

Georgia Records Association

Board of Directors

Board Meeting Minutes

January 23-24, 2022

Attendees: Eve Reagan, Lia Jones, Jenny Collier, Jamie Karol, Suzanne Rice, and Stephanie Giles. Not in attendance were Rebecca Camantigue and Tara Pearson due to sickness. Lynn Apt was not able to attend due to a death in her family. Sharon Ratcliff was in attendance as an alternate board member that will serve as a non-voting member of the board unless circumstances arise

8:43 Meeting was called to order by Eve.

I. Budget Overview to include Revisions

- a) Georgia Records Association board members approved a YTD expenditure budget totaling \$61,780.00, while anticipating revenues totaling \$69,500.00. The budgeted gross amount received for year 2021 totaled \$42,001.11. The amount disbursed totaled \$24,953.05. See attachment.
- b) Refunds were provided to members covering workshops and annual conference cancellation due to Covid-19 and duplicate member payments. Total was \$2,217.00
- c) November 2021, Quickbooks Bank charge was increased by \$10.
- d) State renewal was paid for 2021, 2022, and 2023.
- e) 2022 proposed budget changes were made. See attachment.
- f) Recommendation for a new laptop purchase every 4 years and the annual renewal of the Microsoft Suite yearly for the treasurer position.

II. Membership fee increase- voted to move the December renewal date to January and an increase to start January 2023. Membership dues will now be \$45 annually.

III. Great Wolf Lodge cost and evaluation-2021 conference

- a) Speakers were given \$50 gift cards as a token of appreciation.
- b) We had some members cancel at the last minute and were given a full reimbursement.
- c) We expected a shortfall but instead we came out ahead.

IV. Educational Director

- a) New contract was signed for this year with Howard Siggelko.
- b) Question about 1099 came up, researching for information on this.
- c) Noted that Howard worked more than what was billed.

V. Treasurer position

- a) Tabled for further research.

- b) P.O. Box would be changed to Lia Jones and Eve will keep hers for a few more months until we change all the documents that reference the old address.

VI. Scholarships

- a) Board decided to award 20 scholarships this year, this will include hotel stay and conference fee. Can just be the hotel fees for some that live within a 60 mile range
- b) Membership must be current
- c) Certain guidelines must be met- the employer's approval and the need

VII. Election Chairperson

- a) Education – Tara and Jenny (transcripts)
- b) By Laws- Jamie
- c) Nominations/Elections- Rebecca
- d) Membership-Suzanne
- e) Social Media/Marketing/Public Relations- Eve

VIII. Classes taken after online after deadline- no credit will be issued per our 90 day policy.

IX. Chapter Manager Coordinator

- a) Tara Pearson be our liaison with Mike Stopnick and to publish updates for the Board. Tara will receive one on one training.
- b) We would need to have one more person for Tara's backup.

X. Chapter Manager -page updates- go thru Tara

XI. Training for Chapter Manager- Stephanie Giles created a "How to Guide" for board members

XII. Decreased vendor pricing for sponsorship

- a) Currently GRA has four levels-Gold(1500), Silver(1000), Platinum(750), and Bronze(500). GRA has seen a decrease in the vendor sponsors in the recent years and the need to help increase their attendance at our events.
- b) Agreed to decrease our fees to \$300 for one table, 1 person, and 10 minutes to speak, and their logo. Each additional person will be \$150 to attend.
- c) This decrease is for 2022 year only, will need to be re-evaluated.

XIII. Rubric revisions- Tara was called to make some changes. New updates will follow the meetings.

XIV. Payment for Speakers

- a) GRA members- 1 hour for the class attendance and then an additional hour for class speaking. \$25 gift card.
- b) Outside speakers- \$50 gift card for each class taught, includes room accommodations and conference meals.

XV. Online classes

- a) Duluth Police Jessica Beil and Chuck Wilson -Integrity Security/Awareness
- b) Bruce Miller would be good for Microsoft Office

XVI. 2023 Conference RFP

- a) Crowne Plaza-Peachtree City was approved.
- b) Parking issues and no elevators
- c) September 17-20 Sun-Wed.

XVII. By Laws revisions for membership payment due by end of Feb instead of Jan 1st.
Tabled for Sunday. Will send out emails for these changes.

Meeting was Adjourned

Sunday, January 24, 2022

No agenda as Jamie had a family emergency on Sunday was not able to attend

General Discussions-

Need to add a sub for the Bylaws committee

Savannah 2022 Conference gifts- black bags, Challenge Coin, and Lucite Desk clock with GRA logo, Badge holders need to be ordered. 150 max order on all items.

Savannah conference schedule was discussed for everyday and no issues.

Blast emails to go out about the membership due changes x 3months.

Blast emails for the 2022 Savannah conference. In May it will open. Sept 18-21 Board members need to be there Sunday Sept 18th by 3 pm for the registration to open at 4 pm. Earlier to help setup gifts and table.

Looking at compensation in another way for the Education Director in case 1099 requirement is bad. Discussion it may be the same for the treasurer.

Fall online workshop needs to be online.

Meeting was Adjourned at 11:47.