

FRMA 2014 Spring Newsletter



From the Desk of the President

Board Members

*Les Vaughn,
President*

*Lesa Canfield,
Vice-President*

*Rhonda Johnson,
Treasurer*

*Holly Vaughn,
Secretary*

*Carla Markx,
Director of
Administration*

*Kimberly Ingram,
Director of
Education*

*Jean Griggs,
Director of
Membership*

*Vacant,
Director of
Programs*

*DeAnn Miller,
Director of Public
Relations*

*Archie Matthews,
Immediate Past
President*

Greetings Fellow Managers of Records!

It has been a busy past four months for your Board - conference planning, by-law reviews, election nominations, annual renewals, and numerous other tasks. I would like to start by letting each of you know we were working hard on getting the payment function squared away and I understand your frustrations. The Pay-Pal application was not cooperating with us and we had to get others involved to assist. We also found the same issues within our own Board that every Board from the days of yore had to work out.....'Who's on first!' Archie warned me that this is always a challenge, "Sure, gotcha, no problem," I believe must have been the words out of my not-so-brilliant mouth. But alas, as with my own parents, I see his wisdom and foresight well after I usually erroneously acted (edited from Les' original non PC banter). So on the advice of my predecessor and at our last Board meeting, we are creating a new project planning document for all the next poor saps that inherit these positions and don't take heed. This document will give key dates, tasks, deadlines, responsible positions and how to's for the future Board.

Ultimately we will get more efficient and serve you better! I hope everyone is as excited about this year's conference as I am! We've already had to extend our room block because it looks like we are going to have a great attendance. This is all possible because of our great conference team. Kim Ingram has put together an outstanding educational agenda, and Holly Vaughn has worked daily on getting the programs set up, accommodations squared away, and all the thousands of complaints, errors, miscommunications and difficulties that come with the position of Program Chair and Secretary. Both of these ladies have exercised great patience and tenacity to get the most for your conference experience -much more than I could handle without a platoon of Marines! I am submitting their names to our Department of Defense for future engagements. Peace in the Middle East? Send Holly and Kim! Done.

So, I would like to invite and encourage each of you to express your positive experiences this year to these folks. Too often we are quick to speak of our complaints, yet hesitant to compliment. Send the complaints my way and I'll work with you and get it done!

Semper Fidelis,



Spring has arrived so it's time to make plans to attend the FRMA 2014 Annual Conference! 1
Go to www.frma.org for information or to pay online.

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Vice President News



Be sure to stop in at the Meet and Greet Tuesday night. We look forward to talking with you.

Congratulations on your decision on joining us for the Florida Records Management Association 2014 Annual Conference. This year's conference will be held at the Hammock Beach Resort in May 20 -23, 2014.

In an effort to assist you in preparing for the conference, we have organized the Conference materials as follow:

- Hotel information and pricing – Please see conference flyer and book your hotel reservation now.
- Registration Packet - Registration forms and class schedule are available on the FRMA website. This provides information for registration, documents that must be completed and sent in by April 18, 2014.
- Course Schedule form – Please place a check mark next to your course selections and turn in with your registration form by April 18, 2014.
- List of course descriptions.
- FRMA Policy Records Management Association Certification Program

Again, it is our privilege to host the 2014 FRMA Conference with you and our members as our honored guest. We are very enthusiastic about your attendance and participation!

Lesa Canfield
FRMA Vice President

Secretary Notes



Hello, FRMA Members! It's been a pleasure serving as the FRMA Secretary this past year as well as taking on the duties of the Director of Programs, along with Director of Education Kimberly Ingram, while that position is vacant. I've thoroughly enjoyed getting to know many of you better and I'm looking forward to another great year with FRMA.

I'm very excited about this year's conference. Our Director of Education has arranged a terrific lineup of speakers and records topics. I'm also pleased that our 2015 and 2016 conference location has been secured at *The Shores Resort & Spa* in Daytona Beach Shores. To assist in your planning and budget preparation, the following are the dates and room rates for 2015 and 2016:

2015 FRMA Conference

May 19 – 22, 2015

The Shores Resort & Spa, Daytona Beach Shores

Rates include \$5.00 per night resort fee.

- River View: \$124 per night
- Ocean View: \$144 per night
- Ocean Front: \$154 per night

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2016 FRMA Conference

May 24 – 27, 2016

The Shores Resort & Spa, Daytona Beach Shores

Rates include \$5.00 per night resort fee.

- River View: \$128 per night
- Ocean View: \$148 per night
- Ocean Front: \$158 per night

In addition to many interesting and relevant records sessions at the Conference, there will also be Industry Specific Roundtables so that you can network with your peers to discuss common issues. Be prepared to share success stories or learn what's working in an agency such as yours.

Once again, it is truly a pleasure to serve on the FRMA Board of Directors and work with our terrific FRMA members! I look forward to seeing everyone at Hammock Beach Resort in May! If anyone has any questions regarding hotel accommodations for any of our upcoming conferences, please don't hesitate to contact me at (352)253-2632 or hvaughn@lakecountyclerk.org.

See you soon!

Holly Vaughn
FRMA Secretary

March 1, 2014

Administration



Dear Members,

Attached please find a copy of the proposed amendments to the Bylaws. These amendments are being offered to: remove the restriction prohibiting more than one individual from the office, department or public agency to serve on the Board; and eliminate term limits for the positions of Treasurer, Secretary, Director of Public Relations, Director of Administration, Director of Membership, Director of Education and Director of Programs.

Items that are ~~struck through~~ are being deleted. Items that are underlined are additions or new language. Minor errors of numbering, punctuation, spelling, and other such errors that do not change the meaning or intent of the amendments, shall not be fatal to the adoption of the amendments, and all such errors noted shall be corrected prior to publication of the final document.

Please review these proposed changes. If there are concerns or questions, feel free to contact any member of the Board. Please be prepared to discuss, if necessary, and vote on the adoption of these amendments at the Annual Meeting on Thursday, May 22, 2014.

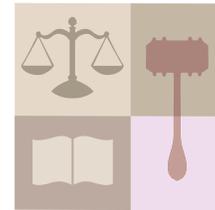
Sincerely,



Carla M. Markx
Director of Administration

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Proposed Amendments to FRMA Bylaws



ARTICLE V: EXECUTIVE BOARD

A. AUTHORITY AND ACCOUNTABILITY

Section 5

~~No two (2)~~ Not more than a majority of the voting Board ~~members~~ shall be comprised of employees of the same office, department, or public (governmental) agency or entity.

Section 6

~~No member~~ The President and the Vice President of the Board shall not serve more than two (2) consecutive terms in the same office. All additional members of the Board must be re-nominated and re-elected by the membership after each respective term has expired as stated in Article V.B. Sections 1-11.

Section 7

All members of the Board shall serve until their elected successors ~~are elected and~~ assume their duties.

Conference Course Information



Education News



*Kimberly Ingram,
CRM, CPM, FCRM
Director of Education*

Hello, FRMA Members! I'm very excited about this year's conference. I am looking forward to seeing all of you at the upcoming 2014 conference at the Hammock Beach Resort, Palm Coast located in between St. Augustine and Daytona Beach. This year's conference schedule is full of dynamic speakers. By attending the full conference you can receive up to 20.50 credit hours.

We are looking for volunteers so if you are interested please email frmaeducation@gmail.com

It's been a pleasure serving as the Director of Programs and I look forward to seeing everyone in May!

Congratulations to Maria Serrano, recipient of the 2014 FRMA Education Scholarship!

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If so, here's what to do...

We all bring these back from conferences but never seem to do anything with them. Most of us inevitably hang them on our office doorknob as proof we at least checked in at a conference...How about recycling them for a chance to win a prize?

Maybe
have
more
than 1?

Bring as
many as you
can find for
a chance to
win a great
prize!

1 chance
per
badge
holder!



*Drop off your badges at the
registration table when you check
in to receive your raffle tickets!*



**See you at
the
Conference!**

Exciting Membership News!

I can't think of a better way to start out *2014* than by welcoming our 43 newest members:

Joseph Balter	Layle Knox	Elizabeth Sewell	Patricia Sullivan
Kathryn Sims	Patricia Staples	Joy Townsend	Rosa Lee Johnson
Brandi Madden	Sandrina McCloud	T-Rex Ogle, Jr.	Melagros Padron-Hoke
Corey Pettway	Teresa Rollins	Teneka Thomas	Kristine M. Dunmire
Cindy Ezell	Audrey Jackson	Janice Miller`	Elizabeth Ojea
Elizabeth Walker	Michael Zaguirre	Luke Givens	Diane McClary
Katy McCrary	Nadine Zike	Marley Zodel	Traci Houchin
Marie O. Schmidt	Frank Garguilo	Stacy Osborne	Karen Ray
Jillian Shepherd	Michelle Longo	Michael Maitland	Christopher Reed
Pansy Britton	Donna Starling	Rick Whilden	Theresa Jones
Christie Mayer	Laura Singer	Mary Wisenbaker	

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Thank you for becoming members of the FRMA organization. As you become familiar with the organization, you may choose to become more involved perhaps on a committee or as a board member. If you are interested in joining a committee, please contact the committee chair directly or one of the board members will be happy to assist you; our contact information is listed on the FRMA website.

The past few months have been extremely busy for the board members as preparations were made for the annual conference in May. We are very excited about the conference and hope you will join us. As most of you are aware, the 2014-2016 Executive Committee election is just around the corner. Within the next few days, each voting member will be sent a ballot by email to cast their vote. Please show your involvement by taking time to elect the candidates of your choice.

Sincerely,

Jean Griggs, Director of Membership

A few words from Archie...



As of April 1st, I have entered into the DROP retirement program. As I now have a finite end to my career with the Clerk of Courts office, and probably Records Management, I have to reflect on how the business of records management has changed since 1983.

I've written previously about beginning the first records management program for the Supervisor of Elections office when I was there, and how we went from one records room in one courthouse, to two courthouses and a Records Storage Center, so I'll not bore you with repetition. Let it suffice to say that there have been lots of changes.

When I began in Records, it was all paper records, with a little bit of microfilm. Our voter records were stored on the county mainframe, but there were paper backups. I remember when the office purchased a personal computer, probably a 128K machine that we thought was super fast then, but if we had to contend with it now, would get frustrated with the lack of speed and capacity. Computers got better and faster, and we all learned to rely on them more and more.

As of April 1st, 2013, the courts went to e-filing in Civil actions, on October 1st for Criminal actions. In short, we stopped creating paper files. As you may imagine, this was an enormous sea change for those of us who had been steeped for so many years in paper files. Time does march on, and as has been said, "There is nothing so constant as change."

One of the considerable accomplishments of the Clerk's office during Mr. Irby's tenure as Clerk, and my time as Records Bureau Chief, has been a dedication to the preservation of our oldest records. An Ancient Records Coordinator was brought on board, and his work has brought considerable attention to the office. The Florida State Genealogical Society has presented the 2014 Preservation Award to the Ancient Records Project. Our Ancient Records Coordinator, Jim Powell, has previously received the FSGS

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Outstanding Achievement Award. One of those things that Jim has done is to enlist online volunteers to help index and transcribe our old, handwritten records. To date, nearly 19,000 pages have been transcribed, at no cost to the county. Once they are transcribed, they are readable, searchable, and if the paper record is lost, it's on the web forever. What we have learned from this is that history may not be what we learned in school, and people will help because they want to see the record preserved.

I would be quite guilty of a considerable untruth if I were to tell you that I had embraced all of the changes that have come with open arms, but in the end will have to admit that the vast majority of them were for the better. Though I still like a piece of paper or a book!

I look forward to seeing you all at Conference. One thing that will never change is that we all have more to learn to continue to do our jobs well.

Archie Matthews
Immediate Past President

Spreading the News



All of us face challenges, especially as we navigate through the changes occurring in our records profession. One of the benefits of belonging to our organization is the opportunity to network and reach out to seek support or share solutions. Becoming involved helps us realize that we are not facing these issues alone. Even if we are not able to solve a problem, it sometimes helps to simply talk with someone who understands. Our organization is full of people with a wealth of knowledge and experience who are ready and eager to share. I know that I have formed relationships that have developed into friendships over the years.

So, if you have an article of interest, please send it to me. I want to hear what members would like to see on the website and in the newsletter.

I look forward to seeing all of you at the Conference!

DeAnn Miller, Director of Public Relations

Contact Information for FRMA Board

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Archie Mathews, Immediate Past President

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