



## FLORIDA RECORDS MANAGEMENT ASSOCIATION BOARD MEETING

May 2, 2017

*Teleconference*

### MINUTES

- **Call to order** – Meeting called to order at 2:30PM by Earl Rich.
  
- **Roll call**
  - Earl Rich, President
  - Les Vaughn, Vice President
  - Peggy Meinhardt, Treasurer
  - Sally Frank, Secretary
  - Holly Vaughn, Director of Conference Programs
  - Sara Loewer, Director of Membership
  - Kimberly Ingram, Director of Education
  - DeAnn Miller, Director of Public Relations
  - Jenny Jolinski, Director of Administration
  - Archie Matthews, volunteer
  
- **Unfinished Business**
  - **Conference Registrations** – Sally reported that we currently have 208 registrants, which includes 8 vendors. The resort has requested that we cap attendance at 220 people. There are a few speakers not included in the 208 but those are individuals that will just come in to speak and then depart.
  
  - **Overall Conference Evaluation Forms** – Per DeAnn’s suggestion, Sally inquired with the Board about adding an overall conference evaluation form to the registration packets. DeAnn explained that this will ensure we get forms from those who may only be attending for 1 or 2 days and aren’t there when the forms are typically given out. The Board agreed that the form should be included in the registration packet along with extras kept at the registration table in case anyone misplaces their form.
  
  - **Attendance Certificates** – Holly is sending Les the current list of names for printing attendance certificates. Kim stated that an ICRM number is not required on this year’s certificates. The Board discussed adding the registration type to the certificate (e.g. 1 DAY, 2 DAY, FULL CONFERENCE, etc.) but determined it’s not necessary because credit is only received by signing each session’s sign in sheet and obtaining a label for the attendance card. Earl will send Les an electronic signature. Les will mail the certificates to Sally to be included in the registration packets.
  
  - **Session Stickers** – Although volunteers will be passing out stickers, Kim stated that Board members still need to sign/initial the stickers. This will be done at the Monday Board meeting on May 22.
  
  - **Round Tables** – Sally inquired if Kim was found a replacement for Ruth McLemore-Price who is unable to facilitate the City Clerk session as planned. Kim stated the replacement is Jo Ann Mixon. Also, Kim stated that the Clerk session will be facilitated by Patrick Mudd and Archie Matthews.

- **Seating Arrangement for Meeting Rooms** – The Board discussed and decided to do the front half of the room classroom seating and the back half of the room as theater seating. However, enough classroom seating will be placed at the back of the meeting rooms to accommodate reserved seating for the Board and Session Organizers.
- **Conference Audio/Video** – Les requested an update on the status of A/V for the conference. At the April 10, 2017 Board meeting, the Board authorized up to a \$5,000 expenditure for conference audio/video. The resort's cost to do A/V is approximately \$8,000. Therefore, the Board will utilize the services of Rick Whilden. During the last Board meeting, Earl planned to call and discuss details with Rick. Earl reported that he has spoken to Rick and a payment of \$1,500 was sent to Rick to secure the equipment for the conference. An additional payment of at least \$1,500 will be made at the end of the conference for the use of the equipment. However, the Board will discuss further and determine the exact final payment amount at the May 22 Board meeting.
- **Cruise Boarding Passes** – Peggy will be sending the boarding passes for the sunset cruise to Sally. Sally will include them in the registration packets.

- **New Business**

- **Session Organizers** – Peggy reported that there has been a great response for Session Organizers. Only 3 sessions remain to be filled. Sally asked Peggy to send her a list of the volunteer names so she can include them in the PowerPoint that plays between sessions.
- **Volunteer Letters** – Sally stated that one of the volunteers requested a letter of attestation for their volunteer time. Kim explained that this has been done in the past and is a letter on FRMA letterhead, signed by the President, stating when the individual had volunteered. This will be provided to the requestor.
- **Old FRMA Projectors** – Holly has the two old FRMA projectors, which have bad DLP chips. The cost to repair is more than the cost of a new projector. Holly will bring the projectors to the conference and give them to Archie who will sell/donate for parts.
- **Board Meet and Greet** – Sally informed the Board that 108 people have signed up to attend the Board Meet & Greet on Tuesday evening. This is more than the President's hospitality suite will accommodate so the Meet & Greet will need to be held in a meeting room. However, this requires purchasing F&B from the resort as we are not permitted to bring our own food and drinks into the meeting space. Sally obtained proposals from Lido Beach and Holiday Inn (the conference overflow hotel, which is next door). Both proposals include a chips & dip bar with salsa, queso and guacamole and mixed nuts for 100 people from 6pm – 8pm. Pricing is as follows:
  - Holiday Inn with 2 drink tickets per person: \$3,509.00
  - Holiday Inn with open bar: \$4,567.75
  - Lido Beach with 2 drink tickets per person: \$4,219.98
  - Lido Beach with open bar: \$5,653.48

The Board discussed the fact that we want to give back all that we can to the members and make everyone as comfortable as possible due to the space constraints this year. Additionally, attendees are accustomed to an open bar during the Meet & Greet as well as the availability of snacks and beverages in the hospitality suite throughout the week.

Les made a motion keep the budget for snacks and drinks in the hospitality suite for the week intact and to add a Meet & Greet event at Lido Beach in the Alcove meeting space (with Sunset Terrace as a backup for inclement weather) at a cost not to exceed \$6,000.00. DeAnn seconded the motion. Board unanimously approved.

- **Reports**

- **Peggy Meinhardt, Treasurer Report** – Peggy reported that as of 3/31/17 the account balance was \$81,929.75. Income since 3/31/17 was \$12,335.38. Total expenses since 3/31/17 were \$4,252.52 for an ending balance as of 4/30/17 of \$90,012.61.
- **Sara Loewer, Election Update** – Sara reported that the election closes soon and results will be available prior to the conference.

- **Scheduling of next Board Meeting**

Monday, May 22, 2017@ 5PM- Lido Beach Resort, Bamboo Boardroom

- **Adjournment-** Meeting adjourned at 3:35 PM by Earl Rich.

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SENT TO FRMA BOARD FOR REVIEW	May 3, 2017	<i>J. Laughon. 5/4/17</i>
APPROVED BY FRMA BOARD	May 4, 2017	