



**FLORIDA RECORDS MANAGEMENT ASSOCIATION
ANNUAL BUSINESS MEETING**

May 25, 2017

Lido Beach Resort, Sarasota, FL

CALL TO ORDER

Meeting called to order by Interim President, Earl Rich at 11:34 AM; Pledge of Allegiance led by President Rich, Invocation given by Archie Matthews

ROLL CALL

Board Members present:

- Earl Rich, Interim President
- Les Vaughn, Interim Vice President
- Peggy (Meinhardt) Bohrer, Treasurer
- Sally Frank, Secretary
- Kimberly Ingram, Director of Education
- Sara Loewer, Director of Membership
- DeAnn Miller, Director of Public Relations
- Jenny Jolinski, Director of Administration
- Holly Vaughn, Director of Conference Programs

APPROVAL OF MINUTES

The 2016 Annual Business Meeting was held at The Shores Resort in Daytona Beach Shores, FL on Thursday, May 26, 2016. The Minutes were duly posted on the FRMA website for membership review. Archie Matthews made a motion to approve the minutes. Second by Jenny Jolinski. No objections. Minutes of 2016 Business Meeting approved by general consent.

UNFINISHED BUSINESS

None.

TREASURER'S REPORT

Peggy (Meinhardt) Bohrer gave the report. For the current fiscal year, FRMA began with a balance of \$44,232.01. Revenue totaled \$76,012.74. Expenses totaled \$17,773.63. Balance as of May 2016 is \$102,471.12. Conference expenses for 2017 are estimated at \$58,783.00 which results in net funds of

\$43,688.12. Les Vaughn made a motion to approve the Treasurer’s report as read. Second by Archie Matthews. No objections. Treasurer’s report is approved by general consent.

DIRECTOR REPORTS

Director of Education, Kimberly Ingram

- FRMA currently has 127 FCRM’s, 66 were decertified this past year and 59 are currently working towards certification

Director of Membership, Sara Loewer

- Reported FRMA currently has 289 members, with 59 new members, an increase of 28%
 - 2014 – 226 members
 - 2015 – 236 members
 - 2016 – 256 members with 50 new
 - 2017 – 289 members with 59 new
- Recognized the election committee for their assistance
 - Robin Grieco
 - Renee Shroust
 - Valerie Miller
- Reported 2017 election results:

President Elect/President	
Tim O' Toole	67
<i>No Write Ins</i>	<i>0</i>
Director of Administration	
Archie Matthews	66
<i>No Write Ins</i>	<i>0</i>
Director of Education	
Kim Ingram	64
<i>Rhonda Houlahan (write in)</i>	<i>3</i>
Director of Membership	
Sandy Matson	18
Carol Mumford	47
<i>No Write Ins</i>	<i>0</i>
Secretary	
Queenester Nieves	63
<i>No Write Ins</i>	<i>0</i>

Director of Administration, Jenny Jolinski

- No report

Director of Public Relations, DeAnn Miller

- No report

Director of Conference Programs, Holly Vaughn

- Conference attendance has increased 77% since 2014. Number of attendees in 2014 was 120, number of attendees in 2017 is 212
- Recognized and thanked FRMA Secretary, Sally Frank, who resides in Sarasota and took the lead on the 2017 conference planning
- Reminded attendees to mark their calendars for the 2018 conference in Safety Harbor, FL, May 22-25, 2018

Secretary, Sally Frank

- Provided location of each roundtable session
- Provided instructions for turning in attendance cards and overall conference evaluation forms
- Reminder to check out of room by 11am due to the hotel being booked for Memorial Day weekend.

Interim Vice President, Les Vaughn

- Thank you to conference attendees for their patience and understanding with this year's space constraints. In order to secure preferred dates, conference contracts are negotiated a minimum of 2 years prior. The unexpected growth in membership and conference attendance resulted in the need for partial theater seating in the meeting rooms.

PRESIDENT'S REPORT

- Thank you to volunteers and vendors
 - Vendors
 - Belfor
 - DL Read, LLC
 - Image API
 - Image One
 - MTS
 - Realauktion
 - Smarsh
 - Stevens & Stevens
 - Vista Solutions Group, LP
 - Volunteers
 - Rick Whilden, Conference Audio/Video
 - Liz Whitaker, Communications
 - Session Organizers
 - Bill Ackles
 - Venice Alexander
 - Agnes Carswell
 - Myra Cockerham
 - Sheron Forde

- Chandra Gaines
 - Lisa Goodwin
 - Pat Goree
 - Valerie Miller
 - Carol Mumford
 - Leonor Olexa
 - Marlene Pollock
 - Kathryn Ruby
- Board notable accomplishments
 - Renewed partnership with colleagues within the Library and Information Services Division of the Florida Department of State (Gerard Clark, Tim Few)
 - Creation of a static mailing address for payments, etc. Members should work with their Purchasing/Finance departments to update their records to reflect FRMA's new mailing address.
 - Conference location (Safety Harbor Resort & Spa) has been secured for 2018 and 2019.
 - Number of FRMA members, conference attendees, and FCRM certified members has been steadily rising over the last few years:
 - 2015: 236 members, 137 attendees
 - 2016: 285 members, 171 attendees
 - 2017: 289 members, 211 attendees (23%; 54% increase since 2015)
- Recognized the following past FRMA Presidents in attendance:
 - Kimberly Ingram
 - JoAnn Mixon
 - Patrick Mudd
 - Archie Matthews
 - Les Vaughn
- Facilitated raffle drawings for gift cards and certificate for 2 night stay at Lido Beach Resort
- Called up each vendor who had prizes to raffle.

NEW BUSINESS

- Amendments to the By-Laws were distributed to the membership on March 6, 2017. No comments were received. Archie Matthews made a motion to approve the By-Law amendments as distributed. Second by Holly Vaughn. No objections. By-Law amendments approved by general consent.
- The following newly elected FRMA Board Members were installed:
 - Kimberly Ingram – Director of Education
 - Carol Mumford – Director of Membership
 - Archie Matthews – Director of Administration
 - Tim O'Toole – President elect
- Newly elected Secretary, Queenester Nieves, was not in attendance and therefore could not be installed.

ADJOURNMENT

Meeting adjourned by President Earl Rich at 12:24 PM

SENT TO FRMA BOARD FOR REVIEW	June 1, 2017	<i>Gallylaugh</i>
APPROVED BY FRMA BOARD	June 2, 2017	