

Georgia Records Association
Meeting Minutes
May 23, 2024
3:00 p.m.

Location: Virtual – MS Teams

Meeting Facilitator: Interim Vice President: Stephanie Giles

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

Excused Absent: Amelia Winstead

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

Call to order at 3:00 PM.

Agenda Items

1. Approval of minutes:

GRA Meeting Minutes_20240422 with Attachment

Discussion on whether to redact former President Bobbie Yandell’s home address/phone number on her resignation letter and correct spelling of her name within the letter. Motion and 2nd were made, approved to make the suggested corrections. Tara Pearson will make redactions and corrections. Letter will be posted on backend of website.

2. Reports

A. President - Conference Updates:

As of 5/23/24, we have received 148 registrations: 34 Association members, 69 Certificate members, 29 Re-Certificate members and 21 non-certificate members, some are considered “overflow” if someone cannot attend.

Only 150 attendees can attend, due to room sizes/space restrictions.

Brad with Kofile will purchase prizes for Bingo Monday Night.

A member listed their dietary restrictions.

GRA Board is looking to find venues in the future that will hold at least 200 people.

NAGARA will give GRA free table at their conference 6/16/24 – 6/19/24. Stephanie Giles & Eve Regan will attend and are bringing swag to promote GRA.

B. Vice President – Board Nominations

Nominations for President: Four nominations. Only one gave a yes. Three declined.

Nominations for Secretary: Seven nominations. Three gave a yes, three gave a no, and one did not respond.

Directors (Three): Twenty-eight nominations. Fifteen gave a yes, eight declined, five did not respond.

Vote to change date for nominations to 9/1/24: Motion made by Stephanie Giles, seconded by Lynn Apt and Tara Pearson, then approved.

3. Old Business

A. Approval of past Board Minutes

- i. **GRA Meeting Minutes_20230107 revised 20240507:** Tara Pearson made motion to replace minutes already on website with the revised version, seconded and approved. Motion made to approve minutes, seconded and approved.
- ii. **GRA Meeting Minutes_20230303 (virtual):** Motion made, seconded and approved.
- iii. **GRA Meeting Minutes_20240106 to 20240107:** Motion made, seconded and approved.
- iv. **GRA Meeting Minutes_20240223:** Motion made, seconded and approved.

B. Approval of Treasurers' Reports

- i. **2024 January Treasurers' Report**
- ii. **2024 February Treasurers' Report**
- iii. **2024 March Treasurers' Report**
- iv. **2024 Q1 Treasurers' Report**
- v. **2024 April Treasurers' Report**

Tara Pearson asked if the reports reflected income from payments through portal in Member 365, made by credit cards. Lia Jones affirmed it does. It also includes annual dues, any of the certifications, and conference payments thus far. Stephanie Giles motioned to approve the above-listed Treasurers' Reports. Tara Pearson seconded, and the motion was approved.

C. Certificate Program (GRMP) Issue

A GRA member has taken classes consistently, as if they had enrolled in GRMP. A review of GRA records has not shown that the member had submitted a GRMP application with the \$100.00 fee. The member had always been a GRA member in good standing, until recently. Possibly, through no fault of the member, someone else may have sent the GRMP application and GRMP application fee, but GRA has not been able to verify receipt of it. Majority of Board previously voted and agreed to allow the member to participate in the GRMP program, if member pays the \$45.00 GRA membership fee to bring member back in good standing, pays the \$100.00 GRMP application fee and submits the GRMP application. An email was sent to the member, to let member know of the Board's vote outcome, and to let member know those requirements. Otherwise, the member would need to show documentation of previous GRMP application, GRMP application fee and GRA membership fee previously being paid. If member does follow through with the requirements, member is likely to finish the GRMP certification at the upcoming conference. The member has been given 30 days to submit payments and GRMP application or show documentation thereof. As of 5/23/24, member has not made payments or documentation, but member has until 6/8/24 to do so. The member's organization reached out stating they will be issuing the payment and requested an invoice be sent to them. Clarification was sent to the organization stating payment must be received by 6/8/24, not just be post marked by 6/8/24. GRA is anticipating payment by credit card. If requirements are met by 6/8/24, the member will be considered to be a GRMP member during the entire time.

4. New Business

A. 2025 Conference site selection and contract negotiations

Stephanie Giles and Tara Pearson had Rosa Vega (Helmsbriscoe) do a Request for Proposal for nine venues, for 150 attendees. Stephanie and Tara reviewed the information and came up with a "soft list" of venues for Rosa to follow up with, and asked Rosa to do RFP for venues that could host 200

attendees, instead of 150. Rosa is to get back with them on it. Other options were to look into conference centers and hotels that would host 200, where they give a two-hour break for lunch, but the venue doesn't provide the food/beverage.

A survey of GRA members was conducted, suggesting areas in Georgia that would be good to hold a conference in. Out of only 63 replies, only 3 replied they'd not be interested in attending in Pleasant Hill area (Downtown Atlanta).

One possible venue for 2025 is the Sonesta Center in Duluth. Looking at their website, their food menu looks good, pricing looks good, rooms look good. A virtual tour of it will be conducted. If it looks good, we will possibly do our next Board Retreat in January 2025 there. Also, a possibility are the Macon Conference Center and Callaway, but Callaway seems pricey. Will look into Emory's Conference Center as well. May possibly need to have lunch session include time for the General Session that is normally done in the morning, so that the larger room is set up for all attendees only once a day. Costs increase when the venue has to take time to break a larger room up into a smaller room. Preference is to use a venue that can host 200 and offer food and beverages. Once the RFP's come back and are reviewed, the first venue choice will be for the 2025 conference and second choice will be for the 2026 conference. Another possibility is to have a spring conference and a fall conference.

B. Education Program (GRMP)

GRMP Lapsed 2022 & 2023 Membership: Several members started in GRMP and let their membership lapse, as of December 2022 and have not taken any classes since. It had been discussed to archive their membership and email them to let them know their membership has lapsed in 2022 and had not renewed membership in 2023. Education and Membership Committees should reach out to see if they want to commit and continue in GRMP. Out of 150 members, there are 21 lapsed GRMP members. For members that lapsed GRA membership in 2022 and 2023, we will reach out to those members, deciding on a case-by-case basis as to their GRMP membership status. We will give a grace period retroactively for lapsed 2023 memberships, due to the website migration. After that, we need to apply the rules regarding lapsed memberships without using a case-by-case basis. Tara Pearson suggested coming up with a procedure to use in the future so that lapsed membership rules are followed, and if a member does not stay in good standing, attend classes or pay the appropriate fees, then they'd no longer be in the GRMP certificate program.

5. Comments and Announcements

Wells Fargo bank account: Lia Jones and Stephanie Giles are working with the bank to get Stephanie's name on the account and Bobbie Yandell's name taken off. Bobbie had shredded her card though.

Insurance Policy: Although it had previously been discussed, insurance has not been purchased. Stephanie will reach out to Georgia Dept. of Revenue to determine if GRA can be considered a tax-exempt organization for a non-profit. Stephanie Giles reached out to an insurance company for general liability insurance coverage for the GRA Directors and Officers.

Conference sign in: Stephanie Giles is looking into having members sign into and out of conferences using a QR code.

Sea Palms conference arrival time: Stephanie Giles will look into that and get back to us on this. Although, registration starts at 4:00 p.m. on Sunday.

Standing Board Meetings: Stephanie Giles suggested having Board meetings virtually once a month. Lia Jones added that it would be good to review her financial reports on a monthly basis. We agreed a poll would be sent out to the Board by Tara Pearson, to see when the best day/time would be to hold monthly meetings.

Conference name tags: Will be printable but have a magnetized name badge holder. It will cost less than name badges with lanyards.

6. Adjournment: Meeting adjourned at 4:00 p.m.

Submitted by: Lynn Apt / GRA Secretary **Date:** 6/12/24

Minutes approved June 13, 2024