



Florida Gulf Coast ARMA Meeting

Minutes for Board of Directors Meeting June 2, 2023 – 9:00 AM

Call to Order 9:02 am

Board Members Present: OFFICERS FOR 2022/2023 Attended

Kim Ingram	President	X
Vacant	Program Chair (First VP)	N/A
John Levitt	Membership (Second VP)	
Chris Parker	Treasurer	X
Sandra Tuller	Secretary	X
Bobby Miller	Director (Marketing Chair)	X
Phyllis Baker	Director	X
George Pino	Director	X
Vacant	Director	N/A

Minutes: Last meeting – April 11, 2023

Motion: Phyllis Baker

Motion 2nd: Bobby Miller

TREASURER REPORT (Chris Parker, Treasurer)

The Treasurer's Report reflected routine monthly expenses and escrow payments of \$120.00 on May 8 and \$160.00 on June 1. We received a check from the Sunshine Conference in the amount of \$1,500.00. We have a balance of \$13,436.44.

Motion: Sandy Tuller

Motion 2nd: George Pino

Old Business:

Sandy emailed a letter to the current membership to solicit volunteers to fill vacant Board positions. The letter went out on April 12, 2023, followed by a reminder on April 19, 2023. John Levitt agreed to take the Director vacancy. No other volunteers stepped up, leaving us with the following vacancies: First Vice President (Program Chair) and Second Vice President (Membership Chair). The following was decided:

- Kim obtained an updated membership contact list
- Sandy will send one more reminder to the members displayed on the updated contact list. The reminder will be sent by the end of the day on Monday, June 5, 2023.



Sunshine Conference Update (Kim Ingram, President)

Our share of the proceeds from the 2023 Sunshine Conference is \$1,500.00. The 2024 Sunshine Conference will be held at the Embassy Suites in Lake Buena Vista from February 21-23, 2024. The planning committee is looking for volunteers.

Board Reports:

MEMBERSHIP (John Levitt, Membership Dir.)

John was unable to attend the meeting.

PLANNING EDUCATIONAL MEETINGS (VACANT, Program Dir.)

- Bobby is working with Brian Zilm to finalize arrangements for the June meeting. He will send a notification to the chapter members
- As in previous years, we will not schedule educational meetings for July and August. Meetings will resume in September.
- The annual Board planning meeting will be held in August.

MARKETING (Bobby Miller, Marketing Chair)

Bobby received 11-12 responses to the chapter survey that was sent to the members earlier this year. He will forward the survey results to the Board. Publix reached out to Bobby and Kim for help with advertising a records management job posting. We need to formulate a plan for identifying businesses with records management needs that we can target regarding chapter membership.

REGIONAL UPDATE (Kim Ingram, President)

No update at this time.

New Business:

ARMA Infocon will be held in Detroit in October. They are offering the regular attendance fee.

Next meeting – The annual Board planning meeting will be held at Stevens and Stevens in August 2023. Please contact Kim and Sandy with suggestions for available dates and times.

Meeting Close - 9:20 am