

Georgia Records Association, Inc.

Meeting Minutes

January 7, 2023

8:00 a.m.

Type of Meeting: Annual Board Work Retreat

Meeting Facilitator / GRA President: Bobbie Yandell

Attendees: Bobbie Yandell, Jamie Karol, Jenny Collier, Lia Jones, Rebecca Russell, Tara Pearson, Rebecca Camantique, Lynn Apt, Sharon Ratcliff, Naomi Campbell, Eve Reagan

I. Call to order

II. Topics

a) Introduction of new Board Members: Bobbie Yandell, Sharon Ratcliff and Naomi Campbell

b) Treasurers Report / Review of 2022 Budget: FY22 Closeout Report

1. Forty-seven members joined GRMP Certificate program in 2022

2. Payment to Chapter Manager for \$1200.00 is still outstanding

i. No one has been able to get hold of Michael Stopnick to discuss when service will end, as he has not returned calls. ii. Need to send check for payment via Certified Mail/Return Receipt

3. Expenditures

i. Remove line item for advertising, since we do not advertise

ii. Donations – GRA donates \$125.00 per year to Georgia Archives, change from from \$250.00

iii. Postage and annual P.O. box annual fee will cost \$1,000.00

iv. Add line item for Office equipment & software training: To replace laptop used by the Treasurer, and for some Board members to train on the new software, after the new software contract is signed

v. Remove line item for printing, as well as for shipping/delivery

vi. Taxes and licenses will go up to \$300.00

vii. Keep \$2,000 for travel: Used for if we hand deliver GRMP certificates, for travel to another organization for training, hotel rooms & food for GRA Board Annual Retreat

viii. Add line item for Training-Board: For costs associated with training on new GRA software, Board meetings and for hotel rooms/food/annual Board retreat

ix. Workshop Expenses: For speaker's hotel/food. Keep at \$4,000.00

x. Scholarship Fund: Lower it to \$10,000.00, but we can revisit that issue as needed.

xi. Miscellaneous Fund: Change the name to Miscellaneous, and lower it to \$1,000.00

xii. Remove from Treasurer's Report: Line item for Meals & entertainment, & other general expenses, and line item for bank charges

xiii. Service Fee: Change name to Stripe Service Fee

xiv. Insurance: Add line item for Insurance. For now it will be \$250.00, but Bobbie will research and determine cost.

c) Review of 2022 Conference

1. Cost breakdown and considerations for 2022: Discussion about financial costs and reviewed the 2022 Annual Conference Breakdown handout

i. Total cost was \$38,650; \$325 per person for registration

ii. Speakers do not pay for their food

iii. Priced at approximately 130 attendees; 117 paid attendees; 9 paid vendors

iv. Cost was \$250.00 for food per person. Food was higher in 2022 than estimated

v. \$10,000 paid in scholarships in 2022

vi. Audio/visual costs were higher than will be at Crowne Plaza in

2023 d) Review of Survey results

Discussion on survey results: It looks like a few locations were preferred for conference in the future. Board will discuss further, later on.

e) Payments posted online:

Payment receipts should be scanned and uploaded to Chapter Manager. Once new software vendor is chosen, we'll determine best way to do this.

- f) Thank you gift for Educational Director Howard Siggelko (retired):
He enjoys golf, so Board would like to gift him T-time, or other golf related gift. Jamie will reach out to find places he'd like to play. Gift certificate of \$300.00 was voted on and approved.
- g) 2023 Budget Review
 - 1. Estimate of 2023 revenue for GRA membership and certificate program
 - i. 144 current active members, 55 members are pending, 93 memberships have expired, but may renew. 125 members are not enrolled in GRMP program.
 - ii. Estimate of 30 new certificate program members @ \$100.00 each, to equal \$3,000.00
 - iii. Estimate 250 members @ \$45.00 each to equal \$11,250.00
 - iv. 47 members joined GRMP in 2022, totaling \$470 in GRMP fees
 - 2. Cost breakdown and considerations for 2023 Conference:
 - i. Audio/visual costs will be less than in 2022 at Savannah
 - ii. Contract for 2023 conference is already signed with Crowne Plaza
 - iii. No valet costs at Crowne Plaza in 2023
 - iv. Estimate \$42,000.00 for 2023 conference (approximately 25% higher than 2022), minus cost of give aways
 - 3. Fees for sponsor/vendors
 - i. Fee was capped in 2022 at \$250.00. Will attract more vendors/sponsors if fee is lower. Previously, the highest level was \$1,500.00.
 - ii. Consider making it mandatory, to have them do hands on demonstrations
 - iii. Consider combining vendor and sponsor memberships into one category
 - iv. Discussion on cost for each level of sponsorship and what is included in each level
 - 4. Sponsor workshop registration fees – Remove as a line item, since it is not money we have received. Keep workshop registration estimate at \$3,000.00
 - 5. Add line item for interest earned called Earned Interest. \$9.69 interest earned in 2022
 - 6. Lia has kept and will continue to keep all financial data backed up

7. Refund will be kept as a line item
 8. Workshop expenses – for speakers/hotel/food, keep at \$4000.00
 9. Training – Board: Training on new GRA software, Board meetings and for hotel rooms/food/annual Board retreat – estimate \$4,500.00
 10. Estimate of swag for 2023 Conference for gifts/giveaways/gift cards for speakers \$750.00
 11. Will do challenge coins again for Conference, need price estimate
 12. Estimate of total cost of Conference in 2022 was \$42,000. Add approximately 25%, for estimate of \$52,500 for 2023, not including giveaways
 13. Attempt to get 10 vendors to offset costs, so it can bring down cost per person to attend conference at \$375 - \$380
- h) GRMP credits (rules review)
1. No class credit given for class taken prior to 90 days of GRMP Certification Program fee application and fee being received
 2. Already enrolled in GRMP: Class credit will be given for classes that are listed for credit towards certification, and certificate or proof of class taken must be sent in within 90 days of taking class
 - i. Will add this rule to the By-Laws
 - ii. Will need to address this by sending email blast to members, reminding them to send in their class certificates from 2022, prior to 3/31/23
 - iii Always send in class certificates/proof to Jamie Karol, to get class credit
 3. Recertification as GRMP – Currently there is no expiration on being recertified as GRMP
 - i. Discussion regarding as to possible requirements being 5 hours of class credits to be required, per year, to keep recertification. Total of 25 hours in 5 years, instead of 50 hours.
- i) Educational Director
1. Discussion on finding a new Educational Director
 - i. Howard Siggelko is retired, and a new Educational Director must be found
 - ii. GRA Educational Director finds instructors for classes/workshops and conferences, must find Instructors who are experienced and knowledgeable on the topics they present.

Topics presented must be applicable to government records keeping, best practices, and current/up to date with applicable laws and regulations

iii. Educational Director assigns the AKA's to each class/workshop that are chosen for credit towards GRMP Certification

iv. Possible options for Educational Director: Amelia Winstead could possibly assist in this role. Use University students as interns to assist in this. Ask Howard Siggelko, if he would reconsider. Board considered Eve Reagan, and is our choice. She would need very clear contract/parameters of involvement. Bobbie will draw up a contract, and Eve will consider it.

j) Committee Chair Assignments

1. Social Media – Chair: Stephanie Giles

2. Membership – Chair: Naomi Duncan

3. Transcript – Chair: Rebecca Camantigue. Jenny Collier to train Rebecca Camantigue on how to enter class credits into computer. Jenny volunteered to continue to assist in this area, as she is able.

4. Education – Chair: Tara Pearson.

5. By Laws – Chair: Jamie Karol, who will email list of current volunteers to see if they still want to be on the committee

6. Elections – Chair: Rebecca Camantigue

7. Certificate – Chair: Jamie Karol

8. New Member – Chair: Stephanie Giles

k) 2023 Conference Information

1. Estimate of swag for 2023 Conference for gifts/giveaways/gift cards for speakers \$750.00

2. Will do challenge coins again, need estimate of cost

3. Leftover clocks from 2022 can be given to speakers, along with gift cards. Gift cards were \$750.00 in 2022.

4. Cost for promotional items, approximately \$15.00 per person / \$3,000 total

5. Conference cost estimate is \$52, 375, plus \$3,000 promotional items / \$55, 375 total

6. Cap attendance at 125 people, which is in the contract as the maximum. Once it approaches close to 125 maximum attendees, Bobbie can try to renegotiate, to add 10 more hotel rooms
 7. Try to obtain 10 vendors, to help offset price of conference, to bring down per person cost of attendance to \$375 - \$380
 8. Average class size will be 62 – 70 attendees
 9. RIM 101 class needs to be taught with the same content each year, and only to first time attendees
- l) Chapter Manager platform - discussion for software vendors
1. New software vendor to be obtained, as Chapter Manager will no longer be available by December 31, 2023.
 - i. New software will be used to perform analytics to help GRA better tailor our class offerings and potential marketing
 - ii. Need to determine if software will allow grouping of members within certain fields (Education, Public Safety, etc.) to allow better analysis of their educational needs
 - iii. Need to determine if software will allow analysis of locations/districts of members, so that targeted membership marketing may be possible
 - iv. Need to determine if software will allow targeted mass emails to different groups of members for marketing purposes, as well as chat groups
 - v. Need to determine if software will more easily track/compute class credit hours, conference and webinar attendance
 - vi. County district map of membership should be placed on website, so that members can see where others are located, and can reach out to others more easily, within their district.
- m) New Member gifts; postage increase
- i. Will send GRA window shades and water bottles as new member gifts
 - ii. postage increase to \$1,000, to include actual postage and P.O. box
- n) By Laws to include Retention Schedules, Destruction process and forms
- GRA By-Laws need to include retention schedules and record classifications, records destruction forms and destruction process.

Bobbie and Tara will draft GRA Retention Schedules, and records destruction forms and destruction process. The Board will review/discuss it and vote on it.

- o) Google Drive for GRA records storage
Until we can choose a new software vendor for GRA website to manage our membership records, payments, receipts, and member class attendance, we will upload any incoming new documents to Google Drive, which is a cloud based storage, requiring an email address and password to upload documents. After new software vendor is chosen, documents can be uploaded to the new GRA site

- p) GRA Retention Schedule
 1. We recognize that GRA needs a Retention Schedule. Bobbie and Tara will research and suggest and make a draft of Record Classifications. GRA Board will then vote on it.

 2. Records Destruction process and form needs to be created and followed. A draft will be created. Once approved, it will be added to the GRA Bylaws.

- q) Old Business (*Actions taken since the last meeting*) on 07/06/2022: Eve Reagan sent an email to Lia Jones, proposing she stay on as GRA Treasurer until she is ready to quit. This was due to the fact that the Treasurer position should be removed from the bi-annual election process, as it takes 2 years to get grounded. Lia Jones accepted this proposal. Need to amend the By-Laws for elections, to revise the wording regarding this position, to allow a continued, reliable, responsible individual to handle our account with the conditions she outlines below. The President has permissions to everything the Treasurer touches and can be a touch point to keep everything transparent. Board members agreed (Eve Reagan, Lia Jones, Lynn Apt, Rebecca Camantigue, Jamie Karol, Jenny Collier, Stephanie Giles, and Suzanne Rice)

III. Meeting adjourned at 1/8/23 at 11:04 a.m.

Submitted by: Lynn Apt, Georgia Records Association Secretary Date Submitted: 2/27/23

Minutes Approved: 05/23/2024