



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

January 26, 2018 @ 9 AM

Via Conference Call

MINUTES

- CALL TO ORDER – 9:00 A.M.
- MEMBERS PRESENT ON CALL:
 - Earl Rich, President
 - Tim O’Toole, President-Elect
 - Peggy Meinhardt, Treasurer
 - Sally Frank, Director of Conference Programs
 - Kimberly Ingram, Director of Education
 - DeAnn Miller, Director of Public Relations
 - Les Vaughn, Immediate Past-President
 - Sara Loewer, Membership Committee
 - Carol Mumford, Director of Membership
 - Archie Matthews, Director of Administration
 - Sheron Forde, Secretary
- APPROVAL OF NOVEMBER 28, 2017 MEETING MINUTES

Les Vaughn motioned to approve the 11/28/17 meeting minutes, seconded by Sally Frank; Motion carried unanimously.
- UNFINISHED BUSINESS
 - **Public Relations (DeAnn Miller)**
 - Updating/Migrating FRMA Website – No update at this time.
 - Public Relations Committee - No update at this time.
 - Sponsors – Continuing to make contact with interested vendors; if anyone knows of other vendors, please provide DeAnn with contact information.
 - **Education (Kimberly Ingram)**

- Currently the updated 2018 Certification Policy and Curriculum are on the website under FCRM Certification. After the checklist receives board approval, it will be submitted to DeAnn for upload to the website.
- Committee – Although Tim O’Toole and Les Vaughn have volunteered, there has been no activity as of yet.
- Working on list of speakers and confirmations. Once confirmations have been received, contracts will be sent. Will work with Peggy on adding verbiage into the contract requesting expense receipts by a time certain.

DeAnn Miller motioned that the Association cover the cost for Kim Ingram’s hotel room during the conference to allow for early attendance at the conference; seconded by Archie Matthews. Motion passed unanimously.

Discussion followed regarding the Association covering the cost for Board Member’s hotel at the conference as Sheron Forde and Carol Mumford were under the impression that the rooms were covered as a benefit of serving on the Board. Sheron will speak with her employer to pay for her hotel.

Kim Ingram motioned that the Association pay for both Sheron Forde and Carol Mumford’s hotel at base rate of \$129/night; seconded by Archie Matthews.

Discussion followed.

The motion was amended to include any Board Member whose organization won’t cover hotel cost for this 2018 conference.

Archie Matthews moved to rescind the previous motion for the Association to pay for Ms. Ingram’s hotel room; seconded by Sally Frank. Motion passed unanimously.

Kim Ingram motioned to amend the motion on the floor to “the Association pays the hotel at the base rate for Board Members whose agencies won’t cover hotel costs at the 2018 conference; seconded by Archie Matthews. Motion passed unanimously.

○ **President-Elect (Time O’Toole)**

- Bar Code Scanner – Contacted the vendor, Smart Source, Mr. Andrew Lausten. The units are approximately \$350/each to rent for the week; may need 4-6. We input the attendee names, ID # and registration #. The scanner will include time in and out. The data is available in real time.
- Earl received a verbal approval from UCF to use the scanner as a pilot. UCF would like to get our feedback on it to determine their use of it with another conference.

- Tim indicated that we should have the sign-in sheets and attendance stickers as a backup in case we encounter problems with the scanner. Many positives to using the scanner.
- The vendor will provide a report within a week of the conference, which can be designed in a way that would allow us to provide session attendance information to UCF quicker; allowing for faster communication of certification/re-certification to Members.
- Andrew Lausten described the scanner /process as a droid that sits in sled w/ trigger/imager, runs on cellular, sends text message to secure website that is password protected, access is in real time, data includes what is on the badges and works with RegOnline. Data can be provided how we want it, either by session or participants. Data downloads onto an excel spreadsheet on computer.
- Other than the quoted cost, only additional cost would be shipping.
- Email Tim with any additional questions or concerns.

Archie Matthews motioned to allow Tim O'Toole to negotiate with Smart Source for the scanning units for a cost not to exceed \$2,000; seconded by DeAnn Miller. Motion approved unanimously.

- Treasurer (Peggy Meinhart) – No update at this time

- REPORTS

- Earl Rich, President – Nothing to report
- Tim O'Toole, President-Elect – Nothing to report
- Peggy Meinhardt, Treasurer (provided by Earl Rich)
 - Account balance as of January 23, 2018 is \$65,048.22

Archie Matthews motioned to accept the treasurer's report as presented; seconded by DeAnn Miller. Motion approved unanimously.

- Sheron Forde, Secretary- Nothing to report
- Archie Matthews, Director of Administration- Nothing to report
- Sally Frank, Director of Conference Programs- Nothing to report
- Kimberly Ingram, Director of Education- Nothing to report
- Carol Mumford, Director of Membership
 - 2018 Membership – Current 259 with 53 new members
 - 2017 Membership was 251 with 78 new members
 - IDEA: Place a Member name behind each badge and ask the Members to locate and introduce themselves to the person as a way to get folks to mingle and get to know other Members. Earl suggested that the details be worked on and bring back to the next Board meeting

- DeAnn Miller, Director of Public Relations- Nothing to report
- Les Vaughn, Immediate Past-President- Nothing to Report

- **NEW BUSINESS**

- President
 - Positions up for elections this year includes: Treasurer, Director of Conference, Director of Public Relations, and Secretary.
- President-Elect
 - Researching available hotels from Orlando to Jacksonville for future conferences
 - Consider getting input from Members at the conference as to what areas the conference should be held, that they would attend.
 - Creation of stamp card or similar for Members to meet all vendors; provided in bag with list of vendors and place for vendor stamp/signature. Prizes could be provided for a number of places, i.e., first - \$100, second - \$50, third - \$25, fourth - \$25, etc.

Archie Matthews motioned to approve prizes for the vendor card stamp activity in the amounts of \$100, \$50, \$25 and \$25 for a total of \$200; seconded by Sally Frank. Motion passed unanimously.

- Treasurer – No new business
- Director of Administration – No new business
- Director of Conference Programs
 - Conference schedule – Approved
 - Speakers’ rooms will be paid for. Rooms will be held until Kim provides specifics upon receiving confirmations.
 - Conference cost is estimated to be approximately \$8,000 more than last year. Room expenses will change based on number of Board Members’ rooms being included.
 - Screen rental and AV equipment for the business lunch at \$1,000 and Rick’s coordinator services at \$2,750 will be added to fees.

Les Vaughn motioned to pay the AV Coordinator \$2,750 at the end of the conference and budget \$1,000 for use of hotel AV equipment; seconded by DeAnn Miller. Motion approved unanimously.

- Meet-N-Greet – Hotel will allow grocery store foods be brought in, not restaurant food. Some food will be ordered from the hotel.
- Gift cards for activity and raffle during sessions and lunch value \$25 each.
- Three Overflow hotels are available, providing 67 additional rooms.
- Need to add a notice that attendees verify their membership renewal is current. Sarah indicated that the website is where this notice needs to be placed as the email for registration only goes to current members. Carol mentioned that a check can be made during registration and a reminder email sent to the member.

- Members are asked to test the registration again as it has been updated. Want to go live by February 1st.
 - Sponsor registration is ready to go. Would like a copy of the floor plan of vendor room (Sally will provide).
 - Cruise option is not feasible at this conference; cost and set up won't allow for it.
 - Stevens & Stevens, a possible platinum vendor, is considering a tour of their facility. Follow up is needed to determine what they are planning, if anything.
 - Badges – a volunteer was asked for to take this over. Carol volunteered.
- Director of Education – No new business
 - Director of Membership – No new business
 - Director of Public Relations – No new business
 - Immediate Past-President – No new business
- **NEXT BOARD MEETING**
 - **March 16, 2018 at 9:00 a.m., Conference Call**
 - **Adjournment- 12:03 p.m.**

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| SENT TO FRMA BOARD FOR REVIEW | 1/29/18 |
| APPROVED BY FRMA BOARD | 3/16/18 <i>Sharon Lasde</i> |