-9 on website.
 - Add conference info in email to create additional purpose to the mass membership email. Sending DM 2017 membership list to include member numbers.
 - Give infographic of membership growth at conference
 - DeAnn Miller, Director of Public Relations- Nothing to report
 - Les Vaughn, Immediate Past-President- Nothing to report

- **New Business**
 - President
 - PRR to the FDOS for a current e-mail list for all RMLOs

 - President-Elect
 - Smart Source vendor

- Compile conference locations and bring to Board- business meeting agenda- have conference cost increase discussion
- Treasurer
 - Registration with MyFloridaMarketPlace- FRMA now has a federal tax ID
 - Emeritus Member(s)- 1st Emeritus Member- Karene Leworthy
- Director of Administration
 - None
- Director of Conference Programs
 - Will be short rooms Tues night of conference (110 rooms) SF spoke with Fairfield Inn (closest hotel to venue) \$119/night standard room, but will only block 20 rooms. Will revisit if all 20 are booked. SF will look for a couple more hotels near Safety Harbor.
 - New member orientation to 5pm-6pm Tuesday. Distinguish new members/first time attendees by their badge color?
 - Check into a dinner boat for Wednesday night
 - Photographer- have a professional photographer at the conference
 - Registration site- Tentative schedule will be ready by January 15th
 - Swag- ideas- USBs that say FRMA & put conference documents, reach out to Tervis again to get “yeti” cups. FRMA logo umbrellas.
 - Hospitality Room- reach out to vendors to sponsor snacks or entire hospitality suite
 - Sponsor Levels- suggest possible 3 levels- \$1,500, \$1,000, \$500
 - Go to one of the local restaurants and negotiate members bringing in badge and get free drink to give back to members
- Director of Education
 - no new business to report
- Director of Membership
 - Nominations/Ballots- use Formatta forms again.
 - Selection of Membership Coordinator- Appoint Sara Loewer to begin 1/1/18
- Director of Public Relations
 - Print Pat Gleason’s presentation
- Immediate Past-President
 - Suggest buying down cost of conference rooms by raising conference registration rates so the organization can move to bigger, better venues to accommodate our growth, needs, and membership preference. Figure in the cost for FCRMs (re-cert) and non FCRMs (brand new). Slowly raise the rates over 3-5 years. The other option is to cap attendee registrations.
 - Shirts with FRMA logo for member purchase at cost
 - Bring in local kids to perform for opening ceremonies

- **Scheduling of next Board Meeting**
 - 1/26/18 Friday, location TBD
 - **Adjournment- 1:35 PM**
-

SENT TO FRMA BOARD FOR REVIEW	1/11/18
APPROVED BY FRMA BOARD	<i>Sherm Forde</i>