



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

May 18, 2015

The Shores Resort, Daytona Beach, FL

MINUTES

- **Call to order - 5:30pm**
- **Roll call**
 - **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
 - DeAnn Miller, Director of Public Relations
 - Jean Griggs, Director of Membership
 - **Not Present**
 - Archie Matthews, Immediate Past-President
 - Rhonda Johnson, Treasurer
- **Previous meeting minutes approved**

(Distributed for review April 10, 2015)- Motion to approve by HV, 2nd by KI- approved

 - Board Meeting, April 3, 2015
- **Unfinished business**
 - Conference Registration Table Schedule
 - Modifications made and distributed.
 - Budget for Technical Services (\$1,000 2014 Conference) \$750 donation to church, \$750 to Rick Whilden for a total of \$1,500. Motion by SL, 2nd by KI- Unanimous board approval.
 - Gift Cards for Raffle & volunteer(s)- (\$325- 13 cards at \$25 increment)
 - Liz Whitaker Volunteer gift card- Motion to buy \$100 gift card by JG, 2nd by DM- unanimous board approval.
 - OCPS Printing Services (Larry Atherton) Gift card- Motion to buy \$200 gift card to Golfsmith for Larry Atherton by KI, 2nd by JG- unanimous board approval.
 - Meet & Greet Refreshments and Location (\$300 approved 2014)- 2015 budget \$400- \$100 food, \$300 drinks- unanimous board approval.
 - Registration Totals- 136

- Business Meeting Agenda Review-
 - Minutes, treasury report, director reports, Thank you's, Archie's letter, unfinished business, new business, installation of new board members.
- 2015-16 Board Members and Membership
 - Write ins for Director of Membership- motion by LV to have a 1 year term with general membership election following- no 2nd to LV motion. Motion fails. Kim Ingram stated that current bylaws and previous election protocol called for write in election to stand for 2 year term.
 - Transition to newly appointed treasurer (Rita Smith) will take place after 2015 conference.
 - Members have designated that they are members but no payment was actually shown as received. Motion to add members to the membership list for the last 6 months of the year by HV, 2nd by DM. Objected by JG until research can be done to check history on 7 (approx.) individuals as far as credits are concerned. Motion upheld pending results of check.
 - Send out Renewal notice in October- ensure to have a list of those that paid mid-year to remind that they only paid for a portion of the year and that the membership period is January-December
- Announcement for Sandra's absence- Kim to make announcement at the beginning of the first session
- Handouts- will be made available on the FRMA website after conference.
- **Reports**
 - Les Vaughn, President
 - Lesa Canfield, Vice President
 - Rhonda Johnson, Treasurer- *Reported by President Vaughn*
 - Treasury balance is \$68,087.86
 - Owe approx. \$28,368 to the hotel
 - Holly Vaughn, Director of Conference Programs
 - Registration table- Split up by alphabet for ease of flow
 - Tax exempt letter- not yet received, but will follow up
 - Attendance card drop box- created and will put out towards end of conference week
 - Powerpoint presentations- all have been put on both laptops
 - Lunch on your own- deli buffet- pay on your own in Azure Lounge \$12/person
 - Carla Markx, Director of Administration
 - Suggested there be a possible back up to treasurer along with an audit when the treasurer vacates the position.
 - Kimberly Ingram, Director of Education

- Earl Rich will take over Disaster Recovery for Archie- Kim will announce
 - Jean Griggs, Director of Membership
 - 220 active
 - 44 new
 - DeAnn Miller, Director of Public Relations
 - Will try a different tactic to have other board members reach out to vendors
 - Archie Matthews, Immediate Past President
 - No report available
- **New Business**
 - **Ideas for next year- lanyards, USB drives with conference materials**
 - **Move new memberships/membership renewals to RegOnline.**
 - **HV will work with new Director of Membership and Treasurer on this**
- **Scheduling of next Board Meeting**
 - **Annual Business Meeting- May 21, 2015 & May 21, 2015 5pm**
- **Adjournment at 6:45pm**

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