

# **Georgia Records Association**

## **Meeting Minutes**

**February 2, 2022**  
9:00 a.m.

Type of Meeting: Online meeting via Web-Ex

Meeting Facilitator: Eve Reagan

Invitees: Eve Reagan, Rebecca Camantigue, Lynn Apt, Tara Pearson, Jenny Collier, Jamie Karol, Lia Jones, Sharon Ratcliff, Stephanie Giles. Suzanne Rice is not able to attend.

### I. Call to order

### II. Topics

- a) Approval of Annual Board Meeting Minutes: Motion to approve made by Eve Reagan, 2<sup>nd</sup> by Jenny Collier. Minutes were approved.
  
- b) Director of Education: Discussion of options for an Education Director for 2023 and going forward, as Howard Siggelko will not be available
  1. Discussed possible options:
    - i. Someone within GRA
    - ii. Hire an Event Planner
    - iii. Carl Vinson Institute of Government
    - iv. Student workers at University of West Georgia
    - v. GRA Board members split up the tasks amongst themselves
    - vi. Our contacts at Georgia Archives – Chris Davidson, Penny Cliff
    - vii. Reach out to GRA members for suggestions from within their contacts
    - viii. Reach out to Atlanta Chapter of ARMA
    - ix. Members of GRA who hold GRMP Certificates
    - x. Contacts at National Archives
  2. Howard Siggelko is working on updating the Education Retention Schedules before end of 2022
  
- c) Expired 2021 GRA Members
  1. Each Board member will receive list of 10 names to reach out to, regarding the expired memberships, to try to encourage them to return to membership status, and find out why they did not update their membership
    - i. Will have a pre-set letter to send out to expired members, encouraging them to return to membership status.
    - ii. List of names will be divided into districts

d) GRA Membership Information

1. Eve will send out email blast advising 2023 GRA membership will be \$45.00.
2. Membership expires on Jan 31<sup>st</sup>. Eve will contact Mike at Chapter Manager to set the message to be sent about expired memberships on Jan 31<sup>st</sup>.

e) Challenge Coin Bids

1. Eve displayed examples of the challenge coin that Sharon Ratcliff priced out, by Signature Coins
  - i. Cost was \$3.85 per coin, for 150 coins cost is \$702.50
  - ii. Sharon obtained 2 other bids, but pricing was \$0.20 to \$0.40 per coin higher
2. Rebecca will reach out to her contacts to get further pricing
3. Coins should be ready within 2 to 3 weeks once order is placed
4. Eve suggested if we establish a vendor relationship, we could use the same vendor each year
5. Challenge Coins will be used as GRA Conference gifts

f) Tote Bag Bids priced out by Sharon Ratcliff

1. Bags will be black with the GRA logo
2. Cost is \$1.88 per bag, cost for \$500 is \$940.00
3. 500 bags would likely cover four events
4. Motion made and 2<sup>nd</sup> made, approved to go ahead and order bags

g) Clock Bids for 2022 Conference that Stephanie Giles priced out

1. Examples of clock were shown in gray vs. black laser of GRA logo: Clock is clear glass, size is approximately 4 ¾"x4"x1"
2. Cost for 150 clocks was \$18.20 each, plus set up fee, shipping and tax to equal \$3037.15
3. Motion made & 2<sup>nd</sup> made, approved to go ahead and order clocks
4. Stephanie said she will have clocks shipped to herself

h) 2023 GRA Conference location update

1. Eve is working with Crowne Plaza on the contract
2. Deposit will be put down as soon as there is an agreement

III. Meeting adjourned at 10:20 a.m.

Lynn Apt, Georgia Records Association Secretary  
Submitted on 2/14/2022