

Georgia Records Association

Meeting Minutes

February 23, 2024
9:00 a.m.

Type of Meeting: Online via Google Meet

Meeting Facilitator / GRA President: Bobbie Yandell

Attendees: Bobbie Yandell, Stephanie Giles, Lynn Apt, Rebecca Camantigue, Jerome Stancil, Sharon Ratcliff, Tara Pearson, Lia Jones, Amelia Winstead

Call to order at 9:00 a.m.

I. Topics

a) Membership

1. Tara and Stephanie are working on membership renewals
2. On Member 365 many members still need to renew membership.
3. Bobbie can send list of names to Tara and Stephanie, to call/email members about renewal

b) Member 365

1. Some board members were still not able to see membership list, permissions will be given
2. Rebecca will begin work on redistricting, after she has access to Member 365 membership list
3. Board members will be given admin rights to access to certain areas of front and back end, based on their need.
4. Once Lia has access, she will be able to view all the financial information
5. Bobbie will send email to board, giving access to back end of Member 365
6. Stephanie will email the board, explaining what is found where on the site

b) GRA Conference 2025

1. Need to start vetting venues who hold over 150 attendees, estimated attendance 175 - 180
2. Make venue recommendations to Bobbie
3. Suggested: Lake Lanier Islands and conference centers in Macon, Black Shear, Jekyll Island Columbus, Callaway

c) Nominations for Office

1. Stephanie will send email out in July asking for nominations
2. Votes to be in by October 25th per bylaws

d) Conference 2024: Theme – Pirates of the Caribbean

1. Suggestions to get attendees more involved instead of going to room right after classes
 - i. Jack Sparrow photo ops
 - ii. Dress up in themed costumes
 - iii. Bingo game
 - iv. Scavenger hunt – Rebecca to research ideas

v. Send save the date info to attendees, with information on fun events.

2. Swag

- i. Umbrellas and challenge coins are ready.
- ii. Suggested swag: Stress balls, fans, GRA logo travel toothbrushes, Plinko games, multi-port USB, water-proof sling bags, ink pens with GRA logo
- iii. Send swag ideas to board via email for approval.
- iv. Bobbie suggested getting swag soon.

3. Class attendance – Look into using a QR code for taking attendance

- i. QR on screen for class check-in
- ii. QR on name badges for class check-in

4. 120 attendees can stay at Sea Palms Resort, remaining attendees to stay at Home 2 Suites

e) GRMP class transcripts

1. Bobbie thanked Tara and Stephanie for working hard on transcripts.
2. Tara is looking into those who are getting close to getting their GRMP, who may need help in taking the right classes.

f) Education

1. Want to have core classes for all members, with additional classes for specific areas (Law Enforcement redaction for example)
2. Consider having RIM 101 as a workshop, alleviating it from being held during conference
3. Bobbie will talk with Eve Reagan about GRMP requirements and class descriptions
4. If members take NAGARA classes, we need to determine if they get GRMP credit
5. Determine how members can upload certificates for GRA approved classes, if taken outside of GRA

g) 2024 Expenditure update – Bobbie is sending Lia the information

Submitted by: Lynn Apt, Georgia Records Association Secretary Date submitted: 3/22/24

Minutes Approved: 05/23/2024