

Georgia Records Association

Board Minutes

June 13, 2024

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, Amelia Winstead

Excused Absent: Lynn Apt

I. Call to Order

This meeting of the board of the Georgia Records Association was called to order by Interim President Giles at 2:04 PM, and a quorum (5) was present.

II. Approval of the Agenda

The June 23, 2024, agenda was approved unanimously.

III. Approval of the Minutes

A. GRA Meeting Minutes_20240523

The May 23, 2024, minutes were approved unanimously.

IV. Executive Committee

A. General Information Updates

i. Conference Update - Sept 2024

- *The GRA 2024 Conference in St. Simons, GA, is fully booked, with five individuals on the waiting list. Sea Palms Resort Hotel (122) Rooms are fully booked, with additional rooms at Home2Suite.*
- *Bingo prizes are being purchased by a GRA vendor. Conference swag has been purchased and received. Prizes for ticket drawings and speakers need to be discussed, purchased, and received before the end of August 2024.*

ii. Conference Update - Sept 2025

- *A possible location for the 2025 Conference was presented with GRA Board Retreat dates for January 2025.*
- *Discussions are scheduled with former GRA President Reagan, GRA Treasurer, and Venue Facilitator to search for additional location options for years 2025 and 2026.*
- *A possible location for the 2026 conference is Macon, GA, with venue pricing requested.*

B. Treasurers' Reports

i. May 2024

- *The 2024 May report of the Treasurer was presented, discussed, approved unanimously, and placed on file.*

C. New Business

i. Procedure for Achieving Lapsed Members

- *The proposed procedure was presented and discussed, with concerns raised about the maximum length of time a member profile should be retained in the member portal.*
- *It was recommended that because member profiles contain invoices/payment records, GRA retains the member profile for a period of 7 years. Organization websites referenced are:*

- National Council of Nonprofits (<https://www.councilofnonprofits.org/running-nonprofit/governance-leadership/document-retention-policies-nonprofits>): This site contains links for a sample retention schedule from the American Institute of Certified Public Accountants, a discussion of What every nonprofit should know from the DC Bar Pro Bono Center, and the IRS Compliance Guide for 501(c)(3) Public Charities. It also contains links to the document retention provision of the Sarbanes Oxley Act.
- The Georgia Center for NonProfits (<https://gcn.org/>) has some useful resource information such as Every Board's Must Have Documents, etc.
- The board will contact the vendor to get clarification as to how the number of contacts is calculated, as a concern was raised about the total number of contacts allowed in the member portal until the current contract is 2000.
- Motion to Table the procedure was approved unanimously to allow the board to further research and review each issue.

V. Old Business

A. Certificate Program (GRMP)

- Member Issue – *The board was updated that the member issue was resolved, with notes added to the member profile and the transcript updated.*

VI. New Business

A. **Association Bylaws Revised: 01/26/2022**

- *Director Winstead will oversee the updating of the Association Bylaws. A draft of the Bylaws was shared with the board to review and offer suggested edits. The suggested completion date is August 8th.*

VII. Announcements

- **Financial Institution:** *Interim President Giles updated the board of plans to meet with the Association's financial institution to complete paperwork to become an authorized purchaser.*
- **Board Insurance:** *An update was given as to the status of board insurance, which is still in the information-gathering stage.*
- **Exemption Category:** *An update was given as to the tax exemption category, which is still in the information-gathering stage.*
- **Requests:**
 - **Kahoot Class:** *Interim Vice President Camantigue requested the board to email "really good" records management-related questions for the Kahoot class being offered at the 2024 GRA Conference in St. Simons, GA. Send questions via email directly to her by August 1.*
 - **Certificate Frames:** *Director Pearson requested the purchase of more frames to be able to award GRMP certificates.*

VIII. Adjourn

Interim President Giles thanked the committee for their time. The meeting was adjourned by the President at 2:56 PM.

Next meeting Date Thursday, July 11th

Submitted by: Tara Pearson / GRA Director

Date: 6/14/2024

Minutes approved on July 11, 2024