



FLORIDA RECORDS MANAGEMENT ASSOCIATION

ANNUAL BUSINESS MEETING

May 23, 2013, 11:00 AM

Hilton Cocoa Beach Oceanfront, Cocoa Beach, FL

CALL TO ORDER

Meeting called to order by President Matthews at 11:00 AM

ROLL CALL

Board Members present:

- Archie Matthews, President
- Les Vaughn, Vice President
- Rhonda Johnson, Treasurer
- Kimberly Ingram, Director of Education
- Jean Griggs, Director of Membership
- Lesa Canfield, Director of Public Relations

Board Members absent:

- Dawn Burke, Secretary
- Nancy McConkey, Director of Administration
- Candice Odom, Director of Conference Programs

APPROVAL OF MINUTES

President Matthews reviewed minutes from 2012 Annual Business Meeting. No objections to previous meeting. Minutes accepted by general consent.

UNFINISHED BUSINESS

No unfinished business reported.

REPORTS

President Matthews

- Thank you to volunteers
- Announced and installed the new FRMA Board:
 - President Les Vaughn
 - Vice President Lesa Canfield
 - Secretary Holly Vaughn
 - Treasurer Rhonda Johnson
 - Director of Education Kimberly Ingram
 - Director of Membership Jean Griggs
 - Director of Administration Carla Markx
- Presented FRMA gavel and seals to President Vaughn

Vice President Vaughn

- Thanked President Matthews for his service to the FRMA Board
- Presented President Matthews with plaque

Treasurer Johnson

- Reported FRMA account balance is \$45,751.58 as of May 17, 2013

Director of Education Ingram

- Reported that Basics of Records Management is no longer required for recertification.
- An organization has approached FRMA and requested we offer classes which could also be utilized for FCRM credits mid-year.
- A new method of signing in to conference sessions will be determined.

Director of Membership Griggs

- Reported FRMA currently has 196 members
- Welcomed 20 new members in 2013

Director of Public Relations Canfield

- Thanked President Matthews for his service and presented 2 - \$50.00 gift cards to Lowes
- Facilitated raffle drawings

NEW BUSINESS

No new business reported.

ADJOURNMENT

Meeting adjourned by President Matthews at 11:31am.

SENT TO FRMA BOARD FOR REVIEW	June 5, 2013
APPROVED BY FRMA BOARD	July 25, 2013