



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

July 25, 2013 - Orlando, FL

MINUTES

- **Call to order - 10:45am**
- **Roll call**
 - **Present**
 - Les Vaughn, President
 - Lesa Canfield, Vice President
 - Rhonda Johnson, Treasurer (via conference call)
 - Holly Vaughn, Secretary
 - Kimberly Ingram, Director of Education
 - Jean Griggs, Director of Membership
 - DeAnn Miller, Director of Public Relations
 - Archie Matthews, Immediate Past-President (via conference call)
 - Sara Loewer, Public Relations Committee
 - **Not Present**
 - Carla Markx, Director of Administration
 - Candice Odom, Director of Programs
- **Previous meeting minutes approved.**
 - Board Meeting, May 20, 2013
 - Business Meeting, May 23, 2013
 - Board Meeting, May 23, 2013
- **2014 & 2015 Conference Location Selection**
 - 14 Proposals received and evaluated, several site visits made by various Board members
 - President, Director of Education and Secretary recommend Hammock Beach Resort in Palm Coast.
 - Vice President recommends Lido Beach Resort in Sarasota.
 - President proposed Hammock Beach for 2014 & 2015 Conference and Lido Beach for 2016 & 2017 Conference. Board unanimously approves.

- **Reports**

- Les Vaughn, President
 - Spoke with at least 9 members about scheduling conferences 4 years in advance, well-received by members to do so.
 - Board approved to schedule conferences for 4 years at a time. The next Board will then need to schedule 2 years out. President will sign contract for first two years and Vice President will sign contract for second 2 year period. Board unanimously approved.
 - Those with pictures from 2013 Conference should send them to Director of Public Relations for website
 - Once conference plans are made and newsletter is complete, President will send newsletters to RMLO's throughout State to recruit new members.
- Lesa Canfield, Vice President
 - Update on LinkedIn group: 52 LinkedIn Members
 - 3 People inquired through LinkedIn about membership, 1 became a member
 - For any updates to page (such as Records Management information), Vice President will email Board for approval to post.
 - Director of Public Relations indicated that Forum on FRMA website is not being utilized so a link to the FRMA LinkedIn site will be added on the FRMA website.
 - Free advertising is not really free so it will not be utilized.
- Rhonda Johnson, Treasurer
 - Account balance \$26,212.57
 - All invoices paid
 - Has received \$515 in membership fees for 2014 to be deposited
 - Taxes filed for 2013
 - Accountant says everything should be resolved for back taxes issue
 - Current tax status as C3 will remain
 - Will be able to close outstanding tax issue with accountant
 - President Vaughn requested Board approval for tax status to remain as C3. No one opposed to remaining C3.
- Kimberly Ingram, Director of Education
 - Scholarship applications with cover letter to be distributed in September with a deadline of November 1, 2013 as well as posted on website.
 - Mid-year webinar with Department of State – Director of Education spoke with Roger at DOS and the only webinar available is the one done at the 2013 conference. Therefore, we will not be utilizing it.
 - FRMA session at FASBO conference in October – Sally Frank provided a number to Cindy Lambreth with FASBO. She would like to partner with FRMA for 2014 to have speakers and a records management session at their

conference, to which FRMA members would be invited. It will be held in Orlando or Daytona in the second week of October. Board would like to move forward with this. However, members have not provided good feedback for speakers from Department of State. Board would like Vestina Crayton to speak. President Vaughn will inquire if Ms. Crayton is available.

- Jean Griggs, Director of Membership
 - Membership Totals – 197 for 2013
 - New members – 22 new members
 - Obtained list of RMLO's from Department of State
 - President Vaughn asked for any objections to him printing up conference brochures, FCRM information and membership information to advertise if cost is kept under \$500.00. No objections. Board unanimously approved expenditure of \$500.00 for mail out.
 - President Vaughn will come back to the Board for approval on postage costs after database of addresses is created.
- DeAnn Miller, Director of Public Relations
 - Requested to remove old job posting from website. Board approved.
 - Newsletter will be completed after conference information is finalized.
 - Immediate Past President and Director of Education will mail vendor information they have to Director of Public Relations.
 - Vendors will begin to be contacted regarding attending conference.
- **New Business**
 - Elimination of term limits
(Treasurer, Secretary, Director of Public Relations, Director of Administration, Director of Membership, Director of Education and Director of Programs)
 - This would be a bylaw change. Board approves to take this to membership. President Vaughn will ask Director of Administration to draft change for Board approval prior to sending to membership.
 - Two employees from same agency on the Board
 - This would be a bylaw change. Board approves taking this to the membership. Archie recommended change to no more than a majority of the voting Board can come from same agency. Board agrees.
 - President Vaughn to request that Director of Administration draft verbiage for Board approval which will be presented to membership.

- Evaluate new methods for verifying conference session attendance in order to eliminate sign in sheets
 - Director of Education evaluating bar code scanners and proposed putting barcodes on name badges to take attendance at sessions.
 - President Vaughn will get information from his agency as to how they have put this method in place for mandatory meeting attendance.
 - Board will evaluate methods for utilizing them at conference.

- **Scheduling of next Board Meeting**
 - **TBD via email**

- **Adjournment - 12:45PM**

SENT TO FRMA BOARD FOR REVIEW	August 1, 2013
APPROVED BY FRMA BOARD	October 25, 2013