

  
**FLORIDA RECORDS MANAGEMENT ASSOCIATION**  
**2021 ANNUAL BUSINESS MEETING**

July 21, 2021, 4:15 p.m.

Innisbrook

Minutes

The meeting was called to order at 4:15pm.

The following Board members were present:

- Tim O'Toole, President
- Les Vaughn, Vice President/President-Elect
- Peggy Meinhardt, Treasurer
- Carla Markx, Interim Secretary
- Holly Vaughn, Director of Conference Programs
- Archie Matthews, Director of Administration
- Kimberly Ingram, Director of Education
- Sean Eck, Director of Membership

Tim announced that because of the pandemic FRMA was unable to hold an Annual Business Meeting in 2020, and therefore, there are no annual business meeting minutes to review.

**Treasurer Report**

Peggy provided a detailed account of income and expenses from January 2021 to present.

- Beginning Balance January 2021 - \$94,955.49
- Total Income - \$80,226.67
- Total Expenses - \$49,300.89
- Ending Balance - \$125,881.27

Les made a motion to accept the treasurer's report as written. Archie seconded the motion and it was approved by general consent of the Board.

**Director Reports**

- Education report - Kim stated that FRMA currently has 202 individuals with FCRM designation and 105 individuals working on their initial certification this year. She added that 109 individuals became decertified from either retirement or moving to a non-records related position.

## **Presidents Report**

Tim thanked the members who were in attendance at this year's conference. He also thanked the conference vendors who were sponsoring the annual conference, with a special thank you to Rick Whilden for volunteering another year to provide audio/video services for FRMA.

Tim informed the membership of the following notable accomplishments FRMA has experienced over the past year:

- Continued enhancements to the association's website,
- Discussion and beginning development on a new roadmap for hosting future conferences virtually in addition to in-person options,
- Secured future conferences for 2022 and 2023 at the Daytona Beach Hilton Beachfront Resort,

He added that the number of conference attendees keeps climbing and this year's turnout far exceeded expectations with 225 registrants.

Tim announced the following future goals the Board is currently working to implement:

- Create enhancements to the FCRM certification program,
- Creation of a Certificate Team to assist the Board in development of a certification exam,
- Planning of a mid-year conference with the Florida Association of School Board Officials (FASBO) on October 13 – 16, 2021 at the DoubleTree at SeaWorld. Les gave a brief overview of the mid-year conference and stated that it was going to be a joint conference with FASBO. He said that FASBO wanted to incorporate a records track into their annual conference and our members could receive credits toward the FCRM certification. He added that the FASBO conference has over 100 vendors in attendance.

Tim recognized the past presidents of the FRMA Board who were in attendance and thanked them for their continued support in FRMA. He also thanked the current Board members for their hard work over the past year

## **Unfinished Business**

There was no unfinished business to consider.

## New Business

There was no new business to consider.

## Installation of New Board Members

- Election Results
  - Sean Eck – President Elect
  - Archie Matthews – Director of Administration
  - Kimberly Ingram – Director of Education
  - DeAnn Miller – Secretary
  - Sea Shell Hannabass – Director of Membership

The new Board members were sworn in at this time.

## Member Business

There was no member business to consider.

The meeting adjourned at 4:35pm.

<b>SENT TO FRMA BOARD FOR REVIEW</b>	7/22/2021
<b>APPROVED BY FRMA BOARD</b>	9/13/2021
<b>SIGNATURE</b>	