

Sept 2011
Newsletter



P.O. Box 568542 Orlando, Florida 32856-8542
www.frma.org

2012 FRMA BOARD

EXECUTIVE BOARD 2011-2013:

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Public Relations**

Lesa Canfield

**Immediate Past
President**

Patrick Mudd

Archie Matthews - President

As your new president, I want to thank the members who placed their trust in me to lead our Association. I hope that I can remain true to this trust.

By way of introduction, since I don't assume that all of you know me that well, let me give you a brief synopsis of how I got to be where I am now.

In 1983 I took a position as voting machine technician for the Alachua County Supervisor of Elections, J. K. "Buddy" Irby. I had no experience with either voting machines or records, but being mechanically minded, it wasn't hard to grasp what I needed to know to maintain what was necessary. That part of the job, which was records, came later. At that time, the storage of records was a "pile-it" project. Records would be piled on wooden pallets in only the roughest of chronological order. After digging through the piles to find records a few times, I went to my supervisor with a proposal to do things in a better way.

A trip to the GSA Federal surplus warehouse in Starke yielded sufficient military surplus shelving for our needs. Storage boxes from PRIDE were utilized to sort and categorize all the records. Mr. Irby had the foresight to send me to a Basics of Records Management seminar, appointed me as RMLO for the Elections office, and then I began a systematic process to inventory the records, also to destroy those that had reached the end of retention and put in place a process to continue good records management for the future.

Cont. Archie Matthews - President

In 1992, Mr. Irby was elected Clerk of Courts, and offered me a position in Records Management. I went to work learning the intricacies of court records. My supervisor was the late Don Dunbar, a charter member of FRMA. Upon his retirement, I was promoted to Records Supervisor, and through changes in titles and responsibilities, eventually assumed the title of Records Bureau Chief. I oversaw the court records in the Criminal and Civil/ Family courthouses, the Finance and Accounting Division, and the Records Storage Center. I spent the majority of my time in the Records Storage Center, and have spent many hours bringing retention and destruction current. Prior to Mr. Irby's administration, there was very little systematic management of records. It reminded me of the "pile-it" project when I first started.

At this point, we are getting much closer to having our retention and destruction caught up to date. I reported recently to Mr. Irby that I had finally gotten through the administrative records of the previous clerks, and now only had the current administration's records to deal with.

Another ongoing project of our office is imaging and making available what we term "Ancient Records". The Ancient Records Coordinator is responsible for digitizing, indexing, and in many cases having transcriptions made of handwritten records. He uses a cadre of online volunteers to help accomplish this monumental task. As Alachua County was formed in 1824, there has never been a courthouse fire and it is to be understood, when I say that the courthouse has a huge volume of these historic records.

I became a member shortly after joining the Clerk's office, and have attended most of the conferences. I was elected Director of Membership in 2004, Director of administration in 2005, Vice-President/President Elect in 2009, and became President last month at the close of the Annual Conference.

As we embark on this New Year for FRMA, I particularly want to thank those officers who have just retired from the Board.

Past President Mudd is to be commended for his calm, direct style of leadership that has brought us through some tough times, and laid good groundwork for the future. As Vice President he had to assume the duties of Treasurer, and did a great job of bringing the financial records in order without the records from the previous Treasurer.

Secretary Sandy Tuller has been there for 4 years, doing a wonderful job of maintaining the minutes and related records of Board and general meetings. Some of the meetings were by conference call, and if you have ever attempted to take minutes of a conference call meeting, you understand the difficulties. The minutes were always promptly sent out to the Board members for approval, and made available to all members.

Director of Membership Teresa Aguiar has led our membership efforts from the island paradise of Key West. She has done a great job of maintaining our membership lists along with Membership Coordinator Liz Whitaker, recruiting new members and welcoming members into

Cont. Archie Matthews - President

the association. She has conducted several membership drives that have brought new people in, in spite of the difficult economic times we face.

As the first elected Director of Education Lesa Canfield brought together the somewhat disjointed efforts of the Board to launch and maintain the FCRM certification process. Lesa has been instrumental in bringing order, discipline, and consistency to the certification program. The FCRM certification has been made more credible through her efforts and as chair of the Education Committee, Lesa has worked hard to coordinate the work of the committee and to serve as liaison with the John Scott Daily Institute of Government at the University of Central Florida.

My gratitude goes out to the returning members of the Board; as Treasurer Rita Smith, Director of Administration, Nancy McConkey, and Director of Conference Programs, Tina Hill. Without all of your hard work and dedication, this Association would not be where it is today. Director of Public Relations, Maria McCreeless has resigned, and former Director of Education, Lesa Canfield has been appointed by the Board to serve in that position. I appreciate all the work that Maria has done and wish her well for the future.

To our new officers and directors, welcome aboard. Vice-President, Les Vaughn, Secretary Dawn Burke, Director of Education, Kimberly Ingram, and Director of Membership, Jean Griggs are to be thanked for their willingness to step forward and help lead the work of our Association. Because of necessity, new officers must hit the ground running, and the on-the-job training curve can at times be rather steep.

As we embark on our twentieth year as an Association, my hopes and dreams is that the best is yet to come. Also, that our Association will continue to grow in numbers, quality, and credibility in the workplace. With your assistance and support, we can achieve this worthy goal.

Les Vaughn – Vice President

Another annual conference is behind us and planning has begun for next year. I would like to invite the members to let us know what you would like to see and what you have enjoyed in the past. Remember, we are YOUR representatives and we are here to make this organization successful for our members. Having been a member for close to 15 years now I have seen a lot of changes and have heard from a lot of you over the years. We are looking into various ways to get the most substance and value for your membership. Under direction of our President, I am looking into various grant programs to determine if we can qualify for any funds. I am finding out that this is a very complex and vast arena. If any of you have any connections or information, I would greatly appreciate it!

Cont. Les Vaughn – Vice President

I am excited about serving on the Board and believe firmly in the commitment to represent your needs and expectations of our organization. This is our busy time of year in school district records and I have seen a lot of stretching of resources over the past few years. I know that we are all going through rougher times in government, with the justification for every cent spent. That's what makes our annual conference so valuable, networking and sharing ideas of how to do more with less (I like saying that..."More with Les"). Lastly, I would like to apologize for that last poor attempt at humor. What can you do? We are Records Folks after all and maybe that's why we get stuck in warehouses and basements!

I hope everyone had a great summer and used **sunscreen!**

Rita Smith - Treasurer

Hello Members,

I would like to extend my personal thank you to all that were able to attend the Annual Conference this year. It was a huge success because of you. We are all going through tough financial situations both personally and in our jobs.

We are keeping the membership dues the same this year. Patrick Mudd, our new Coordinator of Information Technology will make sure the website has the correct Membership Application for 2012 and payments for anyone to use PayPal.

PayPal does charge us a service fee. We apologize, but at this time FRMA cannot absorb the fee so we have to pass it on to you. It is a flat rate of \$5.00. We are using the incentive approach again this year, so there is an early membership renewal (to be postmarked) before 10/1/11. Please read the amounts and dates carefully on the Membership Application. Remember: If your membership lapses, you would lose your credits towards the FCRM Certification/Recertification.

At the Business Luncheon this year, we said that we're going to try for the east coast around the Cocoa Beach area for the 2012 Annual Conference. Hopefully within the next two months, the Board will decide on the location, etc., and we will get the information out to you so that you can make arrangements. We are hard at work on this and I will "crunch" the numbers to try to keep your costs down as much as possible. For next year's conference, we are offering a very nice gift certificate to the first person that signs up. It will be given to that person at the Business Luncheon on Thursday.

Dawn Burke - Secretary

It was a PLEASURE seeing everyone at the conference! I'd like to thank you for voting me into office as your secretary for this next term. As your secretary, I will ensure with everything in my power, that all records are kept current, precise and able to be presented at a moment's notice and of course, I'm getting RID of EVERYTHING! Just joking! :~) I look forward to getting more familiar with everyone. If there is anything I can do to serve you better, please do not hesitate to inform me. I look forward to serving you PROUDLY!

Nancy McConkey – Director of Administration

Bylaws - The Legal Committee's proposed revisions to the FRMA Bylaws were unanimously approved at the Annual Business Meeting. Once again, thank you, Legal Committee Members, for your input to this process.

Legislative Summary - The Legal Committee has posted our Annual Bills Summary to the frma.org website for your reference. This is a list of all bills designated "GP" (Public Records/General Bill) that were passed, other bills of interest that passed, and some bills of interest that failed. Please take the time to review this legislative activity to see if any new laws will affect your agency.

Legal Committee – We are pleased to welcome a new member to the Legal Committee:

Kathy Ruby
Division Manager/Agency RMLO
Palm Beach County Sheriff's Office

Thank you, Kathy, for joining our effort! We look forward to working with you.

The committee will continue our regular review of legal issues, statutory and rule changes, and Association documents, and may consider new research projects to assess and evaluate some of the challenges that we face as records managers.

Audit Committee – We are looking for volunteers to serve on an Audit Committee to review the Association's financial records. If you have any financial expertise to offer, or if you are just interested in participating, please let me know. It was good to see you face-to-face, and hear your perspective about records management issues and trends in the industry. The support and encouragement from members to members are treasured benefits from FRMA – you are the ones that make it happen!

Kimberly Ingram – Director of Education

It is with much pleasure that I say “Thank you” to this organization for electing me to the position of Director of Education for the Florida Records Managers Association.

As we look forward to our future education planning and I am sure that we are all much focused on the many budget constraints that are being placed on our agencies around the state, this only means that we need to sharpen our pencils and stay focused on the task at hand. We need to make sure that the education content for the conferences is planned, so that we may get more bang for the buck!

With this in mind, I am open to your ideas and suggestions as we look forward to planning our time together to further our education in this profession and enjoying the wonderful time of networking that our conferences also provide. Let’s have a great year and remember in this time of financial uncertainty to reach out to your fellow members of this organization, together we can make it. Let’s continue to strive in our pursuit of education, knowledge, and being the best Records and Information Managers we can be!

Education Committee

The Education Committee needs your help!

I have received feedback from the membership regarding the FRMA Education department FCRM certification and I am suggesting that we form a new education committee to assure that we are staying on track with what the membership want out of the FCRM designation.

I am suggesting the following for the new education committee member team:

- FRMA President
- Vice President
- Director of Education
- 2 FRMA members
- 2 current board members

If you are interested in an education committee position, please contact Kimberly Ingram, CRM, CPM
kingram@co.pinellas.fl.us

FRMA Education has a new email address!
FRMAEDUCATION@gmail.com

Jean Griggs – Director of Membership

Good day, all. I want to take this opportunity to thank everyone for your confidence in me - and your belief in my abilities - to lead the Florida Records Management Association's membership stewardship, and I want to reinforce that I take this responsibility to the same seriousness and commitment that I do my job as record manager with the Clearwater Police Department, a position I've held for the last decade.

I am honored and privileged to have been chosen to serve in this important and influential capacity, and I am beholden to the Board of Directors for its support and confidence.

One of my first intentions is to post the 2012 Membership registration form on the FRMA website, to take advantage of the discounted membership dues, if paid before October 1st. The membership dues for next year will remain the same as last year.

The present FRMA membership is 226 active members, 21 of whom are new to FRMA. I have already reached out to one government agency - the Florida Department of State - which provided me a list of almost 3,000 records managers/liasons statewide, so we have a vast pool of potential members to exploit.

Even during this unnerving period of budget cuts, the opportunities of training, new technology, networking....contacts.....extended network will benefit those who are planning for the future.

All I ask is your cooperation, input, assistance and support in growing our organization into one of the most prominent of its type in the country.

Tina Hill – Director of Programs

Our 2012 Annual Conference is fast approaching and your board is busily working to find a great venue. We are looking at the Cocoa Beach area and are in the process of making our choices. The hotels have been sending us information and pricing and we have looked at our budgets to see what we can get for the best price. At our upcoming board meeting we should be able to finalize our decision and let you know the information within the next month or two. We appreciate everyone's input regarding the conference and what you would like to have and/or see. We hope that all of our members will be able to attend in 2012 in order to continue your certification and grow your knowledge of records management. Talk to you soon.

Lesla Canfield – Director of Public Relations

Hi Members,

As interim of Director of Relations, I would like to take this opportunity to say “Thank you” to the board for submitting articles to the newsletter and would like to encourage FRMA members to do the same. Should you have any suggestions or would like to submit an article , please feel free to contact me at Lesla_Canfield@sarasota.k12.fl.us.

Lesla Canfield – Past Director of Education

I would like to thank everyone for the opportunity to serve as the Director of Education for the 2009 -2011 year. I have really enjoyed my time with FRMA.

In reflecting back on all accomplishments, we as a board should be very proud! I hope to continue serving in the future that would be beneficial to our members. Once again” thank you”.

Sandy Tuller – Past Secretary

Well, the 2011 FRMA Annual Conference has come and gone. As always, I learned a lot and had a wonderful time. I hope that those of you who were able to attend enjoyed the conference as much as I did.

At this time, all minutes from 2011 have been approved and posted to the FRMA website, with the exception of the minutes from Board meetings held during Conference Week. Conference Week minutes will be placed on the website after the Board has had the opportunity to review and approve them. All correspondence templates have been turned over to Secretary Burke. In addition, copies of Board meeting minutes from 2007-2011 have been turned over to Director McConkey, so they may be incorporated into the FRMA archives.

As I write this, I’m both happy and sad. I’m happy to have had the opportunity to serve this fine organization for the past four years. I’m very sad to be leaving the FRMA Board. I’ve made many friends, and have many pleasant memories of my time on the FRMA Board.

Sandy Tuller – Past Secretary

I am extremely grateful for the support that you have offered me throughout my term in office. I am committed to FRMA. I will remain active, and will be happy to assist the current Board in any way that I can.

Like all of you, I am also committed to our profession. We must continue to work together in order to ensure that the field of Records and Information Management continues to evolve and move into the future as a strong and vibrant force to be reckoned with. Part of this effort involves staying involved with FRMA in order to further our education, deepen our knowledge base, and strengthen our contact network. One of the 2011 conference speakers, I believe was Steve Lewis, who reminded us that preserving records according to legal, fiscal, historical, and administrative value (regardless of media) is our paramount concern. Mr. Lewis further admonished that one of the worst reasons to retain records is “CYA”, which results in a cluttered mass of unnecessary and duplicated copies. I will confess that, at least as far as personal record keeping is concerned, I do believe in a fifth criterion for retaining records. I call this “in your face” value. For example, there is a framed copy of our marriage vows hanging on our bedroom wall. It holds no real administrative, fiscal, legal, or historical value. The original marriage certificate, which was recorded in the State of Hawaii, proves for posterity that a legal marriage did take place, and that my husband does, indeed, have a fiscal responsibility to me. The real value of this document is the “in your face” value. The “in your face” value is what enables me to point triumphantly to that framed copy of those marriage vows and prove to my husband that he is not only wrong, he is absolutely wrong, whenever he tries to convince me that I promised to obey him. As I stated earlier, our industry is constantly evolving. Maybe one day “in your face” value will be touted as a generally accepted record keeping principle.

I hope you all had a wonderful summer. I look forward to sharing many, many more FRMA years with all of you.

Patrick Mudd – Immediate Past President

One of the many things I have learned with FRMA is to always be prepared when it comes to records. So as we are in hurricane season I would like to remind everyone to keep an eye on the weather. As we hope for the best, prepare for the worst. Make sure you have your plans in order as you never know what may happen.

As I have moved into the position of Immediate Past President, I am committing myself to improve the web site. www.frma.org. I know the site has been rather lacking lately, but it has been functional. We have been able to keep members up to date with information, as needed.

Cont. Patrick Mudd – Immediate Past President

If you have any ideas or any suggestions on what you would like the web site to look like, please let me know at my email address: pmudd@nassauclerk.com. As I am not a web designer, I do plan to try my best and please let me know what works and what does not.

I want to encourage all members to use the forums that have been set up on the site. It is there for all members to use for asking questions or for various updates from the FRMA board. We have over 140 registered members on the forum but very little actual conversations. I will be creating a few polls for members to try and generate some interaction. Please try and participate. www.frma.org/forum/index.php.