



FLORIDA RECORDS MANAGEMENT ASSOCIATION

FRMA BOARD MEETING

May 22, 2023

Hilton Daytona Beach Oceanfront

MINUTES

The meeting was called to order at 5:02 p.m.

The following Board members were present:

- Les Vaughn, President
- Sean Eck, President-Elect
- Peggy Meinhardt, Treasurer
- Isabel Hernandez, Director of Conference Programs
- Holly Vaughn, Committee Chair of Conference Programs
- Sara Loewer, Director of Public Relations
- Archie Matthews, Director of Administration
- Kimberly Ingram, Director of Education

Approval of minutes from previous meeting

- There are no minutes for approval at this time.

Unfinished business

- FCRM Testing and Certification Committee Status (Tim O'Toole)
FCRM Committee Chairman O'Toole was unable to attend the annual conference, so President Vaughn reported that Chairman O'Toole had assigned a committee member to oversee the testing. President-Elect Eck reported that he spoke with the Chairman and he had requested that the Board assist in proctoring the examination. President Vaughn brought the testing materials from last year, and the committee was going to utilize the same booklets with blank answer sheets.

Director Reports

President

- President Vaughn presented financial estimates of costs associated with putting on the conference, which fell approximately \$11,000 below the revenue generated from registration. He reported that the organization generated just over \$13,000 in revenue from membership dues, leaving an estimated annual balance of \$1,770. The past two mid-year conference ventures with FASBO generated over \$11,000 each, which assisted in offsetting the costs. President Vaughn recommended that the new board evaluate the registration costs for the conference and strongly consider raising to meet the rising costs of food and beverage and resort costs.

President-Elect

- President-Elect Eck reported the election results as follows:
 - President-Elect, Sea Shell Hannabass
 - Director of Membership, Venice Howard
 - Director of Administration, Archie Matthews
 - Director of Education, Kim Ingram

Treasurer

- Treasurer Meinhardt presented the treasurer's report. (See attached) \$134,156.56 total income with a total expense of \$110,722.67, leaving a final balance as of May 15, 2023 of \$160,757.62. Treasurer Meinhardt echoed President Vaughn's sentiments regarding increasing costs for this and future conferences.
- Director Matthews made a motion to accept the treasurer's report. Director Loewer seconded the motion. The motion passed unanimously.

- **Secretary**

- Unavailable.

- **Director of Administration**

- Director Matthews has bylaw revisions for approval. The updates include: FRMA's authorization for the education committee and the examination process, an honorary membership for certain people who retire (such as Pat Gleason, who has been an active participant in the organization for years),

moving election duties from Membership to President-Elect, and general housekeeping changes. Proposed changes were posted on the FRMA website and an email notifying the membership was sent on April 21, 2023. No comments were received from members regarding the proposed bylaw changes.

- **Director of Conference Programs**

- Director Hernandez and Committee Chair Vaughn reported on conference duties that need to be covered such as registration table and information for packets that would answer member questions. The committee reported the increase in A/V costs and that President-Elect Eck has volunteered to send out the conference attendance certificates. They also reported the significant cost increase in F/B, as well as anticipated increases next year.

- **Director of Membership**

- Director Hannabass was unable to attend the conference, so President-Elect Eck reported:
 - 519 members (however 78 expired and are in grace period)
 - 353 renewing members
 - 88 new members

- **Director of Education**

- Director Ingram met with USF and FSU regarding taking over the FCRM program to provide accreditation and endorsement. They are submitting a proposal in the coming months. President Vaughn spoke strongly of his support of this venture, as the work associated with maintaining the records and issuance of the exam is extremely time-consuming for a volunteer board and partnering with a university provides consistency, professionalism, and accommodates growth.

- **Director of Public Relations**

- Director Loewer reported that we have 12 vendors for the conference.
- Angela House has volunteered to open the hospitality suite and set up.
- Teno Surjada has volunteered to take photographs for the conference.
- Director Loewer requested volunteers to perform speaker introductions.

- **New Business**

- President-Elect Eck reported he has 6 member volunteers to beta test his proposed records retention application and would report back findings.

- **Scheduling of next Board Meeting**

- President Elect Eck would determine the best time and inform the new board.

Meeting adjourned at 5:57 p.m.

SENT TO FRMA BOARD FOR REVIEW	June 12 , 2023
SIGNED BY	