

**Georgia Records Association
Board Minutes
December 12, 2024
2:00 p.m.**

Location: Virtual – MS Teams

Meeting Facilitator: Interim President Stephanie Giles

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

Excused Absent: Rebecca Camantigue, Lia Jones

Call to order at 2:05 p.m.

Welcoming remarks – Last board meeting for Interim President Stephanie Giles and Secretary Lynn Apt

Roll Call and Quorum – All board members were accounted for in Roll Call, except Lia Jones, Rebecca Camantigue and Jerome Stancil. Jerome Stancil joined the meeting late. Quorum requirement met.

Agenda – Remove Election Committee Report from the agenda.

Approval of minutes

- November 14, 2024 – Tara Pearson motioned to approve, Sharon Ratcliff seconded, unanimously approved.

Financial reports - (Giles)

- Tara Pearson needs to be added to the Wells Fargo account. Board meeting minutes 11/2024 states she was elected as Georgia Records Association as President
- November 2024 Monthly Report was presented by Interim President Giles, discussed and placed on file.

Committee reports

- **Education** – Updates (Pearson & Winstead)

GRA members who attended Georgia Archives classes in November received credits. Credits were applied for those who attended and submitted the required assignments and/or tests. Georgia Archives has plans to send their certificates.

Amelia Winstead is continuing to draft a proposal to present to the Board about the GRMP curriculum requirements.

Old business

- 2024 Conference Survey Results (Giles) – Of the 2024 conference attendees 42.6 percent (150/64) responded to the survey. Stephanie Giles presented the survey results to the Board. Suggestion was to have more time available for attendees to spend with vendors, by having dedicated time set aside, or to do a webinar to educate attendees. Various ratings for the classes and classroom seating were given. Need to release results to HelmsBriscoe.

New business

- None to present

Action items

- Membership Renewals (Giles) – To date, there are 282 contacts in Member 365 and 150 are still pending renewal. Duplicate member names were removed.
- Name Tags (Giles) - President, Secretary, three Directors – Name tags were ordered, and Stephanie Giles will deliver them to the January Board Meeting.
- Stephanie Giles verified 10 attendees on the Rooms list for the 2025 January Board Retreat at Crowne Plaza.
List due to hotel by 12/10/2025 – Status Complete (Giles)
- Requested 10% Attrition for fees charged for the 2025 January Retreat at Crowne Plaza.
Due to hotel by 12/10/2025 – Status Complete (Giles)
- Need to update webpage and Email GRMP members about approved changes made in November: Elimination of the re-certification requirement and AK6. GRMP Certification no longer expires. AK6 credits to be reapplied on transcripts. (Pearson)

Comments, announcements, and other business

- 2025 Board Retreat and Conference Updates, Peachtree City (Crowne Plaza) - (Giles)
Board Retreat dates: January 10-12, 2025
Request Board members bring a laptop. Monitor & big screen will be available to show features of Member365.
- 2026 Board Retreat and Conference Updates, Savannah (Desoto) - (Giles)
2026 Board Retreat Contract – Stephanie Giles and Desoto are signed.
Dates of Retreat: 01/09/2026 – 01/11/2026
2026 Conference contract is being finalized.

Adjournment at 3:01 p.m.

Submitted by: Lynn Apt / GRA Secretary **Date:** 01/05/2025

Minutes Approved on 01/07/2025 by electronic vote (7 yay, 0 nay, 2 abstain)