



**FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING AGENDA**

November 15, 2024 | 1:00 p.m.

Location: Teams

I. CALL TO ORDER

II. ROLL CALL

- Sea Shell Hannabass, Interim President
- *Vacant*, President-Elect
- Peggy Meinhardt, Treasurer
- Taree Glanville, Secretary
- Archie Matthews, Director of Administration
- Isabel Hernandez, Director of Conference Programs
- Kimberly Ingram, Director of Education
- Venice Howard, Director of Membership
- Kayla Chanthavong, Director of Public Relations

III. APPROVAL OF THE MINUTES

IV. EMERGENCY BUSINESS

a. BOARD VACANCIES

Sea Shell Hannabass, Interim President; Archie Matthews, Director of Administration

- Assumption of President-Elect to Interim President
- Election of Interim-President Elect

V. DIRECTOR REPORTS

a. Sea Shell Hannabass, Interim President

- 2025 Board of Directors Election
- Website Updates / Forwarding Addresses / Board of Directors Page
- Membership Notification of Recent Changes

b. *Vacant*, President-Elect

c. Peggy Meinhardt, Treasurer

- Treasurer's Report

d. Taree Glanville, Secretary

- Transition to Position Update

e. Archie Matthews, Director of Administration

- Review of By-Laws

f. Isabel Hernandez, Director of Conference Programs

- 2025 Annual Conference Update



- g. Venice Howard, Director of Membership**
 - 2025 Membership Renewal Update
- h. Kimberly Ingram, Director of Education**
 - 2025 FCRM Update
- i. Kayla Chanthavong, Director of Public Relations**
 - Transition to Position Update

VI. UNFINISHED BUSINESS

- a. INCREASE OF 2026 MEMBERSHIP DUES
Peggy Meinhardt, Treasurer; Venice Howard, Director of Membership

VII. NEW BUSINESS

- a. FCRM CEUs FOR THE 2025 ARMA SUNSHINE CONFERENCE
Kimberly Ingram, Director of Education; Peggy Meinhardt, Treasurer

VIII. SCHEDULING OF THE NEXT BOARD MEETING

- a. TBA – FEBRUARY 2025

IX. ADJOURNMENT