



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

January 27, 2017

SWFWMD Facility, Tampa, FL

MINUTES

- **Call to order** – Meeting called to order at 9:04AM by Earl Rich.
- **Roll call**
 - Earl Rich, President
 - Les Vaughn, Vice President (via phone)
 - Peggy Meinhardt, Treasurer
 - Sally Frank, Secretary (via phone)
 - Holly Vaughn, Director of Conference Programs (via phone)
 - Sara Loewer, Director of Membership (via phone)
 - Kimberly Ingram, Director of Education (via phone)
 - DeAnn Miller, Director of Public Relations
 - Jenny Jolinski, Director of Administration
 - Archie Matthews, volunteer (via phone)
- **Approval of minutes from previous meeting** – Previously completed and posted on website
- **Unfinished business**
 - FRMA records inventory and audit – no update. DeAnn has 3 boxes. Peggy has 6 boxes. Les, Sara, Sally, and Holly have no boxes.
 - Equipment inventory status is complete.
 - FRMA website – Earl and DeAnn will research options.
 - Board member duties and responsibilities – Board members to review and send changes to Jenny. Also, notify Jenny if no changes are needed.
 - Certification exam – Due to staffing changes at UCF, no update.
- **Reports**
 - **Earl Rich, President**
 - AIIM contacted Earl regarding partnering with FRMA to do a joint meeting. Since AIIM is very vendor-focused, suggested options include a vendor session at the annual conference, a booth at the annual conference or a one day mid-year conference focusing on technology and vendors but that includes a session to earn FCRM credit. Kim suggested resuming a mid-year conference in 2018. Les suggested giving new Board members the opportunity to plan the mid-year conference as Director of Programs will be working on annual conference planning. Kim indicated that UCF would also need to be given notice in order to plan time to evaluate hours if a mid-year conference is added. Peggy suggested polling members at this year's conference to get feedback on resuming mid-year conferences. Earl will notify AIIM

that FRMA is interested but not right away and will suggest that AIIM register as a vendor for FRMA's 2017 annual conference.

○ **Les Vaughn, Vice President**

- In early December, Earl, Les and Kim had a conference call with the Department of State to discuss a partnership with FRMA. The Department of State is willing to do the "Basics" seminars at the annual conference as well as review questions for an FCRM exam. The Department of State is enthusiastic about incorporating into their training to refer attendees to FRMA for in depth records training. Kim will send a FCRM synopsis to Tim Few at the Department of State.
- Les suggested FRMA pins for members who meet membership milestones such as 10 year, 20 year, etc. Les has a list of approximately 30 members who joined prior to 2006. Therefore, a review in the Treasurer's records is needed to determine their original membership year. Holly suggested one standard FRMA pin and rockers to add to it for length of membership. Holly will send pictures as this is what her agency does for employees.

○ **Peggy Meinhardt, Treasurer**

- Treasurer's report for the time period of Oct. 1, 2016 – Jan. 26, 2017 is as follows:
 - Total income (membership): \$17,536.80
 - Total expenses: \$2,652.07
 - Account balance: \$59,491.77

○ **Sally Frank, Secretary**

- Sally has secured a speaker for the conference opening ceremony (COO and Chief Deputy Clerk in Sarasota County) and also Color Guard (Sarasota Police Department).
- Room reservations for Board members are complete. Speaker room reservations are also being held and will need to be adjusted once schedule is finalized.
- The sunset cruise was discussed and DeAnn made a motion for Sally to sign the cruise contract and set a food budget for the cruise of no more than \$1,000. Peggy seconded the motion. Unanimously approved.
- Sally will research transportation options to take members to and from the cruise location.
- Sally will research food options for the sunset cruise. Lebarge cruises has no refrigerators so food options are limited but we can have a caterer bring in food. The local Publix delivers so Sally will check on that option.
- Sally has 8 local businesses confirmed to participate in the Pokemon activity and 8 others considering. The goal is to have 12 businesses participate. Sally will send up to 4 emails to attendees about the activity leading up to the conference.
- Goal is to open registration on February 1.
- Presentations will not be printed this year. They will be sent to DeAnn for posting on the FRMA website prior to the conference.
- Les will oversee printing the registration booklet, attendance cards, attendance certificates and name badges. The FRMA logo will be removed from the name badges since it is already on the neck wallets and first names will be in larger font. Les will need items a minimum of 2 weeks prior to the conference to ensure printing is complete.
- Archie will print stickers for attendance cards.

- The Board reviewed the food & beverage proposal for the conference. Sally will add bottled water to PM breaks. A coffee station will be made available all day and charged by consumption. Water pitchers will be available all day in meeting rooms.
 - The cost of a Tervis with the FRMA logo and a lid is \$12 each. A bag is also needed and we can also have a local popcorn vendor provide small bags of popcorn that can be placed in the Tervis. DeAnn made a motion to purchase the Tervis and to have a budget of up to \$3,000 for the purchase of all conference swag. Jenny modified the motion to a budget of \$3,500. Les seconded the amended motion. Unanimously approved.
 - Sally suggested purchasing gift cards and hospitality suite items in advance because there are no large grocery stores nearby. Peggy volunteered to make the purchases and she will need a list.
 - Earl suggested that all guest rooms on the meeting room floor be blocked for FRMA. Sally will check with resort to see what options are available for keeping FRMA attendees in the same area.
- **Holly Vaughn, Director of Conference Programs**
 - Holly completed the information update on FRMA's 4imprint account to Peggy and Sally and has provided them with the login information for future orders.
- **Sara Loewer, Director of Membership**
 - Membership totals are as follows:
 - 2016: 276 members, including 70 new members
 - 2017: 241 members confirmed as of Jan. 27 (This time in 2016, there were 185 confirmed members).
 - From 2015 to 2016, there was a 17% overall increase in membership and a 46% increase in new members.
 - The following positions are up for election: President-Elect, Director of Administration, Director of Education, Director of Membership, Secretary
 - Sara will send the nomination form to the Board. Sally suggested including in the email to membership about nominations which Board member to contact for more information about the position.
 - Nomination requests will go out to the membership during the second week in February.
 - Sara will send an email to the membership requesting volunteers for the election committee.
 - Election ballots will go out the week of March 13, with a 30 day deadline.
 - Peggy has the State of Florida RMLO list and suggested sending it out to increase membership. Holly recommended waiting to do this until after the 2017 conference due to space constraints at Lido Beach in order to prevent having to turn anyone away from attending the conference. Les stated he had sent information out to the RMLO list in the past but received many replies to be unsubscribed from the mailing list.
- **Kimberly Ingram, Director of Education**
 - Archie suggested a blanket statement in speaker contracts not to promote any particular vendor or product. Kim will add this wording to the contract.
 - Kim is updating title of Priscilla Emery's "Business Continuity" presentation as it is different from the previous year.

- Donna Read has requested a speaker fee of \$600 but would also like to register as a vendor and have the vendor fee deducted from the \$600 for a net cost of \$325. No hotel room will be needed for Donna. The Board approved.
 - Karene Leworthy requested a \$1,700 fee to speak on Friday. The Board feels this is too much for FRMA and does not approve. Kim will add Rick Courtemanche to the schedule in place of Karene.
 - Kim will verify with Jenny if Rick Courtemanche is available to present the Sunshine Seminar.
 - Kim will ask speakers to tailor their presentations to laws in the State of Florida per recommendation by DeAnn after reviewing some of 2016 feedback.
 - Kim will send DeAnn the scholarship application to be placed on the FRMA website.
 - FRMA has experienced numerous issues with UCF such as misspelled names, incorrect names, credit miscalculations, etc. Kim has contacted FSU regarding a possible change in partnership for the FCRM program. FSU is hesitant due to staffing concerns. Kim is contacting the director at FSU to pursue further.
- **DeAnn Miller, Director of Public Relations**
 - DeAnn has reached out to 10 vendors for the 2017 conference.
 - DeAnn noted that ARMA increased their vendor rate which also increased their vendor registrations. She suggested considering an increase in vendor registration fee for future conferences and she will notify vendors that this is the last year to attend at the \$275 rate.
 - Earl will reach out to the FGCARMA regarding vendor booths at each other's conferences.
 - **Jenny Jolinski, Director of Administration**
 - Regarding emeritus members holding positions on the Board, Earl recommended that no more than a majority of the Board be comprised of emeritus members.
 - Jenny distributed bylaws revisions for the Board's review. Les made a motion for the Board to approve changes, seconded by Peggy. Motion passed unanimously. Changes will be distributed to membership for review and final approval.
- **New Business – None.**
 - **Scheduling of next Board Meeting**
 - Monday, May 22, 2017 @ 5PM – Lido Beach Resort, Bamboo Boardroom
 - **Adjournment – Meeting adjourned at 1:00PM by Earl Rich.**

SENT TO FRMA BOARD FOR REVIEW	January 30, 2017
APPROVED BY FRMA BOARD	January 31, 2017

*Holly Blaudy,
Director of Programs*