



**FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING**

October 30, 2015

Southwest Florida Water Management District

MINUTES

- **Call to order – 10:04am**

- **Roll call**
 - **Present**
 - Lesa Canfield, President
 - Earl Rich, Vice President
 - Sally Frank, Secretary
 - Jenny Jolinski, Director of Administration
 - Holly Vaughn, Director of Conference Programs
 - Kimberly Ingram, Director of Education
 - Sara Loewer, Director of Membership
 - DeAnn Miller, Director of Public Relations
 - Les Vaughn, Immediate Past-President
 - **Phoned in**
 - Carla Markx, Treasurer , 11:15am

- **Approval of minutes from previous meeting**
 - Board Meeting, May 18, 2015 (Distributed 6/1/2015), Motion to approve by DeAnn Miller, second by Jenny Jolinski
 - Annual Business Meeting, May 21, 2015 (Distributed 6/1/2015), Motion to approve by Earl Rich, second by Les Vaughn
 - Board Meeting, May 21, 2015 (Distributed 6/3/2015), Motion to approve by Les Vaughn, second by Earl Rich
 - Approval of FRMA I-BAR Report from 5/21/2015 – 10/23/2015, one correction by Les Vaughn, 10/6/2015 item on report was incorrectly noted as second by Les Vaughn and it should be second by Lesa Canfield, Motion to approve as amended by Earl Rich, second by Les Vaughn

- **Discussion about Board communication and cancellation of meeting**
 - DeAnn Miller raised concern about number of emails.
 - Jenny Jolinski stated the Board is required to hold 4 meetings, even if virtual, and a meeting should have been held in August. She also explained that we need committees to make recommendations.
 - Les Vaughn explained that certain things need to be done and can't wait. If meetings were held, there would not be a need for all the emails. Les also stressed that Board members can contact each other via phone and that all Board members do not need to be copied on all emails. He further stated that it is important for the Board to have face to face communication.

- Lesa Canfield asked that when agenda items are requested to please send them.
- **Unfinished business**
 - Survey membership regarding communication methods (website, newsletter, etc.)
 - Board members had not sent survey questions to DeAnn Miller to survey the membership on communication preferences. There has not been a newsletter since spring 2014 and no feedback has been received from membership. Les Vaughn made a motion to create a section on the website for News and Business in lieu of continuing the newsletter. Second by Holly Vaughn. Unanimously approved. By-laws will need to be updated.
 - Update FRMA Registry on website
 - Jenny Jolinski made a motion to have an annual registry of FCRM members posted on the FRMA website after the conference.
 - Les Vaughn explained that there will be a number of questions to answer and DeAnn Miller suggested adding a disclaimer that if there is an error on the list, who the member should call.
 - Les Vaughn amended the motion to have an annual registry of FCRM members posted on the FRMA website after January 1st with a disclaimer. Second by Earl Rich.
 - Evaluate need/purchase of new computers for President, Treasurer, and for conference use
 - Currently Kimberly Ingram, Lesa Canfield, and Carla Marks, each have a computer, and Holly Vaughn has two computers for conference purposes. Lesa's computer is no longer working. Lesa needs to complete disposal paperwork for this computer indicating the date, reason, and method of disposal. Carla does not use the computer she has but rather uses her own. The two computers Holly has are no longer effective for using at the conference.
 - Kimberly Ingram and Carla Markx each have a printer.
 - Les Vaughn said a previous Board member had completed an inventory of technical assets of FRMA. Earl Rich asked Treasurer, Carla Markx, to conduct an inventory of FRMA owned assets.
 - Kimberly Ingram will look for the form Board members need to sign when being assigned a FRMA technical asset.
 - Update version of QuickBooks for Treasurer
 - Carla Markx had sent Sally Frank an email October 21, 2015 stating the following: "QuickBooks doesn't need to be updated. It has been a recurrent payment we have been making from what I have seen from the financials when I took over as Treasurer. We already have the most current version. It just wasn't being used by our previous treasurer, but I am currently using it."
 - Increase price for 2017 conference and/or membership
 - It had previously been voted on to incorporate the previous \$5.00 PayPal fee into the 2016 Membership rate regardless of payment type to offset RegOnline costs. Currently we are netting \$77.19 for an individual membership paid by credit card, \$81.40 for an individual membership paid by check, \$124.72 for an institutional membership paid by credit card, and \$131.40 for an institutional membership paid by check. Consideration of a slight increase for 2017 will absorb all additional costs of using RegOnline.
 - Jenny Jolinski explained governmental agencies plan/budget ahead so any price increases should be communicated early.
 - Earl Rich suggested further analysis based on possible increase in number of speakers and more tracks. Board will review next meeting.

- **Reports**
 - Lesa Canfield, President – No report
 - Earl Rich, Vice President – No report
 - Carla Markx, Treasurer
 - Carla Markx will email Quarterly Report to DeAnn Miller for posting to website
 - Fiscal year runs 7/1 – 6/30. For first quarter, beginning balance was \$40370.23, ending balance \$39,708.35, total revenue \$1225.36, and total expenses \$1887.24
 - Current account balance \$37,864. Membership revenue for end of September of \$12,860 has not been transferred to bank account yet.
 - Carla has paid refunds to members who overpaid for memberships.
 - Sally Frank, Secretary – No report
 - Holly Vaughn, Director of Conference Programs – No report, 2017 and 2018 conference agreements have been signed.
 - Jenny Jolinski, Director of Administration – No report
 - Kimberly Ingram, Director of Education –
 - Summary of UCF Meeting held September 25, 2015 – see attached report
 - Conference speaker suggestions included Gail McCarthy, JoAnn Constantine, Vincent Edward
 - Jenny Jolinski suggested we contact DOS and lobby to require RMLO's to be trained and certified.
 - Kimberly Ingram has education records from 2006-2015. Lesa Canfield has some sign-in sheets which she will give to Kimberly.
 - Sara Loewer, Director of Membership
 - Member issue - Jennifer Rogers changed governmental agencies with 2 months left. Sara Loewer made motion to continue Jennifer Roger's membership for the remaining 2 months and Jennifer will renew her 2016 membership with her new agency. Second by Sally Frank. Unanimously approved.
 - Currently have 234 members for 2015. Four new members since last meeting and 48 total new members for 2015. 141 total confirmed members for 2016.
 - Liz Whitaker sent the member list out and it was not confirmed.
 - A check has been received in amount of \$135.00 but no institutional membership form has been received. This check was sent in during the testing phase of RegOnline. The test system should not have been sent to anyone. The member will be contacted to complete a membership form.
 - DeAnn Miller, Director of Public Relations
 - Speaker evaluations have been sent via email.
 - Suggestions for future conferences
 - Remind speakers that attendees are all from governmental agencies
 - Include new member session/orientation
 - Create tech session for vendors
 - Vendor flyer ready to go out.
 - Suggestion to give vendor an early registration fee as well
 - Les Vaughn, Immediate Past President – No report

(Break for lunch – back at 2:05pm)

- **New Business**

- President

- Speaker payments – Lesa Canfield suggested FRMA pay conference speakers before they leave the conference. Members noted that logistics would be an issue in that expenses have to be verified before payment.
- Volunteers for Conference Program Committee - Lesa Canfield said that 2 FRMA members have volunteered to help with the conference:
 - Archie Matthews would like to help with swag bags.
 - Debra Pope has also volunteered
 - Carla Markx, Treasurer, will chair a committee for swag bags and the committee will make recommendations to the Board for approval. Carla shall designate the committee's members.
 - Holly Vaughn will provide login information to 4Imprint to Carla Markx
- Les Vaughn made a motion that for FRMA's 25th anniversary conference, the conference registration fee be waived for all past presidents, with the exception of the current past president making the motion. Second by Earl Rich. Unanimously approved.
- Holly Vaughn made a motion that for FRMA's 25th anniversary conference, a room be provided to former past president, Archie Matthews, for his participation in the conference (volunteering for swag bags, speaking, and registration table). Second by Lesa Canfield. Unanimously approved.

- Vice President

- FRMA website maintenance, design and hosting – Earl Rich stated that website is difficult to work with and out of date. Needs to be re-done. Lesa Canfield suggested using students from technical school. Board expressed that we need to use someone who is accountable and will continue to be available for maintenance and issues.
- Social media outreach/marketing – Earl Rich asked if FRMA is on linked in. Lesa Canfield said she had set it up. Earl said we need to do more marketing
- How we conduct FRMA business and preferred Board Member communication methods (e-mail, phone call, etc...) – Earl Rich emphasized that Board should communicate via phone when possible and when using email, only include those that need to be involved.

- Secretary

- Website and form standards – Sally Frank pointed out that some forms on the website have misspellings and look unprofessional. Sally suggested FRMA have a set of form standards and update forms accordingly. Board agreed. Sally will work with other Board Members to update forms.
- Website Forum – Sally Frank asked if the Forum was being used and was being monitored. Board said it was not. Board agreed that Forum should be removed from website.
- Conference schedule for Board Member coverage – Holly Vaughn will send Sally Frank last year's conference schedule.

- Director of Administration

- Changes to current By-Laws and the current Duties and Responsibilities of the Executive Board Members document – Jenny Jolinski suggested changes to By-laws as attached. Board will need to further discuss changing Vice President to President-Elect at next

meeting. Currently it is not clear that the Vice President automatically becomes the President and it is a 4 year commitment.

- Need space on the website to post our records like agenda, minutes, contracts, invoices, etc. instead of boxing them. Jenny Jolinski suggested using Google Apps for Work for a cost of \$50/year/user if space cannot be made on website to post records.
- Are there minutes that approved the FRMA retention schedule? Minutes were not located. Jenny Jolinski pointed out that the Record Retention Schedule needs to be revised based on not-for-profit rules.
- (Jenny Jolinski left at 3:06pm)
 - Director of Conference Programs
 - Holly Vaughn is researching possibility of FRMA 25th Anniversary Dinner.
 - Tentative reservations have been made for room locations for Wednesday night
 - Suggest buffet, approximate cost \$70/per person.
 - Holly will discuss with hotel further to see if we can get a better price and will research other nearby local options and report back next meeting
 - Director of Membership
 - Electronic Membership Form update – Sara Loewer reported that we have 141 confirmed memberships for 2016 (69 last year at this time); 175 total received memberships which is 75% of members; most are individual memberships.
 - Board member nomination/election process - FRMA Board Member positions up for election (Treasurer, Director of Conference Programs, Director of Public Relations) Holly Vaughn made motion that FRMA use OCPS Formatta for the nomination process and Survey Monkey for the voting process if no cost involved. Second by Earl Rich.
 - Director of Public Relations
 - Vendors for conference – DeAnn Miller reported that MCCI-laser fiche, Yellow Folder, Image One, and CRM are confirmed vendors. Eight to ten tables are included by hotel.
 - DeAnn will update the website to reflect the conference location for 2017 and 2018.
- **Scheduling of next Board Meeting**
 - Board Meeting- January 29, 2015, 10:00am, location to be determined, Kimberly Ingram had previously arranged to have January 29th meeting at her location in Clearwater. Sally Frank will follow up with Kimberly.

• **Adjournment at 3:57 PM**

SENT TO FRMA BOARD FOR REVIEW	11/10/15	
APPROVED BY FRMA BOARD	11/20/15	