



FLORIDA RECORDS MANAGEMENT ASSOCIATION

ANNUAL BUSINESS MEETING

May 21, 2015

The Shores Resort, Daytona Beach Shores, FL

CALL TO ORDER

Meeting called to order by President Vaughn at 12:20 PM

ROLL CALL

Board Members present:

- Les Vaughn, President
- Lesa Canfield, Vice President
- Sara Loewer, Secretary
- Carla Markx, Director of Administration
- Holly Vaughn, Director of Conference Programs
- Kimberly Ingram, Director of Education
- Jean Griggs, Director of Membership
- DeAnn Miller, Director of Public Relations

Board Members not present:

- Rhonda Johnson, Treasurer
- Archie Matthews, Immediate Past President

APPROVAL OF MINUTES

President Vaughn requested approval from membership of minutes from 2014 Annual Business Meeting. No objections to previous meeting. Minutes accepted by general consent.

UNFINISHED BUSINESS

No unfinished business reported.

REPORTS

President Vaughn

- **Treasurer Johnson (*reported by President Vaughn*)**

As the Treasurer was not present, President Vaughn reported FRMA account balance is \$68,087.86 minus approximately \$28,368 for the 2015 conference with a remaining balance of approximately \$39,719.86.

- **Director of Membership Griggs (*reported by President Vaughn*)**

Reported FRMA currently has 220 members, 44 new members. Approximately 62% of the membership were present for the 2015 conference

- President Vaughn announced and installed newly elected FRMA Board members for 2015-2017:

- President Lesa Canfield
- Vice President Earl Rich
- Secretary Sally Frank
- Director of Administration Jenny Jolinski
- Director of Education Kimberly Ingram
- Director of Membership Sara Loewer

- Current Board Members remaining in position through 2016:

- Immediate Past President Les Vaughn
- Director of Conference Programs Holly Vaughn
- Director of Public Relations DeAnn Miller

President Report cont...

- Thank you to volunteers, board members, and vendors

- Liz Whitaker- Membership Coordinator; Rick Whilden- AV for conference
- Reading of letter to membership drafted by Immediate Past President Matthews
- President Vaughn discussed and recognized Immediate Past President Matthews for his many contributions and dedication to the FRMA organization.

- Announced Board notable accomplishments:
 - Board member task list
 - Transition to online conference registration
 - Increased conference attendance: 20% increase 2014 (Hammock Beach), 15% increase 2015
 - Future conference planning
 - Better communications with membership

- Facilitated raffle drawing for The Shores Resort gift Certificate for 2 night stay, gift cards, and member donated necklace (Gwen Johns, City of Mt Dora)
- Called upon John Civale from DRS to raffle off gift cards

Vice President Canfield

Presented President Vaughn with plaque and speech; presented outgoing board members with thank you gifts.

NEW BUSINESS

No new business reported.

ADJOURNMENT

Meeting adjourned by President Vaughn at 12:45 PM

SENT TO FRMA BOARD FOR REVIEW	6/1/2015
APPROVED BY FRMA BOARD	6/2/2015