



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

May 23, 2013, 5:30 PM

Hilton Cocoa Beach Oceanfront, Cocoa Beach, FL

CALL TO ORDER

Meeting called to order by President Vaughn at 5:02 PM

ROLL CALL

Board Members present:

- Les Vaughn, President
- Lesa Canfield, Vice President
- Holly Vaughn, Secretary
- Rhonda Johnson, Treasurer
- Carla Markx, Director of Administration
- Kimberly Ingram, Director of Education
- Jean Griggs, Director of Membership
- Deann Miller, Director of Public Relations
- Archie Matthews, Immediate Past President

Also present:

- Sara Loewer, Public Relations Committee

Board Members absent:

- Candice Odom, Director of Conference Programs

UNFINISHED BUSINESS

Conference

Discussed additional options for 2014 conference as well as issues at 2013 conference:

- Director of Education Ingram reported receiving location suggestions from members to include West Palm Beach, Fort Lauderdale, Hammock Beach on Palm Coast, Daytona Beach, Sanibel and Fort Myers

- Discussed attempting to stay with Hilton family of hotels in order for members to earn Hilton Honors Points
- Discussed the possibility of boosting membership by holding conference in South Florida
- Director of Administration Markx reported that she has a contact in corporate sales with the Ritz hotel chain and will inquire about possible deals.
- Director of Membership Griggs reported complaints with members regarding providing lunch rather than dinner. Members stated that it made for a long day.
- President Vaughn suggested sending a survey to membership regarding lunch vs. dinner. Director of Education Ingram recommended reminding members that cost will increase if dinner is selected.
- Discussed the need to confirm a hospitality suite at conference location as one was not available this year. A meeting room had to be used and an exception made for bringing in outside drinks and snacks.
- Director of Public Relations Miller suggested the possibility of breakout sessions per agency type. However, Director of Education Ingram reported that these sessions were not attended in the past resulting in payment for unutilized meeting rooms. In lieu of breakout sessions, President Vaughn recommended sorting the membership list by agency type. Past President Matthews also suggested color coding name badges at next year's conference to assist members in networking with individuals from their own type of agency.

REPORTS

President Vaughn

- Appointed Deann Miller as Director of Public Relations. Sara Loewer to remain on Public Relations Committee.
- Assigned Vice President Canfield to assist Director of Public Relations Miller with revamping website.
- Advised that speakers' presentations should be placed on FRMA website as soon as possible. Vice President Canfield, Director of Public Relations Miller and Director of Education Ingram to meet on Friday morning, May 24 to review website.
- Received reimbursement for purchase of plaque for past President Matthews

- Will distribute spreadsheet within the next month to FRMA Board Members in order to list “lessons learned” at this year’s conference. Recommended for next year’s conference that volunteers are requested early and tasks are assigned in advance.
- Recommended following up with Director of Conference Programs Odom in approximately one month to determine if she is able to perform duties. Director of Education Ingram to contact her.
- Recommended sending gift cards to volunteers via mail with a thank you letter from President Vaughn. Director of Membership Griggs will provide the volunteer list to President Vaughn.

Vice President Canfield

- Recommended advertising FRMA via Linked In, Yahoo banners, etc. Director of Education Ingram also recommended sending letters to RMLO list from the Department of State. Vice President Canfield will send a list of the advertising options she recommends.

Director of Education Ingram

- Reported that approximately 10 members approached her and requested scholarships because their agencies will not pay registration fee. President Vaughn made motion to offer 3 scholarships. Second by Vice President Canfield. None opposed. Motion passed.

ITEMS APPROVED BY BOARD

- Flash drive will be purchase for storage of Conference photos
- Volunteers will be utilized to coordinate raffle at next year’s conference in order for Board Members to participate without the perception of unfair activity.
- Gift card will be purchased for Elizabeth Whitaker and Susan Chase for their assistance to the FRMA Board
- FRMA will offer 3 scholarships to cover the registration fee for the 2014 FRMA Conference. Director of Education Ingram to draft form for Board approval. Scholarship recipients to be chosen by a committee.

NEW BUSINESS

- Director of Education Ingram spoke with the Florida Department of State. A webinar can be arranged for \$150.00. Board to evaluate scheduling this as an option for members to receive credit towards FCRM. Suggested cost to members for webinar of \$25-\$30 per person with a possible date of January – February 2014.
- Director of Education Ingram received email from Sally Frank stating that Santa Rosa School Board has a FASBO meeting in October and would like FRMA to host a records management session. The FASBO meeting will be held in October. This could be incorporated as a FRMA mid-year option for members to earn FCRM credit. Director of Education Ingram to speak with Sally Frank for additional details including how much time FRMA would be allotted.
- Next FRMA Board meeting scheduled for Thursday, July 25 at 10:30am to be held at Orange County Public Schools

ADJOURNMENT

Meeting adjourned at approximately 6:12 PM

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