



**FLORIDA RECORDS MANAGEMENT ASSOCIATION**

**BUSINESS MEETING**

May 24, 2023

*Daytona Beach Hilton Oceanfront*

**MINUTES**

The meeting was called to order at 4:45 p.m.

**The following Board members were present:**

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

President Vaughn led the Pledge of Allegiance.

Director Matthews made a motion to approve the minutes from the 2022 business meeting. President-Elect Eck seconded. There were no comments, and the motion passed unanimously.

**Treasurer's Report**

- Treasurer Meinhardt reported that for the fiscal year 2021-2022, the beginning balance was \$137,323.73. Income was \$134,156.56. Expenses were \$110,722.67. The ending balance as of 5/15/23 is \$160,757.62.
- Treasurer Meinhardt reported that FRMA is up-to-date on tax filings and annual report to the Division of Corporations.
- Director Matthews made a motion to approve the report. President-Elect Eck seconded. It was approved unanimously.

## **Director Reports**

### **Membership**

- Report presented by President-Elect Eck. We have 519 members, of which 353 are renewals, and 88 are new members.

### **Public Relations**

- Director Loewer reported we have 12 vendors.
- Director Loewer thanked Teno Suradja, who took photographs to commemorate our 31<sup>th</sup> anniversary conference; and Angela House who set up and hosted FRMA's hospitality suite.

### **President**

- President Vaughn thanked Rick Whilden for his hard work and efforts to coordinate A/V services and transition to new contracted provider.
- President Vaughn announced that as we enter into the second year of the new and improved FCRM program, FRMA will seek accreditation through a state university.
- President Vaughn thanked the board for their tireless efforts as volunteers and that their hard work is evident in the success of our organization.
- During the Opening Ceremony, President Vaughn presented Director of Administration Archie L. Matthews with the 1<sup>st</sup> President's Award for his long-time service and dedication to FRMA. President Vaughn affectionately refers to this award as "The Archie Award." The award reads:

2023 President's Award  
Archie L. Matthews

In recognition of your exemplary leadership, service, and dedication to the Florida Records Management Association for over 20 years

Your integrity and selfless commitment have made you a cornerstone of our organization.

### **Unfinished Business**

- None

## **New Business**

- Amendments to the bylaws were distributed on April 21, 2023, and posted prominently on the FRMA web page. Commenting period has elapsed, and no comments were received. President Elect-Eck moved to approve the bylaw amendments as presented, Director Loewer seconded the motion. No objections were made. The bylaw amendments pass by general consent.

## **Installation of New Members**

- Sean Eck, President
- Kim Ingram, Director of Education
- Archie Matthews, Director of Administration
- Venice Howard, Director of Membership

**Newly Installed President Sean Eck receives the official FRMA gavel and presides over the remainder of the Business Meeting.**

## **Presentation to Retiring Officers**

- Holly Vaughn, Chair of Conference Programs
- Les Vaughn, President

**President Eck adjourned the meeting at 5:32 p.m.**

<b>SENT TO FRMA BOARD FOR REVIEW</b>	<b>June 12, 2023</b>
<b>SIGNED BY</b>	