



**FLORIDA RECORDS MANAGEMENT ASSOCIATION**

**BOARD MEETING**

May 21, 2018 @ 9 AM

*Safety Harbor Resort & Spa*

**MINUTES**

- CALL TO ORDER – 5:06 P.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
  - 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 5/4/18 meeting minutes, seconded by Peggy Meinhardt; Motion carried unanimously.
- REPORTS
  - Earl Rich, President – No Report
  - Tim O’Toole, President-Elect
    - Scanners are ready for use; Google Drive is ready for photo contest uploads.
  - Peggy Meinhardt, Treasurer
    - A report covering the period of May 21, 2018, with income from membership due and conference registration activities along with conference expenses to date, the Association ending account balance is \$122,769.13. A more detailed report will be provided at the business meeting luncheon. Discussion followed.

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

- Sheron Forde, Secretary – Actions taken between meetings via email:
  - **On May 10, 2018**, Archie Matthews made a motion to approve the Treasurer's report as presented on May 4, 2018; seconded by Carol Mumford. Motion passed unanimously.
  - **On May 11, 2018**, Archie Matthews motioned to refund the full registration fee for two Members who are on FMLA; seconded by Sally Frank. Motion passed unanimously.
  - **DeAnn Miller** will contact the Members and inform them of the decision.
  - **On May 14, 2018**, Tim O'Toole made a motion to approve the purchase prizes for the Photo Scavenger Hunt event in an amount not to exceed \$600 total to be awarded as follows: 1st place - \$75/pp for four persons (\$300 total), 2nd place - \$40/pp for four persons (\$160 total), 3rd place - \$25/pp for four persons (\$100 total), and Honorable Mentions at - \$10/pp for persons (\$40 total). Seconded by DeAnn Miller. Motion passed unanimously.
  - **On May 15, 2018**, Archie Matthews motioned to approve the purchase of food for the hospitality suite for Wednesday and Thursday nights; Seconded by Sally Frank. Motion passed.
- Archie Matthews, Director of Administration
  - Conference attendance stickers will be printed next week.
- Kimberly Ingram, Director of Education
  - Speakers presentations are ready.
  - A replacement for the legal roundtable will be identified prior to that session.
- Carol Mumford, Director of Membership
  - The 2018 Membership is now at 322 with 90 new.
  - A request for the Board's approval of two \$25 gift cards for the election volunteers utilized by the Director of Membership.

***Carol Mumford motioned to approve the purchase of two \$25 gift cards for the election volunteers; seconded by Les Vaughn. Motion carried.***

- DeAnn Miller, Director of Public Relations
  - Presentations are on the website.
  - Stamps have been obtained for vendors to use on passports.
  - Sponsor signs have been printed for the tables.
  - Snacks for the Meet-N-Greet will be delivered tonight.
  - Sponsor fees amounted to \$5,500 this year.
- Les Vaughn, Immediate Past-President – No Report
- Sally Frank, Director of Conference Programs

- Powerpoint is complete and has been given to Rick. Rick is working on the AV setup now.
  - We are still one room short. If necessary both Kim and Sheron will need to forfeit their rooms for Tuesday night.
  - Baranoff Theater is set for 220 seats. May need to bring in extra chairs. Athena is set-up with 95 seats.
  - A thank you poster was created for the entrance to the Sponsor exhibits. Please hand sign the poster.
  - A white board will be posted near the registration table and will reflect the daily schedule.
  - Thank you to Carol for stuffing the swag bags and preparing the name wallets.
  - Thank you to Sheron and Carol for assisting with the completion of the registration packets earlier today
  - Sally will get list of banquet staff names for gift cards.
  - Need to write thank-you cards for speakers.
  - Need to be thinking about the Resort space throughout the week so that a decision can be made about the 2019 conference location.
- **NEW BUSINESS – NONE**
  - **NEXT BOARD MEETING**
    - **May 24, 2018, Safety Harbor Resort and Spa**
  - **Adjournment – 6:00 p.m.**

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<b>SENT TO FRMA BOARD FOR REVIEW</b>	<b>5/22/18 (SF)</b>
<b>APPROVED BY FRMA BOARD</b>	<b>06/14/18</b> 

