

Georgia Records Association Board Minutes

August 8, 2024

2:00 p.m.

Location: Virtual – MS Teams

Meeting Facilitator: Interim President: Stephanie Giles

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

Excused Absent: Rebecca Camantigue

I. Call to Order at 2:03 p.m.

II. Approval of the Agenda

Need to correct the agenda name, dated August 8, 2024, to Georgia Records Association Meeting Agenda, from Georgia Records Association Meeting Minutes

III. Approval of the Minutes

A. GRA Meeting Minutes_20240711 – 1st & 2nd motions made, unanimously approved

IV. Executive Committee

A. General Information Updates

- i. Conference 2024 Updates - Member365 system is supposed to notify the next person on the wait list that they can register for conference. The system ended up allowing someone to register, when they were not already on the wait list.

Stephanie Giles has meeting set for 8/12/24 with Sea Palms to review the classrooms. Classroom sizes are limited to a certain number of attendees. Board members will need to monitor/enforce the class attendance lists.

- ii. Conference Venues Update 2025 and 2026 – Conference 2025 will be at Crowne Plaza in Peachtree City. Conference 2026 will be at The DeSoto in Savannah or Sea Palms in St. Simons Island
- iii. Insurance Update – Stephanie Giles contacted two insurance agents to see which insurance category GRA fits into for Officers, Directors and for general liability.
- iv. Tax Exempt Status Update – No update at this time, but Stephanie Giles will work on this.
- v. GRA Board unanimously approved the travel and reimbursement costs for the Educational Director, relating to 2024 GRA Conference

B. Treasurer's Report provided by Lia Jones

- i. July 2024 Beginning balance \$89,323.80, Ending balance \$94,734.18
Revenue for July 2024 was \$6811.58
Expenditures for July 2024 were \$1,401.20
Office Equipment & Software – Clarification was given, costs include fees for processing payments (although no payment processing fees occurred in July) and monthly fee for Member 365. Kahoots annual fee was paid in August and the first month was paid in July.
1st & 2nd motions made, Board unanimously approved July 2024 Treasurer's Report

C. Nominating/Election Committee

- i. Nomination Updates – Rebecca Camantigue is waiting for support letters from candidates for office.

D. Education/Conference Committee – Tara Pearson and Stephanie Giles

- i. Lapsed Association members, Certificate & Recertificate GRMP members:
All lapsed members were sent six emails to renew. They're still being sent outgoing GRA emails.

Lapsed Recertification members: None have made payments for conference or anything else, most have not opened the emails sent to them. GRA sent an email advising their memberships have been archived. Membership can be un-archived if they want to renew their membership.

Lapsed Association member: *GRA sent an email advising their memberships have been archived. Membership can be un-archived if they want to renew their membership.*

If members are not active within the last year or two, their membership will be archived and noted in their account.

- ii. NAGARA Conference – There was an August 2, 2024 deadline for attendees to send in and upload their NAGARA certificate to get GRMP credit. Some may not get credit, as they did not answer the class attendance survey that was sent out. All but four sent in their certificate. Those member's accounts were noted regarding not uploading their certificate or answering the survey. So, they will not get GRMP credit for those classes.
- iii. Tara Pearson is reviewing class credits for Certificate and Re-Certificate members close to completing GRMP. Approximately 20 members may get their certificate at the conference.
- iv. Stephanie Giles to get notes from Bobbie Yandell and Eve Reagan regarding possible upgrading of the GRMP program, possibly using the structure of core classes and elective classes.
- v. GRA is allowing certificate members to finish GRMP who are ten or less credits away from the full 54 credits currently required for those enrolled prior to 2021(AK1-5). The ten or less credits cannot be for one AK and must be spread out between the AK's. They also must have remained a member consistently and participated in classes regularly.

E. Bylaws Committee - Tara Pearson & Amelia Winstead

- i. Draft of Bylaws – Tara Pearson and Amelia Winstead began going through the existing Bylaws since Board’s last meeting, double checking wording, editing for readability and adding suggestions. Articles 1 through 4 were agreed upon previously by Board. Board review of the Bylaws began at Article 4. Both the current text of Bylaws and suggested edits had been sent to the Board for comparison.
- ii. Bylaws are a living document and edits/changes can be voted on in the future. They are up for possible review at Board Retreat in January.
- iii. Stephanie Giles motioned to approve the new Bylaws; Sharon Ratcliff seconded. New Bylaws were approved, including suggested edits. Exceptions to approval of Bylaws were areas addressing GRA insurance coverage, creating a GRA Retention Schedule and the GRA Secretary’s description. Lynn Apt is to review the Secretary’s description and email the Board with either agreement of the wording or with suggested edits.

F. New Business

- i. Online 2025 Conference (NARA classes) – Stephanie Giles and Tara Pearson will get with Eve Reagan, as well as with NARA, to determine which classes can be offered in 2025. Classes would be especially beneficial to newer GRA members and those who had not taken the classes previously. GRA is looking into linking NARA classes to our website or membership portal.
- ii. Member365 classes - GRA is looking into having online classes through Member365 as well.

V. Announcements – Stephanie Giles is working on the Agenda for the 2024 conference, and the Agenda will be sent to members prior to the conference. Eve Reagan is trying to get all the conference presentations together to post on the GRA website or in a link, ahead of conference.

If someone else registered another member for the wrong class, the member has the ability to change their choice of classes, up until the class was sold out. This was mentioned on the front of the event registration page. The event information email also stated if another member registered them for a class, they needed to verify the classes they were registered for, to be sure they were the correct classes.

Board members will need to enforce the class registration list and sign in sheet at conference, due to classroom sizes only allowing for a certain number of attendees.

Next Board meeting date: Thursday, September 5, 2024 at 2:00 p.m.

VI. Adjourned at 3:13 p.m.

Submitted by: Lynn Apt / GRA Secretary **Date:** 9/4/24

Minutes approved on September 4, 2024