

Georgia Records Association

Board Minutes

July 11, 2024

Location: Virtual – MS Teams

Meeting Facilitator: Interim 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 2:01 PM, and a quorum (5) was present.

II. Approval of the Agenda

The agenda for July 11, 2024, was approved unanimously.

III. Approval of the Minutes

A. GRA Meeting Minutes_20240613

The June 13, 2024, GRA Board Minutes were presented and approved unanimously.

A motion to approve the June 12, 2024, minutes was made by Director Helms and seconded by Interim Vice President R. Camantigue.

IV. Executive Committee

A. General Information Updates

i. Conference Venues Update 2025 and 2026

- Interim President Giles updated the Board that venues are still being considered and reviewed for the 2025 and 2026 GRA conferences. Sonesta (Duluth, GA) is no longer being considered due to location/traffic. Macon Marriot City Center is still being reviewed.
- Director Winstead suggested adding Crowne Plaza Atlanta SW - Peachtree City, an IHG Hotel, to be considered a venue.

ii. **Financial Institution Update:** Interim President Giles updated the Board that she met with the Association's financial institution, and all paperwork for her to become an authorized purchaser was completed.

iii. NAGARA Conference:

- Interim President Giles updated the Board that GRA will not be a vendor at the 2024 National Association of Government Archives and Records Administrators (NAGARA) Conference due to unforeseen hotel reservations and registration costs. Past President Eve Reagan emailed NAGARA's contact to inform them of the cancellation.
- The 2024 NAGARA Conference classes previously approved by GRA for Georgia Records Management Professional Certificate (GRMP) credit are listed below. NAGARA has agreed to provide GRA with attendee lists so GRA can update and award GRMP credits.

GRMP Approved Classes for NAGARA Annual Conference in July 2024 (email dated 04/10/2024 @10:32am)

Wednesday, July 17th

Session 01, 05, & 10: Must take ALL 3 SESSIONS to get 3 Credits in AK1.

[Session 01](#) Intersection of Archives, FOIA and RM (Part 1 of 3)

(AK1 - Must take ALL 3 SESSIONS to get 3 credits, partial credit will not be given)

[Session 05](#) Effective Records Management is the Backbone of A Healthy and Robust FOIA Program: Understanding How the Two Intersect (Part 2 of 3)

(AK1 - Must take ALL 3 SESSIONS to get 3 credits, partial credit will not be given)

[Session 10](#) The Office of Government Information Services: Working Towards a FOIA Process that Benefits Agencies and Requesters (Part 3 of 3)

(AK1 - Must take ALL 3 SESSIONS to get 3 credits, partial credit will not be given)

[Session 06](#) Let's Put It to Bed: Retiring an Obsolete Database and Retrieving the Good Stuff First *(AK5 - 1 Credit)*

[Session 12](#) Don't Call it an Audit! Measuring RIM Compliance without Scaring People (Much) *(AK4 - 1 Credit)*

[Session 13](#) AI tools for improving access and discovery with archival collections *(AK5 - 1 Credit)*

Thursday, July 18th

[Session 17](#) Emergency Preparedness for Archivists and Records Managers

(AK2 - 1 Credit)

Friday, July 19th

[Session 27](#) NARA Policy Overview: Guidance on Collaboration, E-Messaging, and Digitization *(AK5 - 1 Credit)*

[Session 28](#) Perspectives on Managing Records in Microsoft 365 *(AK5 - 1 Credit)*

B. Treasurers' Reports

i. June 2024

- The 2024 June report of the Treasurer was presented, discussed, approved unanimously, and placed on file. A motion to approve the June 2024 Treasurer's Report was made by Director J. Stancil and seconded by Director A. Winstead.
- Treasurer Jones will review Worldline credit card transaction percentages and update the Board as costs fluctuate.

C. New Business

i. **Association Bylaws:** A DRAFT of the Association Bylaws was presented and discussed.

- Articles I through III were presented and discussed with no additional edits.
 - During the review of Articles I-II, Treasurer Jones and Director Ratcliff left the meeting, and a quorum was present.
 - Article II, Section 4, of the remaining six Board members in attendance, the Board voted four to two to continue allowing agencies to request and transfer membership as per the Bylaws.
- Articles IV and V were tabled for Directors Winstead and Pearson to make additional suggested edits and remove duplication.
- The review of the Bylaws will continue at the August GRA Board meeting.

V. Announcements

- Conference 2024 Update:** There have been three cancellations. The Member365 will notify individuals on the conference waiting list of an opening. So far, two individuals have registered and contacted the Board about hotel reservations.
- Gifts:** Amazon Prime Day is coming soon, so GRA may purchase a few prizes and/or Amazon gift cards for the conference.
- Nominations:** The election process is still on track. No new nominations have been received in the past month. Nominees have been contacted (by email/phone), and several have accepted their nomination but have yet to submit the required paperwork to be listed on the ballot.

VI. Adjourn

Interim President Giles thanked the committee for their time. The President adjourned the meeting at 3:49 PM.

Next meeting Date Thursday, August 8th

Respectfully Submitted by: Tara Pearson, Director

Date: July 15, 2024

Minutes approved on August 7, 2024