



**FLORIDA RECORDS MANAGEMENT ASSOCIATION
BOARD MEETING AGENDA**

February 7, 2025 | 1:30 p.m.

Location: Virtual

I. CALL TO ORDER

II. ROLL CALL

- Sea Shell Hannabass, Interim President
- 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

- a. November 15, 2024

IV. PRESIDENT'S REPORT

- a. COMMITTEE UPDATES – WEBSITE, ELECTION, FCRM
- b. GOOGLE DRIVE REPOSITORY

V. TREASURER'S REPORT

VI. DIRECTOR REPORTS

- a. DIRECTOR OF ADMINISTRATION
- b. DIRECTOR OF PROGRAMS
- c. DIRECTOR OF EDUCATION
- d. DIRECTOR OF MEMBERSHIP
- e. DIRECTOR OF PUBLIC RELATIONS

VII. UNFINISHED BUSINESS

- a. 2025 BOARD OF DIRECTORS ELECTION

VIII. NEW BUSINESS

IX. SCHEDULING OF NEXT BOARD MEETING

- a. APRIL 25, 2025



X. **ADJOURNMENT**



2025 BOARD OF DIRECTORS ELECTIONS SCHEDULE

POSITIONS UP FOR RE-ELECTION IN 2025 FOR THE 2025 – 2027 TERM:

President-Elect

Secretary

Director of Administration

Director of Membership

Director of Education

2025 ELECTION SCHEDULE TIMELINE

2025-01-15 Reach out to FRMA Members for anyone who is interested in serving in the 2025 Nominating Committee.

2025-02-03 Confirm the Nomination Committee and provide the Election Schedule to them, answering any questions they have regarding the Election Process.

2025-02-10 **Email Blast to FRMA Members** opening the nomination period for the positions of President-Elect, Secretary, Director of Administration, Director of Membership, and Director of Education for 2025-2027; the nomination period will be from February 10 – March 10, 2025; update the FRMA website home page “announcements”. (*This will be completed by the President-Elect*).

Beginning of Nomination Period

2025-03-10 Nomination period is closed. Members will not be able to nominate after the end of the day.

End of Nomination Period

2025-03-11 The Nominating Committee will notify nominees and confirm if they would like to accept the nomination; send the Candidate Bio Form to those who accepted. *If there are no nominations for any position, notify the President-Elect as soon as possible.*

2025-03-28 Candidate Bio Form & Pictures are due from the nominees; send completed forms and pictures to the FRMA Website Admin to update the Election Ballot Survey and Election /



Candidate Info page. *If nominees do not respond by this date, they will be unable to be listed as a candidate on the ballot; members may still submit write-in nominees on the ballot.*

2025-04-01 **Email Blast to FRMA Members** opening the election and providing the nominees who have accepted their nomination; the voting period will be from April 1 - 30, 2025; update the FRMA website home page “announcements”. *(This will be completed by the President-Elect).*

Beginning of Voting Period

2025-04-23 **Email Blast to FRMA Members** reminding them to vote, if they haven’t already; the election will close in one week on April 30, 2025. *(This will be completed by the President-Elect).*

2025-04-30 Voting period is closed. Members will not be able to vote after the end of the day.

End of Voting Period

2025-05-09 The Nominating Committee will confirm the final count and the election results. Report the result to the President-Elect and notify each nominee of the election results.

2025-05-19 **2025 Annual Conference Begins**

2025-05-21 2025 Business Meeting – any new or re-elected positions will be sworn-in.

HIGHLIGHTS

Election Committee Assignment	January 15 – February 3, 2025
Nomination Period	February 10 – March 10, 2025
Voting Period	April 1 – 30, 2025
Swearing In	May 21, 2025