



## FLORIDA RECORDS MANAGEMENT ASSOCIATION

### BOARD MEETING

February 6, 2015

*Orange County Public Schools, Orlando, FL*

## MINUTES

- **Call to order - 10:10am**
- **Roll call**
  - **Present**
  - Les Vaughn, President
  - Sara Loewer, Secretary
  - Carla Markx, Director of Administration
  - Holly Vaughn, Director of Conference Programs
  - DeAnn Miller, Director of Public Relations
  - Archie Matthews, Immediate Past-President
  
  - **Present via Conference Call**
  - Lesa Canfield, Vice President
  - Rhonda Johnson, Treasure
  - Kimberly Ingram, Director of Education
  - Jean Griggs, Director of Membership
- **Previous meeting minutes approved**  
*(Distributed for review June 2, 2014)*
  - Board Meeting, May 22, 2014
    - Minutes read and provided- approved
- **Unfinished business**
  - Microsoft Office installation on all FRMA laptops
    - Board agreed on using a one month free trial with Microsoft Office 1 month before the conference and will look into purchasing a license before 2016 conference
    - Windows 8 download- not recommended because of age of machine
    - Board will look at purchasing new laptops after 2015 conference
  - Use of FRMA Audio/Visual personnel at The Shores Resort for 2015-2016 conferences
    - Tabled until 2/20/15 to determine availability of Director of Programs and Rick Whilden (AV committee) and actual AV needs
      - \$65/hr for hotel AV personnel
      - AV cost for hotel- approx. \$3,895, Rick- \$1,000

- Membership Drive:
  - President Vaughn will work with Director of Public Relations DeAnn Miller to utilize the Department of State's RM listserv
    - Concern over sending communication more than once
    - Director of Public Relations Miller and President Vaughn to clean up list in next 2 weeks (2/20/15)
- Posting of 2014 By-Law Amendments on FRMA website, prior meeting minutes
  - Director of Administration Markx will forward to Director of Public Relations Miller to post next week (2/9/15)
  
- **Reports**
  - Les Vaughn, President
    - Contact listing- Secretary Loewer will compile and send by 2/13
    - Cost of this year's conference rates approved, next year's will be addressed after 2015 conference
    - Task list will be sent out next week (2/9) for everyone to contribute to (2/20)
  
  - Lesa Canfield, Vice President
    - Will collaborate with Secretary Loewer determine conference gifts
  
  - Rhonda Johnson, Treasurer
    - \$36,830.86 treasury balance
    - 1 Outstanding check \$700 (UCF shortage)
    - Receiving PayPal monies, but no membership forms- Treasurer Johnson will put form on PayPal to combine the 2
    - Director of Programs Vaughn will add a field to PayPal to allow for registrant/member name
    - President Vaughn requested Treasurer Johnson to generate P & L for treasury January 2013-May 1, 2015 to post with board minutes to report to membership
      - Director of Administration Markx to assist and will perform in the next 3 weeks
    - Determination letter for IRS- Treasurer Johnson locating
    - Treasurer Johnson will create a spreadsheet of membership to update and email to board
  
  - Holly Vaughn, Director of Conference Programs
    - Requested purchase of 2 projector remotes \$34.99 each from Tiger direct
      - Motion by Immediate Past President Matthews- 2<sup>nd</sup> by Director of Public Relations Miller- **unanimously approved expenditure of \$80 + shipping**
    - Volusia County Color Guard will present colors for conference opening ceremony
    - Swag Bag choices:
      - Board agreed selections will be voted on via email
    - Session stickers were approved to be used again for the 2015 Conference

- Online Conference Registration-
      - 1 super user of software with a backup (Vice President/President)
      - FRMA requires a data dump from software after each conference
      - Privacy Statement requested
      - Motion by Immediate Past President Matthews, 2<sup>nd</sup> by Director of Administration Markx- **unanimously approved pending acceptable privacy guidelines**
    - Board agreed FRMA members may not utilize group hotel rate unless they have registered for the conference prior to making their reservation. The list of registrants will be given to The Shores hotel staff.
    - Conference Food & Beverage
      - Board agreed choices:
        - Buffet Breakfast
        - Break selections
        - Italian Lunch Buffet
- Carla Markx, Director of Administration
  - Nothing to report
- Kimberly Ingram, Director of Education
  - Speakers are reserved for conference, pending speaker agreements
  - ½ day Tuesday 19<sup>th</sup>- 12/15-4:30 Sandy- FRMA to pay air and 2 days of hotel
  - Schedule drafted:
    - Industry specific roundtables will be a longer session in response to membership suggestions (3.25 hrs)
    - Board agreed to dedicate vendor visit time on schedule
  - Total conference credit hours: 20.25 credit hours
  - Last session ending at 4:45 Wednesday 5/20/15 instead of 5pm in response to member suggestions about the day being long
- Jean Griggs, Director of Membership
  - As of 1/30/15- membership 145
    - New members-12
  - Nomination form ready and committee is in place
    - Form ready to post and send to active members Monday 2/9- distribute to previous distribution list
    - Nomination deadline 2/27/15
    - Positions up for election: VP/President, Secretary, Director of Membership, Director of Education, Director of Administration
  - Treasurer Johnson and Director of Membership Griggs working on membership list
    - President Vaughn proposed ensuring serving board members remain on membership list at all times for contact purposes- Board agreed
      - Proposed that the membership list to go to board prior to distribution in 2 separate lists- 1 for board with membership details (payments ect), and 1 for the membership- Board agreed

- Add a disclaimer to the list- “This list is for contact purposes only and may not reflect payment.” - Board agreed
- Motion not to change published membership list until member hasn’t been active for at least 6 months after payment deadline and keep active board members on contact list - **Unanimously approved by board**
  
- DeAnn Miller, Director of Public Relations
  - Working on newsletter
  - Posting Job Vacancies on the website- Records/Librarian/IT
    - Director of Public Relations will send out a blurb for website to board to approve
  
- Archie Matthews, Immediate Past President
  - Nothing to report
  
- **New Business**
  - **Board positions up for election: Vice President/President, Secretary, Director of Administration, Director of Education, and Director of Membership** see Director of Membership report
  - **2015 Online Conference/Vendor Registration Form- HV** see Director of Programs report
  - **Conference Hospitality Bag Options- HV** see Director of Programs report
  - **Posting of Treasury balance on website- LV** see Treasurer report
  - **FRMA yahoo email address- SL**
    - Secretary will be responsible for correspondence and maintenance of frma\_mail@yahoo.com
  - **FRMA Task List- SL-** see President Report
  - **FRMA Member of the year- LV**
    - Recognition for those that have been members 5, 10, 15+ years
    - FRMA Member of the year:
      - President Vaughn will put together criteria, approach, and deployment
      - Director of Administration Markx will reach out to her prof. organization to see their criteria
  
- **Scheduling of next Board Meeting**
  - **April 1<sup>st</sup>/end of March- Location: Conference site? Possibly 4/3 10am**
  
- **Adjournment- 12:45pm**

<b>SENT TO FRMA BOARD FOR REVIEW</b>	<b>2/19/15</b>
<b>APPROVED BY FRMA BOARD</b>	<b>2/20/15</b>