



## FLORIDA RECORDS MANAGEMENT ASSOCIATION BOARD MEETING

May 25, 2017

*Lido Beach Resort, Sarasota, FL*

### MINUTES

- **Call to order** – Meeting called to order at 4:50PM by Earl Rich.
  
- **Roll call**
  - Earl Rich, President
  - Tim O’Toole, President-elect
  - Les Vaughn, Immediate Past President
  - Peggy Meinhardt, Treasurer
  - Queenester Nieves, Secretary (Absent at Business Meeting so not yet installed as a Board Member) - ABSENT
  - Holly Vaughn, Director of Conference Programs
  - Carol Mumford, Director of Membership - ABSENT
  - Kimberly Ingram, Director of Education
  - DeAnn Miller, Director of Public Relations
  - Archie Matthews, Director of Administration
  - Sally Frank, Volunteer
  - Sara Loewer, Volunteer
  
- **Unfinished Business**
  - **Conference Comments** –
    - The following issues were brought up by conference attendees:
      - Preference for classroom rather than theater seating in meeting room (will not be an issue next year as rooms are larger).
      - Start time of first day of conference being in the middle of the lunch hour (needed in order to do two 2-hour sessions on Tuesday).
      - Lack of availability of Director of Education at conference for FCRM questions.
    - DeAnn suggested identifying new members on conference badges and offering an orientation session for them.
    - Earl suggested a mentoring program for new members.
    - Tim suggested industry identifiers on badges (such as various color dots).
  
- **New Business**
  - **Goals** – Earl set the following goals for FRMA the upcoming year:
    - Bring the look of the FRMA website up to date. Earl and DeAnn will create a committee for the new website.
    - Eliminate sign in sheets and session stickers and use barcode scanners to track conference attendance. (Eliminating sign in sheets must be addressed with UCF as they have been requiring signatures).
    - Clarify recertification to ensure multiple Board members can answer members’ questions and information being provided is consistent.
    - Establish an education committee. Les, Tim, DeAnn and Sara volunteered for education


committee. As many of FRMA's contacts at the Department of State will be retiring soon, Earl indicated the importance of leveraging those relationships in the near future in order to merge the FCRM program with the Department's training of RMLO's by establishing an exam for future FCRM's.

- **Reports**

- **Earl Rich, President**
  - See "New Business"
- **Tim O'Toole, President-elect**
  - No report
- **Les Vaughn, Immediate Past President**
  - No report
- **Peggy Meinhardt, Treasurer**
  - No report
- **Earl Rich on behalf of uninstalled Secretary**
  - No report
- **Holly Vaughn, Director of Conference Programs**
  - Megan (event coordinator at Lido Beach) is removing the \$250 meeting space fee for the meet & greet due to the event not occurring in the pool alcove because of the weather. (Event was moved to Sunset Terrace which was already part of FRMA's meeting space).
  - Holly has established templates and a checklist for future Program chairs. Due to other commitments, she is resigning as the current Director of Conference Programs but will continue to serve on the Conference Programs Committee. She recommends Sally Frank as interim Director of Conference Programs. Earl, FRMA President, agreed with the recommendation. Sally accepted the appointment.
- **Sara Loewer on behalf of Carol Mumford, Director of Membership**
  - Sara officially accepted the role as membership coordinator for FRMA as Liz Whitaker is stepping down from this position.
- **Kimberly Ingram, Director of Education**
  - Kim will be meeting with Susan at UCF in June.
  - Transcripts will go out in June.
  - UCF is training a new person to assist with processing the FCRM paperwork.
  - Kim will address with UCF the elimination of the sign in sheets.
  - One hundred questions/answers are needed to establish a FCRM exam. The questions must be answered in the curriculum offered. Tim has 25 questions that he created. Earl suggested seeking assistance from current FCRM's to create questions (and having them sign a nondisclosure agreement).
  - The education committee will meet within the next couple of months.
- **Archie Matthews, Director of Administration**
  - Board member contracts will be sent to all Board members for review.
  - Earl suggested FRMA look at bonding and possibly checking with Bank of America for cost. Holly suggested checking rates with the company that handles FRMA's liability insurance. Sally will send the liability insurance contact information to Archie so he can research bonding.

- **DeAnn Miller, Director of Public Relations**
  - Vendors were all pleased with the conference and all are talking about returning next year.
  - Stevens & Stevens is hoping to plan an event for next year in Safety Harbor.
  - Per Earl, 10-11 vendors will fit in the meeting space at Safety Harbor.
  - Earl suggested reaching out to this year's vendors to commit early to next year since vendor space is limited.
  - Tim suggested a "passport" to get attendees to visit all vendors (which would then be turned in for a prize drawing).
  - Sally suggested offering tiered sponsorship.
  - Tim suggested thank you cards for the vendors. DeAnn will send.
  - Sally suggested getting "FRMA" themed thank you cards for future use. Peggy will work with SWFWMD Print Shop to develop something.
  
- **Sally Frank**
  - FRMA will receive a full refund from Lebarge for the canceled sunset cruise due to inclement weather. There was also no charge for the buses and platters from Publix were canceled with no charge.
  
- **Scheduling of next Board Meeting**

TBD – Earl will contact Laura at Safety Harbor to inquire about planning next Board meeting onsite so the Board can see the space. The Board will also include Rick Whilden at the Safety Harbor meeting so he can see the meeting space for audio/video purposes.
  
- **Adjournment-** Meeting adjourned at 6:00 PM by Earl Rich.

SENT TO FRMA BOARD FOR REVIEW	June 1, 2017	
APPROVED BY FRMA BOARD	June 1, 2017	