



**FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING**

October 25, 2013 – Daytona Beach Shores, *FL*

MINUTES

- **Call to order – 11:00 am**
- **Roll call**
 - **Present**
 - Les Vaughn, President
 - Holly Vaughn, Secretary
 - Carla Markx, Director of Administration
 - Kimberly Ingram, Director of Education
 - DeAnn Miller, Director of Public Relations
 - Archie Matthews, Immediate Past-President
 - Sara Loewer, Public Relations Committee
 - **Present via Conference Call**
 - Lesa Canfield, Vice President
 - Rhonda Johnson, Treasurer
 - **Not Present**
 - Jean Griggs, Director of Membership
 - Candice Odom, Director of Programs
- **Previous meeting minutes approved.**
 - Board Meeting, July 25, 2013
- **Unfinished business**
 - 2015, 2016, 2017 Conference Contracts
Hammock Beach could not provide an acceptable rate for 2015 so a 2015 location selection was needed. In addition, Lido Beach Resort, which the Board had approved for 2016 and 2017 at the July 25, 2013, Board Meeting could not provide some concessions that were originally thought to be included. Review of proposals from 25 resorts discussed by the Board. Proposal from The Shores provided best pricing and the most concessions.

It was also determined that selecting the same location for 2015 and 2016 would place the conference location rotation on a schedule that installs a new Board during the second year at a location. This is preferred so that a new Board is not overseeing a conference in an unfamiliar location.

Director of Administration Carla Markx made a motion to sign contracts for 2015 and 2016 conferences with The Shores Resort & Spa. Past President Archie Matthews seconded the motion. Board unanimously approved. Contract for 2015 signed by President Les Vaughn. Contract for 2016 emailed for signature to Vice-President Lesa Canfield as she will be President at the time of the 2016 conference. Location for 2017 conference will be evaluated at a later date.

- 2014 Conference Planning
 - Newsletter/Notifications – Director of Public Relations DeAnn Miller to email newsletter draft to the Board for review. DeAnn will prepare a new newsletter in January with New Year news that includes upcoming conference information.
- **Reports**
 - Les Vaughn, President
 - President Vaughn addressed confirming attendance at conference sessions.
 - Director of Administration Markx proposed passing out stickers at the end of sessions for attendance. Director Markx and Director Ingram will evaluate this option.
 - President Vaughn also proposed bubble sheets and will obtain a sample.
 - Past president Matthews advised that he can provide labels if needed.
 - Lesa Canfield, Vice President
 - Vice President Canfield selected a student from multimedia web design to work on new design for website. He will do 3 designs. Priority is easy navigation for members. Student is aware this needs to be complete by April to have in place before the conference. President Vaughn requested the site be easy to update for future Board members.
 - Rhonda Johnson, Treasurer – Will update via email at a later date.
 - Carla Markx, Director of Administration
 - Director of Administration Markx has received all records from the previous Director of Administration and provided an inventory list. No records have been received yet for the 2013 conference. Some records are historical and Director Markx advised that the Board needs to determine a retention policy.
 - The previous Director scanned the records and Director Markx is verifying that all records are scanned so we can move to a paperless system.
 - Director Markx will draft proposed bylaw changes from July 25 Board meeting and email them out for review prior to next Board meeting.

According to bylaws, the recommended changes will need to be distributed to members 30 days prior to the annual business meeting.

- Board will also consider a bylaw change to allow votes to occur at additional times throughout the year.

- Kimberly Ingram, Director of Education
 - Director Ingram has the majority of 2014 conference speakers confirmed. The schedule is full. Speakers include an attorney who will speak on records management security, Donna Reid from the National Archives, Earl Rich and Vestina Crayton. The Board will not bring in UCF speakers due to the high expense and the preference of members for more sessions focused on records. Director Ingram will send a schedule out to the Board. A possible keynote speaker for the luncheon will be considered.

- DeAnn Miller, Director of Public Relations
 - Director Miller will be contacting Director Ingram regarding some website items.

- **New Business**
 - Liability Insurance : FRMA does not currently have liability insurance and the need has been discussed in the past. Secretary Holly Vaughn will obtain quotes for general liability insurance and send to Board members for review and approval.

 - Partnering with FCCC (per email from Gail Wadsworth) – Vice President Canfield will forward an email received via LinkedIn from Clerk of Court Gail Wadsworth regarding FRMA conducting records sessions for the FCCC Conferences to Director of Education Ingram for evaluation.

 - Non-participating Board Member – Director of Programs Candice Odom has not attended meetings or responded to emails regarding FRMA business since the current board was installed. President Vaughn made a motion that Director Odom be removed from the Board for nonparticipation. Past President Matthews seconded the motion. Board unanimously approved removal of Director of Programs Candice Odom from the FRMA Board for nonparticipation.

- **Scheduling of next Board Meeting – TBD – Expected to be January**

- **Adjournment at 12:30**

SENT TO FRMA BOARD FOR REVIEW	November 8, 2013
APPROVED BY FRMA BOARD	February 28, 2014