



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

March 16, 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 JANUARY 16, 2018 MEETING MINUTES

Sally Frank motioned to approve the 1/26/18 meeting minutes, seconded by DeAnn Miller; Motion carried unanimously.
- UNFINISHED BUSINESS
 - **Membership Cards**
 - Completed – Cards have been purchased and paid for. Cards are being provided to new members when they join FRMA as well as to those who never received one.
 - **Website Redesign**
 - No new activity to report.
 - **Certification/Recertification Checklist**
 - Completed – The certification/recertification checklist has been uploaded to the FRMA website located under the FCRM Certification link. An issue with the links was reported, which DeAnn will investigate and correct.

- REPORTS

- Earl Rich, President

- The President reported that he and President-Elect Tim O'Toole were approached by representatives of the Florida Association of School Board Officials (FASBO) regarding potential partnership opportunities to hold joint conference dates and locations. The conferences would be separate; this would be mainly for leveraging costs. As FASBO's annual conference is held in October and FRMA meets in May the opportunity to share meeting space would be if FRMA decides to hold a mid-year conference. FASBO have been asked to provide FRMA with information on the types of previous agreements they have had and detailing the specifics. The President informed FASBO that the FRMA Board would discuss the possibility of a one-day conference partnership in 2019. However, the specific details will need to be addressed. FASBO is very interested in the possibility of a partnership. After discussion it was agreed to pursue the feasibility of this opportunity. The President and Les Vaughn are scheduled to present at an upcoming FASBO meeting and will gather more information and report back to the Board.

- Tim O'Toole, President-Elect

- Worked with Kim on confirming speakers. Worked with Peggy on finalizing the contract and payment for the scanners, which will be preloaded with conference sessions. By scanning in/out, the scanners will provide a report of the total hours of class attendance. Also worked with Carol, who is creating the barcodes that will include the name, company and member ID with the ability to blend the reports together for an in-depth report to help with transcripts.

- Peggy Meinhardt, Treasurer

- A report covering January 23, 2018 – March 15, 2018 was provided with a beginning balance of \$65,048.72. After expenses and income, the March 15, 2018 ending balance is \$96,959.46.

Archie Matthews motioned to accept the treasurer's report as presented; seconded by Sally Frank. Motion carried.

- Sheron Forde, Secretary

- A report on actions taken by the Board between meetings, via email, were provided for the record as follows:
 - On February 5, 2018, Sally Frank made a motion to purchase two portable folding screens that will allow front and rear projection, including skirts and cases in an amount not to exceed \$3,500 for use at FRMA conferences in lieu of renting screens each year; maintained by Rick Whilden. Les Vaughn seconded the motion. After discussion, Peggy Meinhardt amended the motion to include the cost of shipping, if any. Seconded by Archie Matthews. Motion passed unanimously.

- On February 16, 2018, Archie Matthews made a motion to approve the quote for equipment floater; seconded by Carol Mumford. Motion passed unanimously.
- On February 22, 2018, Sally Frank made a motion to hold the Meet & Greet at the Safety Harbor Art and Music Center (SHAMC) on Tuesday, May 22nd, from 5:30 – 9:30 p.m., at an expense of no more than \$3,000 total to include venue, music, food, and beverages; Archie Matthews seconded the motion. Motion passed unanimously.
- Archie Matthews, Director of Administration
 - Received quote for equipment insurance. A request for an invoice will be made and provided to Peggy for payment.
 - It was agreed to have the labels/cards available as a backup; however, there is an approximate cost of \$50 to for this. Peggy will provide payment upon receipt of invoice. Carol and Tim will look into the phone app as another back-up possibility.
- Sally Frank, Director of Conference Programs
 - Thus far, 168 have registered for the conference compared to 147 this time last year. Currently, six vendors have registered; three bronze, two gold and one platinum. Kim will continue reaching out to vendors for presentation/topic and time slot preference for inclusion in the updated schedule within the next week.
 - It was agreed to not load USBs due to possibility of last minute changes.
 - It was agreed that the business meeting and lunch will be held together.
 - It was agreed to keep the hospitality suite (DeSoto Room), but ensure it is hosted by a Board member(s) during all open times. Archie volunteered to host the room for one of the two nights.
 - It was agreed that the evaluations will be the same process as last year. These will be provided to Sally.
 - The session volunteer process will be utilized again this year with Peggy taking the lead. Sally will work with Sheron to coordinate the Board registration table schedule that will include the hospitality suite monitoring.
 - Photo Activity – Tim has set up the Google Docs for this and will be experimenting with its workability, including vetting the uploading of pictures. Earl will also explore other options as a potential backup to Google Docs.
 - Platinum sponsor event: DeAnn will send an email blast to those attending this event with the details. The event will have a ‘Casino Royale’ theme, a Sheriff Department representative will provide a brief ‘Active Shooter’ presentation, along with a tour of the sponsor’s facility. Transportation will provided from/to Safety Harbor Resort & Spa only. The number of attendees will need to be provided to the sponsor by April 20, 2018. Sally will be notified of anything to that needs to be included in the registration packets for this event.
 - Booklets – Speaker bios and vendor information are needed for inclusion in the booklets. Les, who volunteered to print the booklets, will let the Board know when

- the deadline for receipt of information will be in order to print and ship to Sally for inclusion in the registration packets. The Chamber will be providing items for inclusion as well.
- As of March 9th, approximately 20 rooms were still available for Wednesday and Thursday night at the host hotel. Those booked at the overflow hotels were informed of availability with no interested shown.
 - Sally discussed the possibility of sending a Networking Opportunity email to registrants providing information on the activities scheduled. The Urban Gypsies are confirmed. Food will be provided by FRMA for that event.
 - Earl inquired what the maximum number of registrants allowed before having to cut off registration? Sally stated that the Beranoff can seat 200 classroom style and 400 theater style; the Athena is 130 classroom and 160 theater. With the current registration it will be fine, but a blend can work if needed.
- Kimberly Ingram, Director of Education
 - Speakers are in place for the conference, including Tim Few. Bios are due by April 23, 2018 and will be sent to Sally. Sally will be advised if Tim Few needs a room.
 - Worked with Rick to send the presentations to the laptops.
 - It was suggested that preliminary agreements be obtained early on to expedite finalization of Speakers going forward.
 - Carol Mumford, Director of Membership
 - 2018 Membership – Current 279 with 67 new members compared to 274 members this time last year.
 - Currently working on name badges with barcodes and will email to Sally today. New members will have a different font color to recognize them as such. There may be a cost associated with the printing of the badges as these are done elsewhere. These can also be scanned using the QR reader on phones. Sally mentioned that previously badges were three lines – first name (38 font), last name (32 font), and agency (22 font).
 - Some non-members have signed up for the conference and were invited to become members with notification that they will not receive credit otherwise.
 - DeAnn Miller, Director of Public Relations
 - A list of conference attendees is needed to be provided to the vendors.
 - Discussion on the fourth vendor speaker spot. It was determined that another speaker be found rather than choose one from the bronze level sponsors.
 - Email notification will be sent for the Stevens & Stevens event. Their presentation will be from the Fire Department. Currently, FRMA have no representation from the Fire Department; hopefully that will change.
 - DeAnn will introduce all of the sponsors at the business meeting as a part of her report.

- A vendor stated they wanted to attend the conference before deciding whether to be a sponsor next year.
 - Les Vaughn, Immediate Past President- Nothing to Report
- **NEW BUSINESS**
 - President
 - Discussion was held on the process and timeline for Board nominations. It was determined that this is the responsibility of the Director of Membership. Sara Loewer provided a brief overview of the process – ballots are sent out at the end of February/early March with two weeks to submit nominations. Agency volunteers are sought as the nomination committee who receives all the nominations. Once all the forms were received, ballots are created and sent to the Membership with 30 days to vote. When voting is closed, one agency on the Committee counts and sends it to the second agency who does the same and then notifies the Director of Membership who won the respective position. A report is then sent to the Board. Sara will work with Carol Mumford to get the nomination forms/ballots sent to the Membership within the next two weeks which should allow for the results to be finalized prior to the conference.
 - Director of Membership
 - As the conference dues are increasing in 2019, it was suggested that the Membership dues increase only in alternate years so the Members are not hit with both increases at the same time.

Carol Mumford motioned that the Membership Dues remain at the 2018 level for 2019; seconded by Archie Matthews. Motion carried.

- The 2020 Membership Dues discussion is moved to the next regular meeting.
 - Peggy Meinhardt – An email was received with a continuing education requirements course approval form, which appears to be a FRMA form, for FCRM credit for an outside course. Kim Ingram has addressed this by informing this new member that they were ineligible as they had not yet taken the basic courses. Archie stated that it was previously agreed that FRMA would only recognize the Department of State’s “Basic Records Management” course, in lieu of FRMA’s basics course. Kim will work with Les Vaugh and Tim O’Toole to revise/update the form to reflect what FRMA accepts and update the website.
 - Director of Administration
 - A proposed standing rule (30-day rule) for the Board was presented for review and discussion. It was agreed that this should be the policy of the Board going forward, when new committees are formed, to include a preliminary report to the Board at the next meeting.

Archie Matthews motioned to adopt the 30-Day Rule Policy; seconded by Sally Frank. Motion carried.

- **NEXT BOARD MEETING**
 - **May 4, 2018 at 9:00 a.m., Conference Call**

- **Adjournment- 11:18 a.m.**

SENT TO FRMA BOARD FOR REVIEW	3/26/18
APPROVED BY FRMA BOARD	5/4/18 <i>Sharon Forde</i>