



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

May 20, 2013, 4:00 PM

Hilton Cocoa Beach Oceanfront, Cocoa Beach, FL

CALL TO ORDER

Meeting called to order by President Matthews

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

Also present:

- Sara Loewer, Public Relations Committee
- Holly Vaughn, Interim Secretary

Board Members absent:

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

UNFINISHED BUSINESS

Conference

Vice President Vaughn did not receive handouts for printing for UCF or Vestina Crayton's sessions. Director Ingram making arrangements for printing

President Matthews to conduct Disaster Recovery session and Florida Department of State to conduct webinar for Advanced Records Management due to speaker Candice Odom's absence.

President Matthews reported that local official from Cocoa Beach to be in attendance for opening ceremony of conference, to include Cocoa Beach police and representative from Mayor's office. Conference schedule discussed and Board agreed that no schedule issues exist.

Treasurer Johnson provided notes regarding FRMA's tax status (see attachment) along with the following information:

- Treasurer Johnson and Director of Administration McConkey informed accountant we need to change tax year to end in December according to our bylaws. It currently ends in June. Accountant speaking to IRS to see if this can be done without a \$200 per month charge. Also, may be charged \$175 per quarter for months that we were not exempt and accountant is speaking with IRS regarding this as well.
- Vice President Vaughn recommended Treasurer Johnson speak with past Treasurer Rita Smith regarding this issue.
- President Matthews reported that Director of Administration McConkey has offered to continue assisting with this matter after she leaves office. President Matthews advised Treasurer Johnson that acceptance of this offer is her decision.

REPORTS

President Matthews

- Incurred expense for replacement of missing FRMA gavel and will be reimbursed.
- Confirmed with Nancy McConkey that she has everything in order for the new Director of Administration.
- In collaboration with Vice President Vaughn, FRMA records will be imaged in order to transfer them to new officers on CD rather than paper.
- Proposed the purchase of a \$100 gift card for Tina Hill, former Director of Conference Programs, for stepping in to assist with hotel and conference arrangements when current Director was unavailable. Board agreed.
- Post conference Board meeting scheduled for May 23 at 5:30PM

- Reminder that conference registration begins the following day at 10am. Board should arrive early to set up. President Matthews has FRMA projector and laptop.

Vice President Vaughn

- Has raffle tickets, conference handouts which were received in advance and printed conference schedules. Offered to pick up handouts for UCF and Vestina Crayton from the location that Director of Education chooses to have them printed.
- Designated Secretary to arrange gift for outgoing Board Members

Treasurer Johnson

- Reported FRMA account balance is \$45,751. One conference registration check left to deposit and 4 members that have not yet paid but are bringing checks with them to the conference.
- 3 vendors registered and 1 vendor is bringing a check for registration fee.
- Reported member Marie Allen is unable to attend and will be refunded registration fee.
- One member's check for registration fee bounced due to a duplicate check/stop payment issue. Member informed that \$12.00 returned check fee is owed to FRMA.
- Received conference breakfast and snack information from Tina Hill

Director of Education Ingram

- Will need FRMA laptop on Tuesday morning for a test of webinar with FL Department of State
- Has all conference badges printed and conference bags ready.
- Has all speaker agreements. Agreements were reviewed by President Matthews. Only speaker to be paid is Toyce Johnson-Vincent. Fee is \$100.00. Ms. Johnson-Vincent has also requested the FRMA tax ID number.

Director of Membership Griggs

- Has list of members who have volunteered to assist at the conference

Director of Public Relations Canfield

- Has conference evaluation forms and gift cards for raffles

ITEMS APPROVED BY BOARD

- In lieu of payment to speaker Vestina Crayton, registration fee waived
- Approved waiving conference registration fee on a case by case basis for Board Member. Director of Public Relations Canfield to write a procedure to finalize details.
- Office of Director of Public Relations will be vacant when Lesa Canfield assumes role as Vice President. Board agreed with Director of Education Ingram's recommendation that it be opened up to general membership. Public Relations Committee consists of Sara Loewer who can assume role as interim Director of Public Relations if there are no objections from membership.

NEW BUSINESS

- Director of Public Relations Canfield raised the issue of evaluating locations for next year's conference in the event that Director of Conference Programs is unavailable.
- Director of Public Relations Canfield raised the issue of evaluating the week the conference is scheduled each year. After Board discussion, it was determined that the week should remain the same as it provides the most economical options for hotel rates (after Spring Break but before Summer Break) as well as the most convenience for members.
- President Matthews reported that the Doubletree in Cocoa Beach contacted him as a possible conference location. FRMA Board has already agreed to hold conference in intervals of 2 years on the east coast and 2 years on the west coast, placing the 2014 Conference location on the west coast.
- President Matthews recommends using a company that finds conference locations. There is no charge to FRMA for the use of these companies as they receive their fee from the hotels.
- President Matthews recommends evaluating Embassy Suites in Boca Raton. Director of Public Relations Canfield recommends evaluating the Hyatt in Sarasota.

ADJOURNMENT

Meeting adjourned at approximately 5:15 PM

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