

Georgia Records Association Board Minutes

September 4, 2024

2:00 p.m.

Location: Virtual – MS Teams

Meeting Facilitator: Interim President: Stephanie Giles

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

Guest: Eve Reagan

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

II. Approval of the Agenda

Agenda approved unanimously.

III. Approval of the Minutes

- A. Regarding Conference/Education Committee (GRA Meeting Minutes 07/11/2024): For members having 10 or less hours to complete the GRMP, those hours must fall under AK1 through AK5 to be eligible to receive GRMP Certificate
- B. GRA Meeting Minutes 08/08/2024: Sharon Ratcliff motioned, Tara Pearson seconded, then unanimously approved.

IV. Executive Committee

A. 2024 GRA Conference Updates - Stephanie Giles

- i. Board to arrive by 2:30 P.M. on 09/15/2024, registration starts at 4:00 P.M. – 6:00 p.m. Three people will sit at the registration table & hand out name tags and have attendees sign in. In the room next to registration, members will get their bags with travel toothbrushes, GRA pen, stress ball, GRA business card and GRA information card. They'll also receive the GRA challenge coin and an umbrella, then play the Plinko game for a prize: tape measure, drink koozie, USB port, a surprise (beach type items, sunglasses, floral lei, beach ball, and sand bucket).
- ii. There will be a laptop available, in case anyone needs to update their GRA member portal information.
- iii. Stephanie Giles has all the items need for the Bingo game.
- iv. A blue door-prize raffle ticket will be inserted behind each name tag. There will be 10 raffles. Plan is to do 5 raffles during General Session and 5 raffles on the last day.
- v. During General Session Stephanie Giles will make a welcome speech, introduce the GRA Board members, introduce Eve Regan, advise attendees of the hotel

amenities, and she will ask new GRA members or first time conference attendees to stand up. New members and new attendees will be given an extra raffle ticket.

- vi. Stephanie Giles will be purchasing the gift cards for the speakers.
- vii. There are 150 registered for the conference, 138 are GRA members (33 associate members, 77 certificate members and 27 re-certification members). There are 7 vendors. There are 12 attendees and 1 vendor still pending payments.
- viii. Speaker Nikki Hill is unable to present the class on Building a Cyber Awareness Program with Chat GPT, so Angela Hodnett will present the class. Christine Garrett is unable to present class on Updates from GA Archives. Bill Giles will present a class instead.
- ix. Eleven or twelve people will receive their GRMP certificates. Certificates have been printed and Tara Pearson will put them in their frames and bring those to conference.
- x. Attorney Cory Kirby, speaker on FERPA & Open Records for Education, requested GRA to cover his room. His assistant asked for his mileage/meals to also be covered. So far, his presentation has not been received.

B. Insurance update

- i. Stephanie Giles contacted three different insurance agents for information. Only one got back to her. General Liability quote was \$2,028 per year. Director's/Officer's quote was \$720 per year, for total of \$2,748 per year.
 - a. These quotes did not include any coverage for Cyber-attacks, but Board needs to consider it being included in insurance coverage.
 - b. Coverage amounts at \$1,000,000 with \$1,000.00 deductible.
- ii. Johnnie Hadlock at NAGARA gave his agent's information to Stephanie Giles. So far the agent has not responded back. They may have a way to send out requests for several agencies quotes all at one time.
- iii. Amelia Winstead requested the insurance summary documents/quotes be put on the Google Drive, for the Board to review.
- iv. Insurance companies still are not sure how to classify GRA.
- v. Discussion on insurance will be tabled until the January Board Retreat, as more information and quotes need to be obtained, including cyber-attack coverage.

C. Tax Exempt Status

- i. GRA is not eligible for tax exempt status.

V. Nominating/ Election Committees – Rebecaa Camantigue

Three nominations made for President, one accepted. Seven nominations for Secretary, three accepted. Twenty-nine Director nominations – seventeen accepted, but two asked to be removed. Three will not be added to the ballot, as they did not turn in their paperwork in on time. Bios of nominees have been put together and will be handed out at conference. Ballots will be put out on 10/01/2024 for voting to begin. Voting ends on

10/11/24. Stephanie Giles will announce the election's starting and ending dates on the last day of conference.

VI. New Business

- i. **Member 365:** Stephanie Giles and Tara Pearson spoke with the Member365 rep, Christine Bundy. Currently, Member365 does not have a way to just click on each member's class list, where they had registered and signed in for attendance, to assign class credits. Christine spoke with the head of their I.T., and Member 365 is coming up with a procedure to assist in assigning class credits, with will begin on 09/09/2024. Therefore, likely none of the class credits will be assigned with the new procedure, as it's so close to the conference start date. It will be explained at the conference that class credits will not immediately show. It will take time to get all class credits assigned properly, using the class sign-in sheets. There is a way to enter the member's ID number to assign class credits, making the process easier.
- ii. **Conference room configuration and breaks:** Stephanie Giles had a meeting with Amanda Smith at Sea Palms Resort, regarding classroom configurations. The main room is comprised of three rooms, which have an air wall that can be moved. This is where General Session and Wednesday's class will be. Across the hall is the Musgrove room, which can be divided into two rooms, with round tables, and it can hold 100. Each class was originally set at 75 attendees but can now have 85 attendees. The main room will be set for 170 attendees, to include speakers. Cypress room is to be the break room. Each vendor will have a table and one chair. The middle of the room will have two tables, for break-time snacks and drinks. There are three breaks scheduled, but only the afternoon break will include snacks and drinks.
- iii. **Maps, Presentations, Agenda:** Stephanie Giles will send out maps of the conference rooms and hotel campus layout. Next week, she will email a link for the conference presentations and conference Agenda as well as Google directions to the hotel. Attendees can then print their own copies of conference presentations and maps. She will send out a test email to the Board, so they can view these items, then give feedback, if needed.

VII. Announcements

Eve Reagan stated the Board needs to be thinking about who will take on her position as Education Director, so they can work with her next year.

Board will wait until Board meeting in October, to review the Treasurer's Report.

Next Board meeting date: Thursday, October 10, 2024, at 2:00 P.M.

VIII. Adjourned at 2:37 p.m.

Submitted by: Lynn Apt / GRA Secretary **Date:** 09/23/2024

Minutes approved on 10/10/2024