



FLORIDA RECORDS MANAGEMENT ASSOCIATION

EMERGENCY BOARD MEETING

November 9, 2015

Teleconference

MINUTES

- **Call to order – 11:00 AM**
- **Roll call**
 - **Present**
 - 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
- **Recent Developments**
 - FRMA President Lesa Canfield has resigned from the FRMA Board effective November 5, 2015, 1:22 PM per an email sent from FRMA Board Member, Carla Markx, to all FRMA Board Members, stating "I would like inform all of you that Lesa Canfield has verbally resigned her Presidency and membership with FRMA effective today. "
 - Per FRMA By-Laws, Article V. Executive Board ,B. Duties, Section 1., "In the event of resignation of the President, the duties of the President shall be assumed by the Vice President, who shall serve as Interim President until the expiration of the term of the President." As a result, Vice President Earl Rich will serve as Interim President until 5/25/2017.
- **Election of an Interim Vice President**
 - Per FRMA By-Laws, Article V. Executive Board ,B. Duties, Section 1., "The Interim President shall call an emergency meeting of the Board, who shall elect an Interim Vice President to serve until the next Annual Business Meeting of the Association." Earl Rich called for an emergency Board Meeting Monday, November 9, 2015. DeAnn Miller made a motion to nominate Les Vaughn as Interim Vice President until the next Annual Business Meeting, 5/26/16. Second by Sally Frank. Unanimously approved by Board. Motion passed.
- **Appointment of a Treasurer**
 - On November 5, 2015 5:09PM, FRMA Treasurer, Carla Markx, submitted her resignation from the FRMA Board via an email sent to all FRMA Board Members.
 - Per FRMA By-Laws, Article V. Executive Board ,C. Elections, Section 5., "In the event that a vacancy in the Board occurs, a replacement shall be elected by a majority vote of the remaining members of the Board to serve until the next election." Les Vaughn made a motion to tentatively appoint Archie Matthews as FRMA Treasurer for the remainder of the year

contingent upon his acceptance. Second by DeAnn Miller. Unanimously approved by Board.
Motion passed.

○ **Bank Account Access and Information**

- As FRMA Interim President, Earl Rich, will take the necessary paperwork to the bank and have former President, Lesa Canfield, and former Treasurer, Carla Markx, removed from account . He will also request he be added to account.
- As Interim Vice President, Les Vaughn, will go to the bank and be added to account.
- Once the new Treasurer appointment is made, Treasurer will need to be added to account.
- Carla Markx's access to RegOnline has been terminated as of November 9, 2015 11:30 AM.
- Les Vaughn and Sara Loewer will conduct an audit of the membership system.
- DeAnn Miller and Sara Loewer will change the form and website to reflect checks should be sent to Sara Loewer.

○ **Transfer of Records and Physical Assets**

- As FRMA Interim President, Earl Rich, has asked former FRMA Treasurer, Carla Markx, to send all records she has to him. Earl will also tell Carla Markx that he will arrange for the pickup of any FRMA physical assets (computer, printer, etc.) in her possession later this week.
- Earl Rich will ask former FRMA President, Lesa Canfield, to transfer all records and physical assets, including the President's Book, gavel, and organizational seals, to FRMA Board Secretary, Sally Frank.

○ **Member Communication**

- Earl Rich will draft a communication to FRMA membership regarding changes. DeAnn Miller will review prior to having Liz Whitaker send it out.
- DeAnn Miller will remove photos of Lesa Canfield and Carla Markx from website.

○ **Adjournment at 11:53 AM**

SENT TO FRMA BOARD FOR REVIEW	11/10/15
APPROVED BY FRMA BOARD	11/20/15 <i>Sally m Frank</i>