



FLORIDA RECORDS MANAGEMENT ASSOCIATION

BOARD MEETING

September 21, 2023

WebEx

AGENDA

- **Call to order**

The meeting was called to order at 10:07 a.m.

- **Roll call**

The following Board members were present:

- Sean Eck, President
- Sea Shell Hannabass, President-Elect
- Peggy Meinhardt, Treasurer
- Crystal Rand, Secretary
- Archie Matthews, Director of Administration
- Isabel Hernandez, Director of Conference Programs
- Kimberly Ingram, Director of Education
- Venice Howard, Director of Membership
- Sara Loewer, Director of Public Relations
- Les Vaughn, Immediate Past President

Non-Member present:

- Holly Vaughn

- **Approval of minutes from the previous meeting.**

- Board Meeting Minutes from 08/16/23 to install Sea Shell Hannabass as President-elect.
 - No additions or corrections were noted.
 - Director Matthews moves to approve the Minutes, no objections. The motion passed unanimously.

- **Unfinished business**

- FCRM Testing and Certification Committee Status. (Kim Ingram, Les Vaughn, Sean Eck)
 - Meeting held on 09/13/23 to discuss the question bank for the exam, as well as the shared drive for the committee and USF.
 - USF will contact the committee in January to help with the certification. Director Ingram has been identified as the single point of contact.
 - The most missed questions were related to microfilm. Discussion on possibly removing those questions, President Eck does not think so. Immediate Past President Vaughn indicated there are four questions on the exam as they are still used in our state. There are 100 total questions in the exam bank.
 - It was suggested that every year the board members add a question to the bank; the question has to be verified and a source. Alternately, board

members could submit a question related to a section, or an assigned section, so the questions are balanced.

- Director Howard asked if members are missing the microfilm question, are we educating them. Immediate Past President Vaugh states in the documentation to study, and in the state documentation, there is information on microfilm, and there is a section of the Florida administrative code that still speaks to microfilm. It is still one of the biggest legacy systems out there. Director Ingram suggests having speakers on microfilm bring members up to date.
- Director Ingram suggests having a study group for the new members led by the Committee, as an option. President Eck mentioned possibly having a study group at the sunshine conference for FCRM.
- Treasurer Meinhardt asks for the Committee can send the format of how the questions should be submitted by the board to the Committee.
- Secretary Rand asked if there will be Minutes distributed from the meeting. Director Ingram will be completing and distributing Minutes. President Eck states that Secretary Rand will be added to the Committee meetings moving forward to take Minutes.
- Review member fees for conference and membership.
 - President Eck noted it is too late to make changes to membership dues for the 2024 membership year as the deadline was June 30th.
 - Standard membership dues have been at \$120 since 2020. President Eck has been comparing our fees to other agencies over the country. The last increase to standard dues was by \$10. Treasurer Meinhardt suggests increasing the standard membership dues by \$20 next year. The board can communicate the increase at the 2024 annual conference. Communication of the increase will also be posted on the FRMA web page.
 - The emeritus dues will increase as well. Dues cannot increase more than 50% of the dues. Treasurer Meinhardt suggests increasing the emeritus dues by \$5; \$55 to \$60.
 - President-elect Hannabass moves to approve the standard dues increase by \$20 to \$140 and the emeritus dues increase by \$5 to \$60. Director Matthews seconded the motion, no objections.
- New Member Meet the board time scheduling at the annual conference.
 - Discussion around when would be the best time to have a new member meet-up at the annual conference.
 - After hours, some people may not be comfortable with that. First day, have a designated area after the sessions on Tuesday. Not make it a formal setting so that members feel comfortable to attend.
 - There isn't anything currently identifying who is on the board so that members can approach board members during the conference.
 - The board could have a different color badge sleeve, wear specific color shirts on designated days, or create shirts for the board.
 - Holly mentioned the cost might be reasonable on 4Imprint where the conference swag is printed. Shirts would be easier to identify than a badge.
 - President Eck asked if we can we make shirts at the conference for members as another revenue stream. Holly suggests using a smaller, local company to do something like that. Director Matthews would caution pre-ordering shirts to sell as they may not sell and then there

is a surplus that are leftover as with previous conferences. Holly suggests asking the Daytona visitors bureau. Director Loewer is weary of member complaints. It is suggested to ask members at the 2024 annual conference if they would be interested in shirts to gauge interest and then pre-order. For the 2024 annual conference we will focus on board member shirts.

- 2024 Annual Conference Pricing
 - Conference fees proposed increase to \$375 for full conference, \$300 for 2-day, and \$205 for 1-day. President Eck agrees with the proposed fees for 2024.
 - Director Matthews moves to approve the conference fees for 2024. Immediate Past President Vaughn seconded the motion, no objections.



The image shows a slide titled "2024 Conference Registration Fee Review" with a table of registration fees. The table has four columns: Year, Full Conference, 2-Day, and 1-Day. The rows show data for 2021, 2022, 2023, and the 2024 Proposed fees.

Year	Full Conference	2-Day	1-Day
2021	\$300	\$250	\$175
2022	\$330	\$270	\$185
2023	\$350	\$285	\$195
2024 Proposed	\$375	\$300	\$205

- FRMA App.
 - President Eck has been speaking with Brenda, her suggestion is to add the current disposition date to the schedules; this was added to the GSL-1 schedule for board review. It is live data that is calculating based on when the person is looking at the schedule.
 - President Eck mentioned vendors are excited to be a part of the app, and charging them would offset the cost FRMA would pay for the app. The top spot could charge more and then a tiered approach for other areas on the app.
 - President Eck confirmed that a grant from the state is not an option to help pay for the app.
 - Concerns that data on the app may not be up-to-date and members making decisions based on that data. President Eck mentioned there would be a disclaimer added to the app prompting users to verify the information prior to disposition, or as a pop-up when users agree to use the app.
 - Director Matthews would like to hold off until the next conference until we get a report from the beta testers. Treasurer Meinhardt would like to speak of the concerns brought up by board members in the emails. President-elect Hannabass would like to entertain a vote on moving forward with the contract for 1 year. Director Howard seconded the motion. 6 nay's and 3 yay's. No further action.

Board Member	YAY	NAY
Archie Matthews		X
Crystal Rand	X	
Isabel Hernandez		X
Kimberly Ingram		X
Les Vaughn		X
Peggy Meinhardt		X
Sara Loewer		X
Sea Shell Hannabass	X	
Venice Howard	X	

- 2024 ARMA Sunshine Conference.
 - Treasurer Meinhardt would like to know if 1) will we be approving FCRM credits, and 2) can we send registration announcements out to the FRMA Membership.
 - Director Ingram states yes to item 1. Director Loewer can send communication out to the FRMA membership.

- **Reports**

- **Sean Eck, President**
 - Nothing to report at this time.
- **Sea Shell Hannabass, President-Elect**
 - Nothing to report at this time.
- **Peggy Meinhardt, Treasurer**
 - Treasurer’s Report:
 - Starting balance of \$149,354.06 on 06/12/23, activity through 09/19/23 was income \$1,977.60 and expenses \$32,818.35 with an ending balance of \$118,513.31. All remaining 2023 annual conference expenses have been paid.
 - Director Matthews moves to approve the Treasurer’s report. President-elect Hannabass seconded the motion, no objections.
 - FRMA Income Taxes filed for 2023.
- **Crystal Rand, Secretary**
 - Nothing to report at this time.
- **Archie Matthews, Director of Administration**
 - Nothing to report at this time.
 - Director Matthews had an opportunity to present on disaster recovery for the Florida Association of City Clerks. At the end of the virtual meeting, members were required to comment on any takeaways of the conference and what will you do with the information. This information was sent to Director Ingram as a possible addition to the 2024 annual conference.
- **Isabel Hernandez, Director of Conference Programs**
 - 2024 Annual Conference Update
 - Holly sent an email on 08/24/23 with the conference hotel room block and rates.
 - 2025 Site Selection presentation

- South Florida is expensive, our budget criteria is bringing us back to Hilton Daytona Beach (HDB).
- There were no responses from Orlando area hotels. It was discovered that the Orlando and Miami requests were hung up and have now been sent out. Holly suggests moving forward with HDB soon because there is always back and forth with the contract.
 - Director Matthews moves to move forward with the negotiations with HDB. President-elect Hannabass seconded the motion, no objections.
- Holly mentioned it is a good move to go with the same resort because it makes the planning process run more smoothly.
- Secretary Rand asked for the presentation to be shared with the board as there was a lot of detail covered. Director Hernandez will email the presentation to the board.
- Secretary Rand asked if FRMA has a budget for the conferences, or for the FRMA organization. Immediate Past President Vaughn states there is no budget for the conference. The expenses are voted on prior to being spent. Prior years there were spreadsheets kept when FRMA was operating in an overall deficit to account for every dollar spent, but that was discontinued. Holly will share the spreadsheet she used to maintain.
- **Venice Howard, Director of Membership**
 - Nothing to report at this time.
 - Director Howard will be meeting with President-elect Hannabass as registrations will start soon.
- **Kimberly Ingram, Director of Education**
 - Nothing to report at this time.
 - Director Ingram had to drop from the meeting at 11:31 a.m.
- **Sara Loewer, Director of Public Relations**
 - FRMA social media. Director Loewer cannot reach the person who volunteered to oversee the FRMA social. She will reach out to Secretary Rand and Director Hernandez as they expressed interest in the job.
- **New Business**
 - Immediate Past President Vaughn mentioned Joel Chandler is back on the scene asking FRMA to pay his legal fees. A session on how to deal with litigants “frequent flyers” might be a good idea.
- **Scheduling of next Board Meeting**
 - The next meeting will be scheduled during the last weeks of January, after the new year. Secretary Rand will email the board first before sending a poll to see if there are any planned vacations.
- **Adjournment**
 - Director Matthews moves to adjourn the meeting. Immediate Past President Vaughn seconded the motion. Meeting adjourned 12:05 p.m.