



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

May 4, 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
 - Carol Mumford, Director of Membership
 - Archie Matthews, Director of Administration
 - Sheron Forde, Secretary
- APPROVAL OF MARCH 16, 2018 MEETING MINUTES

Archie Matthews motioned to approve the 3/16/18 meeting minutes, seconded by Peggy Meinhardt; Motion carried unanimously.
- REPORTS
 - Earl Rich, President – No Report
 - Tim O’Toole, President-Elect
 - Provided update on the status of the scanners that are ready for use, preloaded according to the conference schedule and should be received in two weeks. A brief training will be provided for both the Board Members on Monday and the Volunteers on Tuesday.
 - Google Drive is set up for the photo contest. Each team will be sent the link for them to upload their pictures. The Board will be able to log into the account to view the pictures. Instructions are provided at the link.

- Peggy Meinhardt, Treasurer
 - A report covering the period of March 16, 2018 – May 2, 2018 was provided showing a beginning balance of \$96,959.46. After expenses and income, the May 2, 2018 ending balance is \$109,523.75. Discussion followed.

It was recommended that all conference expenses are covered and paid prior to June 30th so that it is spent in the same year the income was earned. It was also suggested that the deposit for next year's conference be paid prior to June 30th.

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

- Sheron Forde, Secretary – No Report
- Archie Matthews, Director of Administration
 - Conference attendance stickers will be printed next week.
- Sally Frank, Director of Conference Programs

Pre-conference issues/concerns:

- Overbooking: Seven volunteers have been received, but need three more. Sheron and Kim volunteered to offer their room for Tuesday night. Earl offered to see if one side of the President's suite could be used. Sally will follow up.
- Due to increased number of registrants, and misleading guarantees, there will be a lot of theatre seating. The Basics sessions have been requested to be classroom. Discussion on possible ways of addressing these issues ensued. It was decided to continue communications with the Hotel to seek amicable resolution as this will be the same situation/concern next year.
- Earl, Tim and Sally will do a conference call with the hotel regarding concerns for the 2019 Annual Conference.
- As a back-up plan, Sally and Tim will hold a conference call with Helms Briscoe to see if other venues, that meet our needs, are available for 2019.
- Additional funds will be required to cover the additional costs of another staff person and food for the meet and greet session.

Archie Mathews motioned to increase the funding for the Meet-N-Greet session not to exceed \$5,000; seconded by Kim Ingram. Motion carried.

- Assistance was requested and agreed to as follows:
 - DeAnn and Peggy volunteered for ordering/picking up food at Publix and Sam's for the Meet-N-Greet.
 - Drink tickets (1- domestic beer, 1- craft beer or wine) will be provided in each registrant packet. Sally will print tickets.
 - DeAnn will finalize list of members for emailing to vendors.
 - Sally will see if Resort will provide any food on Wednesday for the DeSoto Room.

- Sally will create sign w/ contact # for registration table during vendor presentations.
 - Peggy will check with volunteers for training on Wednesday.
 - Hospitality Suite: hotel to provide a cart for nightly cleanup by Board.
- Kimberly Ingram, Director of Education
 - Awaiting on some of the speaker presentations and working with Rick and DeAnn to get the information uploaded to the laptop and website.
 - Education Committee meeting scheduled for June 11th at UCF.
 - Carol Mumford, Director of Membership
 - The 2018 Membership is now 315 with 85 new. Member badges are printed.
 - DeAnn Miller, Director of Public Relations
 - MCCi will be contacted, again, for Logan's bio.
 - 67 people have registered for the Stevens & Stevens Event. An announcement will be made regarding provisions during the opening ceremony. A follow up regarding the five people on waiting list and whether a check-in table is needed at the hotel will be made.
 - The Company Sponsor signs will be printed and a check will be made to ensure each vendor has a stamp/sticker for the passports.
 - Increased sponsor fees netted \$5,500 this year.
 - A Website Committee meeting will be scheduled during the conference.
 - Vendors (Smarsh) will be contacted for Ad to be included in the conference booklet by close of business today.
- **NEW BUSINESS – NONE**
 - **NEXT BOARD MEETING**
 - **May 21, 2018 at 5pm, Safety Harbor Resort and Spa**
 - **Adjournment- 11:00 a.m.**

SENT TO FRMA BOARD FOR REVIEW	5/11/18
APPROVED BY FRMA BOARD	<i>Sheron Forde</i>