

Georgia Records Association
Meeting Minutes
April 22, 2024
4:00 PM.

Location: Virtual – Google Meets

Meeting Facilitator: Vice President: Stephanie Giles

Attendees: Stephanie Giles, Lia Jones, Rebecca Camantigue, Jerome Stancil, Sharon Ratcliff, Tara Pearson, Amelia Winstead, Greg Helms

Excused Absent: Bobbie Yandell and Lynn Apt

Quorum Declaration: Before proceeding with the agenda items, it was confirmed that a quorum (5) was present at the meeting.

Call to order at 4:01 PM.

Agenda Items

1. Resignation of President Bobbie Yandell:

On April 22, 2024, GRA President Bobbie Yandell tendered her resignation as President of the Georgia Records Association, effective April 19, 2024.

In accordance with the GRA Bylaws last revised on January 26, 2022, Article IV, Section A: Authority and Accountability, Section 12 states. *"In the event of resignation, absence, incapacitation, or withdrawal of the President, the duties of the President shall be assumed by the Vice-President, who shall serve as Interim President until the expiration of the term of the President. The Interim President shall call an emergency meeting of the Board, who shall elect an Interim Vice President to serve until the next election of the Association, or the alternate Board member can be considered for this action. All members of the Board shall serve until their successors are elected and assume their duties. The existing Board may vote to place someone to fill vacant seat."*

Vice President Stephanie Giles will temporarily serve as Interim President until the conclusion of the 2024 calendar year. Upon the election and installment of a new president, Giles will resume her position as Vice President for the remainder of her current term.

2. Appointment of Interim Vice President:

Motion Made: Director Ratcliff motioned to nominate Director Rebecca Camantigue to serve as Interim Vice President as she has recently vacated the position.

Seconded: Interim President Giles seconded the motion.

Motion Passes: A vote was called, and the motion passed unanimously.

Director Rebecca Camantigue will temporarily serve as Interim Vice President until the conclusion of the 2024 calendar year, when Camantigue will resume her position as Director for the remainder of her current term.

3. Appointment of Director:

Per the GRA Bylaws, Article IV, Section A: Authority and Accountability, Section 1 and Section 12, the Board activated board alternate Greg Helms as Director for the remainder of the 2024 calendar year. The alternate resumes the duties of the vacant position for the necessary time and shall have voting rights at this time.

4. Financial Updates:

Treasurer Lia Jones has been granted access to Member 365 to review and manage the Association's financial information within the platform. A virtual meeting is scheduled with Member 365 Support for April 23, 2024.

5. Communications:

An email has been sent to vendors in preparation for the 2024 Georgia Records Association (GRA) conference. Georgia Records Association's participation as a vendor at the National Association of Government Archives and Records Administrators (NAGARA) conference is confirmed. Representing GRA will be Interim President Giles and past president Eve Reagan. Swag items were purchased as giveaways for this event.

6. Resolution Adoption:

Interim Vice President Giles announced her intention to meet with GRA's banking provider to remove and update the President's name from all financial accounts and provide the updated board structure. A Resolution Letter was drafted and read aloud to the Board to facilitate this process.

Motion Made: Director Winstead motioned to adopt the written resolution.

Seconded: Director Pearson seconded the motion.

Motion Passes: A vote was called, and the motion passed unanimously.

7. Action Items:

- Email all active members and vendors announcing the departure of Yandell from the Board and sharing the updated Board structure.
- Update the GRA website to reflect the updated Board structure.
- Director Pearson will explore the option of one- or two-day working sessions for the Board at the University of West Georgia, Carrollton, GA.
- Vote forthcoming to accept outstanding Board minutes and 2023 financials. The vote will be conducted via email.

8. Adjournment: The meeting adjourned at 4:26 PM.

Submitted by: Tara Pearson, Georgia Records Association Director

Date: 04/23/2024

Minutes Approved: 05/23/2024