



## FLORIDA RECORDS MANAGEMENT ASSOCIATION BOARD MEETING

### Tele-Conference

June 14, 2018 @ 2:00 PM

## MINUTES

- **Call to order – 2:01 PM**

- **Roll call**

Earl Rich, President

Tim O'Toole, President-elect

Dionte Gavin, Treasurer

Lisa Goodwin, Secretary

Sally Frank, Director of Conference Programs

Carol Mumford, Director of Membership

Kimberly Ingram, Director of Education

DeAnn Miller, Director of Public Relations

Sara Loewer, Membership Coordinator

Holly Vaughn, Past Director of Conference Programs as Guest

Rosa Vega from Helms Briscoe, Guest

- **Unfinished Business**

- Possible location change for 2019 FRMA Conference
- Locations considered for 2020 & 2021 FRMA Conference
- Mid-year, No frills Conference for Credits only
- Finalize Payments for Safety Harbor Resort & Spa
- UCF Credits & Badge usage

- **Reports**

Earl Rich, President

- Earl Thanked Rosa Vega from Helms Briscoe for her assistance with searching for available Conference Locations
- FRMA 2019 Conference location remains (Safety Harbor) until something confirmed elsewhere
- Housekeeping Minutes – See Approval of Minutes below

Earl Rich, President (Continued from pg.1)

- DeAnn Miller made a motion to abandon the previous Board motion to hold a Mid-Year Conference in 2018. Second by Sally Frank. Motion passed unanimously to cancel 2018 Mid-year Conference.
- DeAnn Miller made a motion to begin the planning process to hold a Mid-Year Conference during 2019. Second by Dionte Gavin. Motion passed unanimously.
- Earl Rich suggested to Kim Ingram, research alternate accreditation from other schools Re: FSU
- FRMA credit card review for card holder/members due to compromise (Earl, Tim & Dionte to review)
- Thank you to DeAnn for compiling and distributing conference evaluation feedback from FRMA Conference 5/22-25/2018, Safety Harbor Resort

Tim O'Toole, President Elect

- Tim & Sally provided update on conference locations: See report from Sally Frank regarding Conference Locations
- Tim & Kim reported UCF: See report from Kim Ingram's report
- Tim, Earl & Dionte to Review Credit Cards: See Earl Rich's report

Sally Frank, Director of Conference

- Feedback about Safety Harbor from members – liked location but conference meeting rooms are too small
- Locations discussed for relocation of 2019 FRMA Conference (Tim, Sally & Rosa)
- Sally with Rosa Vega from Helms Briscoe, checking locations as follows

Name	Notes
Tradewinds	Not Available
Inneisbrook	Not Available
Saddlebrook	Expensive F&B \$64,000
Hyatt – Sarasota	Expensive \$199+\$24 for RM
Hammock Beach	# of Rooms VS Guests
Plaza Resort & Spa - Daytona	Another group at same time but can be moved
Lexington Hotel & Conference Jacksonville	Earl said he would not recommend this one
Omni Hotel- Jacksonville	Meeting Room limitations

- Rosa Vega will continue to research other locations for alternate location for 2019, and future 2020 & 2021
- Proposals received so far for 2019 FRMA Conference – 2 Jacksonville, 1 Orlando, 2 Lake Buena Vista, 1 Sarasota & 1 Daytona
- Cancellation Policy for Safety Harbor is 6 months in advance

#### Holly Vaughn, Past Director of Conference Programs

- Provided historical information and prior experiences with suggested locations
- Provided geographical map of active memberships throughout Florida
- Reminded that if not enough hotel rooms booked/food & beverage cost increases as well as expenses for meeting rooms
- Orlando location good for a 1 day UCF credit but not suggested for yearly conference

#### Kim Ingram, Director of Education

- UCF Credit (CRM scanning of members badges)
- Testing CFRM Certificate Done
- (Tim) Microchip discussion with Susan @ UCF (Clean or Universal, has a good date/time showing)
- Transcripts in & updated – via report
- (Kim) would like a Data base system, placed on FRMA Website for members to have access to their UCF Credits
- UCF computer System may not be able to accommodate share information
- (Tim & Kim) Need to have specific person to contact at UCF for our FRMA needs. (Current contacts are Susan, Mari Reins, & Marilyn)
- (DeAnn Suggested) Review active contract between FRMA & UCF for details & specifics

#### Carol Mumford, Director of Membership

- Retain Speaker Ms Gleason for next Conference
- Thanked Board for review of activity regarding FRMA Credit Card

#### DeAnn Miller, Director of Public Relations

- Jensen Beach & Hutchinson Island locations were suggested for Alternate FRMA Conference Locations
- Review UCF Contract (See Kim Ingram's Report)

#### Dionte Gavin, Treasurer

- Review FRMA Credit Cards/holders – See Earl Rich's Report

#### ● **Approval of Minutes**

- The Board Meeting was held at Safety Harbor Resort & Spa, dated 5/21/2018. Sally Frank made a motion to approve the minutes. Second by Carol Mumford. No Objections, Passed unanimously.
- The Annual Business Meeting Luncheon at Safety Harbor Resort & Spa, dated 5/24/2018. Kim Ingram made a motion to approve the minutes. Second by DeAnn. No Objections, Passed unanimously.

- The Board Meeting was held at Safety Harbor Resort & Spa, dated 5/24/2018. Dionte Gavin made a motion to approve the minutes. Second by Carol Mumford. No Objections, Passed unanimously.

- **New Business**
- **Scheduling of next Board Meeting – TBD**
- **Adjournment – Tele-conference Adjourned at 3:14 PM.**

<b>SENT TO FRMA BOARD FOR REVIEW</b>	<b>Date: 06/19/2018 (ldg)</b>
<b>APPROVED BY FRMA BOARD</b>	<b>Date: 08/17/2018</b>
<b>SIGNATURE</b>	