

Georgia Records Association
Board Minutes
November 14, 2024

Location: Virtual – MS Teams

Meeting Facilitator: Interim President: Stephanie Giles

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

Excused Absent: Lynn Apt, Rebecca Camantigue

I. Call to order

This meeting of the Board of the Georgia Records Association was called to order by Interim President Giles at 2:03 PM.

II. Welcoming remarks

Interim President Giles welcomed the Board.

III. Roll call and Quorum

Interim President Giles completed the Board roll call, and a quorum (5) was present.

IV. Agenda

Interim President Giles announced a change to the agenda layout to better align with other non-profits. A motion to approve the agenda was made by Director Pearson, seconded by Director Stancil, and then unanimously approved.

V. Approval of minutes

GRA Meeting Minutes 20241010 - The GRA Board October 10, 2024 Minutes were presented. A motion to approve the October 10, 2024, minutes was made by Director Ratcliff and seconded by Director Stancil, then unanimously approved.

VI. Financial reports - (Jones & Giles)

A. Treasurer's Report

The 2024 October report was presented by Treasurer Jones, discussed, and placed on file. The following disclaimer was read aloud: *"This financial breakdown report is intended for informational purposes and does not constitute official financial statements. The data herein is based on the available information at the time of preparation and may be subject to change. Users should not share this report outside the Association Board without prior approval."*

B. 2024 Conference (Sea Palms) Financial Report

Interim President Giles presented the breakdown (revenue and expenditures) of the 2024 Conference expenses. Treasurer Jones confirmed, *"Line items have been confirmed and deemed accurate."*

VII. Committee reports

A. Elections (Giles)

Voting for the GRA Board Officers and Directors ended on October 11th. Final voting results and the names of the new Board officers were announced. The following individuals are the New Board officers of the 2025-2026 term who will take office on January 1, 2025; all other officers are to serve their elected term.

President	Tara Pearson
Secretary	Sharon Ratcliff
Directors	Candace Johnson Davis Tishangi Bennett Greg Helms
Alternate	Kathryn Hoffman

B. Education - (Winstead & Pearson)

1. GRMP Curriculum Updates

Directors Winstead and Pearson continue to review the GRMP program requirements to streamline the program. Options currently being explored are:

- a. Remove AK-6 as a requirement of the GRMP certificate program and Reassign hours elsewhere within the curricula,
- b. Migrate all previous curricula under a new curriculum, continuing with the Areas of Knowledge (AK) structure,
- c. Lower the total number of required hours from 54 to 40 hours to be completed over five years,
- d. Require core classes with specific AKs,
- e. Make the GRMP certificate not expire.

Winstead and Pearson will continue to review and plan to present a complete certification program to the Board in January.

The two action items proposed for consideration today are (1) to remove AK-6 as a requirement of the GRMP certificate program and Reassign hours elsewhere within the curricula and (2) to make the GRMP certificate not expire.

2. Awarded GRMP Certificates

Director Pearson shared that twelve members were awarded the GRMP certificate at the 2024 GRA Conference, with approx. four members receiving their certificate via mail during the year 2024.

3. Lapsed Membership

During the 2024 year, GRA Certificate members with lapsed membership were flagged and removed from the GRMP program. Member profiles were archived in the Member 365 portal.

VIII. Old business

A. World Line - Contract, Reports & Procedures - (Giles)

Since the last meeting, Treasurer Jones and Interim President Giles have not had an opportunity to contact Worldline to review how credit card transaction percentages are calculated. This item is ongoing.

B. 2024 Conference Survey Results - (Giles)

Interim President Giles plans to share conference survey results with those vendors, speakers, venue (Sea Palms), and HelmsBriscoe by January 2025.

IX. New business

A. Changes to GRMP Curriculum - (Winstead & Pearson)

Two motions were made by Directors Winstead and Pearson to **(1) remove the requirement that the [GRMP] certificate not expire once awarded and (2) remove the AK6 requirement from the [GRMP] curriculum**, which Director Helms seconded. The motion was approved unanimously.

X. Action items

A. Membership – Renewals went out - (Giles, Helms - CC, & Jones - CK)

Membership renewal emails went out to members. Director Helms assists with approving credit card membership renewals in the member portal, while Treasurer Jones logs and approves renewals paid by check.

B. Name Tags to Order -President, Secretary, three Directors - (Giles)

Interim President Giles will order name tags for new Board members (Pearson, Ratcliff, Bennett, and Davis) and distribute them at the Board Retreat in January 2025.

C. Verify the Rooms list for the 2024 January Retreat at Crown Plaza - (Giles)

Interim President Giles said ten rooms are booked for the 2025 Board Retreat. All new and continuing officers for the 2025 year are asked to attend. Giles will email Board members to confirm attendance. The list of attendees will be sent to the hotel by 12/10/2024.

D. Request 20% Attrition for the 2024 January Retreat at Crown Plaza - (Giles)

Interim President Giles announced GRA's intent to present a letter requesting 20% attrition for the 2024 January Board Retreat to Crowne Plaza by 12/10/2024. Giles will draft and send the request by the deadline.

XI. Comments, announcements, and other business

A. 2025 Board Retreat and Conference Updates, Peachtree City (Crowne Plaza) - (Giles)

Contracts for the 2025 Board Retreat and Conference at Peachtree City (Crown Plaza) have been signed, and the first deposit has been paid and processed.

The Board Retreat is January 10-12, 2025. Board members are asked to bring a laptop for Member 365 training to the Retreat. The 2025 Conference dates are September 14-17, 2025.

Discussion of swag, using QR codes to track attendance, prepping in advance Member 365 for conference registration, suggesting members that ran for a 2024 GRA position to be contacted to volunteer to serve on a committee or assist the Board with tasks, more extended class offerings, etc. Interim President Giles will try to contact vendor Member 365 about using QR Codes to track class attendance.

B. 2026 Board Retreat and Conference Updates, Savannah (DeSoto) - (Giles)

The Board Retreat for 2026 is set for January 9-11, 2026, at the DeSoto in Savannah. The 2026 Conference dates are on hold for September 13–16, 2026.

C. Open Records Request - (Giles)

GRA received an open records request, which Treasurer Jones will send the final response to the requestor after the meeting adjourns.

Adjournment

Interim President Giles thanked the committee for their time. A motion to adjourn was made by Director Ratcliff and seconded by Interim President Giles. The motion to adjourn the meeting was approved unanimously. The meeting adjourned at 2:57 PM.

Next meeting Date Thursday, December 12th

Respectfully Submitted by: Tara Pearson, Director

Date: November 18, 2024

Minutes Approved

Date: December 12, 2024