



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

January 29, 2016

Southwest Florida Water Management District

MINUTES

- **Call to order – 9:39am**

- **Roll call**
 - **Present**
 - Earl Rich, Interim President
 - Les Vaughn, Interim Vice President
 - Archie Matthews, Treasurer
 - Sally Frank, Secretary
 - Holly Vaughn, Director of Conference Programs
 - Kimberly Ingram, Director of Education
 - Sara Loewer, Director of Membership
 - DeAnn Miller, Director of Public Relations
 - **Phoned in**
 - Jenny Jolinski, Director of Administration

- **Approval of minutes from previous meetings**
 - Board Meeting, October 30, 2015, Board Meeting, November 9, 2015, FRMA Interim Business Activity Report (I-BAR) from 10/24/2015 – 1/28/2015; All Distributed 11/10/2015, Motion to approve by Les Vaughn, second by Archie Matthews, unanimously approved

- **Unfinished Business**
 - 2017 and 2018 Fee Increase for Membership and Conference Registration
 - Holly Vaughn made motion to increase membership fees by \$5.00 for 2017 and 2018, an increase of 3%-6%, depending on membership type and date paid, to cover costs of on-line registration and build account balance for future conferences, second by Archie Matthews, unanimously approved
 - Holly Vaughn made a motion to change 2017 and 2018 conference pricing by eliminating the 3 day conference option and increase other pricing as follows: full conference \$265.00, 2 day \$225.00, 1 day \$150.00, and vendor \$275.00, second by DeAnn Miller, unanimously approved
 - FRMA Website maintenance, design, and hosting. Update to include sections for News and Business in lieu of newsletter and remove forum.
 - Website is back up and running and paid for one year
 - Need one group/company to cover all aspects of website including design, maintenance, problems, hosting
 - Earl Rich will reach out to his contacts to see if anyone knows a reputable company to do this work and he encouraged other Board Members to do the same.

- Keep membership list current with member name and agency. Post conference, send member list with contact information to all members. May be able to use Reg On-line to do this.
- Status of FRMA Linked In
 - Lesa Canfield still has control over Linked In account. Archie Matthews will contact her for admin information so we can update/delete.
- Status of inventory of FRMA owned assets. Use of Equipment Transfer Form.
 - Two new laptops have been purchased with 3 year extended service plans. Cost for the two computers was \$1942.02. Rick will load presentations for the conference.
 - Old computers have been wiped of all FRMA records. Holly Vaughn will bring the old computers to the conference and we will try to sell them or Archie Matthews will take them and try to sell them.
 - Kim Ingram provided the form to be used for disposing of assets. This form should be used for all equipment transfers and deletions.
- Update of FRMA By-Laws and the current Duties and Responsibilities of the Executive Board Members Document. Should Vice President be changed to President Elect?
 - Jenny Jolinski reviewed her suggested changes to the FRMA By-Laws. Because everyone had not had a chance to review these prior to the meeting and other changes may be required (type of organization, newsletter, website, records management, etc.) everyone was asked to review the By-Laws and send comments/changes to Jenny for discussion at next meeting.
- **Reports and New Business**
 - Earl Rich, Interim President – No report
 - Les Vaughn, Interim Vice President
 - Elections and nominations for Treasurer, Director of Conference Programs, Director of Public Relations
 - Need to start recruiting for Board positions that will be vacant. Need to develop succession plans.
 - Suggest doing background checks going forward.
 - Status of current Board Members – Les Vaughn will be interim Vice President until 2017, Archie Matthews will complete his term in May as Treasurer and then remain active with FRMA but not in a Board member capacity, Sally Frank's term as Secretary will end in 2017, Holly Vaughn will complete her term as Director of Conferences this May and does not wish to run again, Kimberly Ingram's term as Director of Education will end in 2017, Sara Loewer will be Director of Membership until 2017 at which time she does not think she will run again, DeAnn Miller will complete her term as Director of Public Relations this May and would be interested in running again.
 - Education
 - We need to continue to find ways to help Kim at the conference since she always gets so many questions. Having the new session at the conference for new members will help.
 - Bringing back Industry specific tracts – This is a good thing since member feedback was positive.
 - Administration

- PR Committee, appoint an official photographer – If anyone knows a member who is a photographer, we would like to have some photos taken at the conference. Please ask members.
- Clearly define corporate membership vs. vendor members – We need to clearly define the difference between corporate members and vendor members. There is some confusion.
- As we re-think our website, we need to explore utilizing Google Docs to share information and store documents for the Board as well as possible share information with membership.
- Les Vaughn will be preparing a survey for our members. If you have questions you would like to include, send them to Les.
- Archie Matthews (and Les Vaughn), Treasurer Report
 - \$44, 675.85 in account as of 1/28/16. \$3036.95 was spent since 11/1/15
- Sally Frank, Secretary
 - Session on public records requests – Sally Frank has agreed to present a session on Public Records Request. Sally asked for the Board to review the PowerPoint in advance and add items which are unique to their industry. Sally would also like the Board to assist with questions during the session.
 - Conference schedule for Board Member coverage – Holly Vaughn will send Sally Frank the prior year schedule.
- Jenny Jolinski, Director of Administration – Jenny presented her suggested By-Law changes. The changes will be reviewed and finalized at the next Board meeting.
- Holly Vaughn, Director of Conference Programs
 - Conference updates
 - Speaker for Opening Ceremony will be the Mayor of Daytona Beach Shores
 - Volusia County Sheriff's Office will provide the Honor Guard
 - Room type and reservations for Board Members – the hotel is providing cabana rooms for Board members. Board members should plan to arrive Monday around 2PM so they have time to get settled prior to the Board Meeting which usually begins around 4 or 5.
 - Conference discussion items
 - Date to open online conference registration – open as soon as ready
 - Conference schedule to be entered – Holly Vaughn and Kimberly Ingram will review schedule to make sure it is in sync prior to release
 - Print sign in sheets with all attendees listed rather than by selected sessions? Board agreed.
 - Speaker room reservations – Need confirmation of speakers.
 - Conference food & beverage proposal – Holly Vaughn distributed the proposed 2016 FRMA Conference Menu. Suggested changes were to call the dinner a barbeque, include 2 drink tickets per person (beer, wine, soda), and allow a guest option for lunch and dinner for \$25.00 per person. Holly Vaughn made a motion to approve the 2016 FRMA Conference Menu as suggested, second by Kimberly Ingram. Unanimously approved.
 - Conference swag options – Les Vaughn made a motion that expenses for conference swag (including wallets, badges, and food items) not exceed \$3000.000, second by Kimberly Ingram. Board unanimously approved.
- Kimberly Ingram, Director of Education

- The conference schedule is complete waiting on a few speakers to confirm.
- We are adding a session for FCRM certification this year.
- Sara Loewer, Director of Membership
 - Nomination/Election Form(s)-Demo of nomination form and feedback provided by Board, deadline for nominations will be 2/22/16
 - Survey monkey vs. Formatta for ballot – Formatta will be used for ballot
 - 2015 Membership review – 236 members (226 in 2014)
 - 2016 Membership stats – 206 confirmed members, 102 individual, 104 institution; 21 new members)
- DeAnn Miller, Director of Public Relations
 - Website - Website is back up and running and paid for one year. All access and payment issues have been resolved. DeAnn Miller will share RFP used at her school district for website design.
 - Sponsors for upcoming conference – DeAnn has not received much interest in sponsorships. Yellow Folder and Image One are possibilities. If you have suggestions, please contact DeAnn.
- **Scheduling of Next Board Meeting** – Next meeting will be Friday, April 15th, at 9:30 at Southwest Florida Water Management District.
- **Adjournment at 12:21 PM**

SENT TO FRMA BOARD FOR REVIEW	3/29/16	
APPROVED BY FRMA BOARD	3/30/16	<i>Sally Frank Secretary</i>