

# Georgia Records Association

## Board Minutes

### October 10, 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 PM, and a quorum (5) was present.

#### II. Approval of the Agenda

No agenda was provided for the meeting.

#### III. Approval of the Minutes

##### A. GRA Meeting Minutes\_20240904

The September 4, 2024, GRA Board Minutes were presented and approved unanimously.

A motion to approve the September 4, 2024, minutes was made by Director Winstead and seconded by Director Pearson, then unanimously approved.

#### IV. Treasurers' Reports (Jones)

##### A. 2024 August, September, and Quarter 3 reports

- The 2024 August, September, and Quarter 3 reports of the Treasurer were presented, discussed, approved unanimously, and placed on file. A motion to approve the Treasurer's Reports was made by Director Ratcliff and seconded by Director Camantigue, then unanimously approved.
- Treasurer Jones shared a preliminary [draft] breakdown of the 2024 Conference expenses with Interim President Giles for review. A verbal summary of the breakdown was given to the Board by Interim President Giles. Treasurer Jones is to finalize the conference cost breakdown and share it with the Board by the November Board Meeting.
- Treasurer Jones and Interim President Giles contacted Worldline and will continue to review how credit card transaction percentages are calculated and update the Board.

#### V. Executive Committee

##### A. General Information Updates

- Member 365:** (Giles)
  - Create solutions to be able to award credits by class offer via import and system options. All member credits for the 2024 Conference have been imported and applied to member histories.
  - Action Item: The Board to explore the use of QR codes to track conference attendees for future conferences.
- 2024 Conference Survey Results:**(Interim President Giles)
  - Conference Feedback Survey launched on September 25, 2024, and was closed on October 9, 2024, with 45.6% (68 respondents of 149 attendees) responding.
  - Survey results will be shared with the Board, Venue, Vendors, and Conference/Hotel Booking agent.
- Elections:** (Camantigue)

On October 1<sup>st</sup>, all members received an email notification encouraging members to vote for Board officers for the 2025-2026 term. A final email reminder will be sent on October 11<sup>th</sup>, encouraging those who have yet to vote that voting will close. Currently, 72 of 280 members (25.7%) have cast their votes.

iv. **Conference Venue Updates 2025 and 2026** (Giles)

- **Board Retreat 2025:** Crowne Plaza, Peachtree City, January 10<sup>th</sup> – 12<sup>th</sup>. Booked 10 rooms and one meeting room.
- **Conference 2025:** Crowne Plaza, Peachtree City., awaiting contract to sign.
- **Conference 2026 Venue:** The DeSoto, Savannah, is still holding the dates.

v. **Education Upcoming Class Offerings:** (Giles and Pearson)

In November 2024, the Georgia Archives will offer two classes open to GRA members at a cost of \$25 per class. GRA is currently waiting on the class announcements, registration links, and course materials to be able to share with members.

vi. **Name Tags:** (Giles)

Name tags for new Board members will be ordered in time for the Board Retreat in January.

**Adjourn:**

Interim President Giles thanked the committee for their time. A motion to adjourn was made by Director Ratcliff and seconded by Director Winstead. The Interim President adjourned the meeting at 3:09 PM.

**Next meeting Date Thursday, November 14th**

**Respectfully Submitted by:** Tara Pearson, Director

**Date:** October 11, 2024

**Minutes approved** on November 14, 2024