

Georgia Records Association

Meeting Minutes

January 6, 2024
9:30 a.m.

Type of Meeting: Yearly Board Work Retreat

Meeting Facilitator / GRA President: Bobbie Yandell

Attendees: Bobbie Yandell, Stephanie Giles, Lynn Apt, Rebecca Camantigue, Jerome Stancil, Sharon Ratchiff, Tara Pearson, Lia Jones (by phone), Absent: Amelia Winstead (Excused)

I. Call to order at 9:38 a.m.

II. Topics

- a) 2023 Treasurer's Report / Review of 2023 Budget and FY2023 Close Out Report
 1. YTD Budget \$95, 575.00, Anticipated Revenue \$61,510.00
 2. Budgeted Gross amount received for 2023 \$77,124.00
 3. Amount disbursed for 2023 \$61,474.45
 4. Highlights included:
 - i. 18 payments for GRMP Certificate Program
 - ii. 12 Treasurer's Reports completed for 2023
 - iii. 4 Quarterly Financial Reports provided to board members
 - iv. As of July 2023, Inuit (QuickBooks) Bank Charge has increased by \$5.00
 - v. State Registration Designated GRA as a Domestic Non-Profit was paid in 2021 covering (3) years and will be due in 2025
 - vi. End of year 501(c)(3) has been completed for year ending 2023 (\$200).
 - vii. GRA checks used were numbers 1591 through 1599.
 - viii. New check sequence used 1061, 1062, 1063, 1065, 1066. All checks have cleared. Check number 1064 was voided. The next sequence to be used in year 2024 is check number 1067. Additional checks were ordered.
 - ix. Anticipated 2024 highlight: Please note email address change for treasurer (garecordstreasurer@gmail.com) and updated GRA P.O. Box 775 Gaithersburg MD 20884. See revised W9 form.
- b) 2023 GRA Conference Recap
 1. Cost for attendees
 - i. For coins, blankets, food, speakers, audio visual, giveaways \$48,165.50 / Cost per person \$287.77 (Over pricing of \$108.00 per person)
 - ii. Conference registration \$395.00 per person
 - iii. 150 people registered and paid for conference registration, was estimated at 125

c) 2024 Budget – Revenue (Totaling \$60,510.00)

1. Annual Dues - \$11,250.00. Estimating a bump in Revenue after new web portal opens up, where members can register and pay. Not a lot of dues came in during the 4th quarter 2023. Discussion on increasing or lowering pricing of yearly dues for Associate and Certificate Members. Decision was tabled, kept dues for Associate & Certificate members at \$45.00. New annual dues amounts will have to be determined and announced before June.
2. Certificate Program - Decreased to \$1,500.00
3. Conference Fees - \$43,750.00. Hoping for 150 to attend in 2024
4. Vendor Annual Dues – increased to \$1,000.00
5. Vendor Conference Registration - \$0.00
6. Workshop Registration - \$3,000.00
7. Interest earned - \$10.00
8. Credit refund - \$0.00

d) 2024 Budget – Expenditures (Totaling \$129,675.00)

1. 2024 Conference - increased to \$60,000, as we hope 25 more members will attend
2. Donations - \$125.00
3. Intuit Bank charge – Intuit is no longer needed, removed Intuit Bank charge as line item. Financials can be kept in Excel or Member 365.
4. Office Expenses - decreased to \$1,000.00
5. Office Equipment & Software increased to \$12,700.00 (added the \$200.00 from Web site/Go Daddy.)
6. Postage - \$1,000.00
7. Promotional / Marketing – Increased to \$25,000.00
To increase awareness of GRA, suggested items: Business cards with scannable QR code, pens, rubber jar openers, fidget spinners, pencil holders, key/key chain, USB charging hub all with GRA logos. New GRA logo - Get GRA members involved in redesign.
8. Taxes and Licenses - \$300.00
9. Recruiting (renamed from Travel) – Increased to \$5,000.00. To be used for increasing GRA membership, such as one attendee will go to NAGARA conference, one attendee will go to Georgia Municipal Clerks Association.
10. Training - Board Retreat - increased to \$10,000, anticipating 2nd in person meeting in 2024
11. Website costs (Go Daddy) – Go Daddy no longer needed. Removed this as a line item.
12. Workshop expenses - \$4,000.00
13. Scholarship funded - \$10,000. Scholarship is based on financial need.
 - i. Scholarship may not be for full amount of \$1,000 if not needed.
 - ii. If awarded a scholarship, they must attend all the conference classes they registered for, or will need to repay the scholarship
 - iii. Will need to apply for scholarship towards conference fee, hotel or both
 - iv. Only GRMP program members or re-certification members are eligible for scholarships
 - v. GRA Board members are eligible for scholarships, if there is a financial need
14. Insurance – increased to \$450.00. Having trouble getting insurance, because insurance does not know how to classify GRA. We're in process of securing insurance.
15. Miscellaneous - \$100.00

e) 2024 GRA Conference

1. Need to price out and purchase new “swag” - suggestions: Umbrellas, challenge coins, coin holders, t-shirts, messenger bags, back packs, portfolios, pencil holders
 2. T-shirts for Board to wear when we represent GRA
 3. Have law enforcement / 911 focused classes & have speakers vetted
 4. Gina Morena, Tara Ladner, Ben Harbin will likely be speakers. Steve Dakins from AFLAC may be a speaker.
 5. Board to make suggestions for available / knowledgeable speakers
 6. For any speaker recommendations, send their information to Eve Reagan
 7. Conference theme: Pirates of the Caribbean
 - i. Board members possibly dress in pirate themes, vendors and speakers too
 - ii. Have a Jack Sparrow impersonator.
 - iii. Gold coins with treasure chest
 8. Suggested games: Bingo, Family Feud, Scavenger Hunt
 9. Most energizing speakers to have time slot right after lunch.
 10. Bobbie to reach out to Christine Garrett at Georgia Archives for suggested speakers.
 11. Location/date: Sea Palms Resort in Saint Simon’s Island on 9/15/24 – 9/18/24
 12. Up to 150 can attend, Sea Palms Resort has room for only 120; Hotel up the road can house the remaining 30.
 13. Need better process to distribute swag bags at check-in.
 14. Name stickers kept falling off. Get pricing for magnetic name tags and lanyards.
 15. Can print name tags made in Member 365
 16. Sharon will get pricing for Challenge coins for 2024 conference.
 17. Many attendees don’t seem to like the switching of gifts, after they picked one, they liked
 18. Stephanie will obtain price on umbrellas with GRA logo
- f) By Laws
1. Update to By Laws began in 2022. In a 2023 board meeting By Laws were discussed then tabled and so have not been approved. Editing of By Laws still needs to be completed. After completion, need to approve By Laws then list in meeting minutes.
 2. It was previously voted on in 2023 that Lia Jones would be continuing as GRA Treasurer, but it was not listed in the minutes. Need to do updated meeting minutes listing this.
 3. Hope to meet as a board in one month to confirm/approve By Law edits.
- g) Committees & Committee Chair, Board of Directors
1. Elections/Nominations – Removed Rebecca Camantigue as chair. Stephanie Giles chair
 2. Social Media/Marketing – Changed to Social Media Public Relations by unanimous vote - Jerome Stancil chair
 3. By Laws – Amelia Winstead chair (who is finishing Naomi’s term)
 4. Education/Transcripts – Tara Pearson chair, Sharon Ratcliff co-chair
 5. Membership – Rebecca Camantigue
 6. Conference – Need to remove this committee from By Laws, duties fall under Education/Transcripts
 7. Voted on/approved the new chair of committees
 8. Need to remove Board of Directors wording from By Laws. Will only use positions named on the GRA Board, and chair/co-chair wording
- h) GRA Membership
1. Discussed district map that were created prior to 2020. Rebecca will update the district map.

- i. Will follow up on assigning districts to board members after new map is created
 - 2. Some counties do not have county records centers, many will need training on records issues
 - 3. Some areas are not as open to outsiders providing their records training – will be beneficial if a board member from/near that area could approach them about membership/training
 - 4. Can be beneficial to approach agencies in person, to advise them of advantages of membership
 - 5. Need to reach out to Georgia P.O.S.T. to let them know about advantages of membership
 - 6. Seek to hold conferences in venues that can allow for more than 150 attendees
- i) 2023 Conference pluses/minuses
- 1. Parking situation not great, had to walk some distance to venue from parking
 - 2. Conference rooms were very cold
 - 3. Would like presenters to provide presentations one to two weeks in advance
 - 4. Need to distribute a map that includes conference campus, including locations of classes and restrooms
 - 5. Signage at classroom entrances were confusing and sometimes changed
- j) Education
- 1. Email GRMP members close to achieving GRMP certification, to be sure they register for the right classes
 - 2. Board member needs to keep up with classes a member registered for, as sometimes someone other than the member registered them for classes, and they ended up attending the wrong class. This could affect the AKA's the GRMP member was expecting to get credit for. Suggestion was to print out class registrations for each member, prior to conference arrival.
 - 3. GRMP requirements will likely change.
 - i. Bobbie will discuss and work on this with Eve Reagan (Education Director).
 - ii. Will try to reduce certification to less than 5 year time frame, to 3 years
 - iii. Suggestion was to have a core set of classes that are applicable to most records keepers, then to have additional classes as electives
 - iv. Tara & Sharon will meet with Bobbie & Eve to discuss the possible changes to GRMP requirements
 - 4. Get 2024 conference information out to members as soon as possible
 - 5. Bobbie advised this will be Eve Regan's last year as GRA Education Director, due to upcoming retirement
 - 6. Need to get RFP in for 2025 conference, hoping for 150 to attend

III. Meeting adjourned 1/7/24 at 11:51 p.m.

Submitted by: Lynn Apt, Georgia Records Association Secretary

Date submitted: 3/22/24

Minutes Approved: 05/23/2024