

# Georgia Records Association Board Meeting Minutes Retreat - January 18-19, 2025

**Location:** (In-person) Crowne Plaza 201 Aberdeen Parkway, Peachtree City, Georgia

**Meeting Facilitator:** President Tara Pearson

**Attendees:** Vice President Stephanie Giles, Treasurer Lia Jones, Secretary Sharon Ratcliff, Directors Rebecca Camantigue, Candace Davis, Tishangi Bennett, Greg Helms, Jerome Stancil, Alternate- Kate Hoffman

## Call to order

This meeting of the Board of the Georgia Records Association was called to order by President Pearson on

- January 18, 2025, at 9:07 AM
- January 19, 2025, at 8:28 AM.

## Saturday, January 18, 2025

### I. Welcoming Remarks

The President welcomed attendees to the meeting with a brief opening statement, expressing appreciation for their attendance.

### II. Roll Call and Quorum

All board members were accounted for; Stancil joined late. Quorum (5) was met. Name tags were distributed to new members and individuals in new positions.

### III. Approval of Agenda

- The proposed agenda was reviewed.
- MOTION to approve the agenda was made by Helms, seconded by Giles, and approved unanimously.

### IV. Financial Reports

#### A. Banking Updates

Giles announced that the Association's Financial Institution paperwork was updated to reflect current officers.

#### B. Treasurer's Report

Treasurer Jones presented the following to the Board.

1. The December 2024 Treasurer's Report was presented, discussed, and placed on file. A Conference 2022-2024 Comparison handout was shared.
2. The 2024 Quarter 4 Financial Report and Closeout Report were presented and discussed.
  - MOTION to approve was made by Giles, seconded by Ratcliff, and unanimously approved. The report will be placed on file.
3. The 2025 Statement of Revenues and Expenditures was discussed, and estimated expenses were calculated.

### V. ByLaws and Committee Assignments

#### A. ByLaws Review

The President encouraged Board members, especially those serving on committees, to review the Bylaws approved on August 8, 2024, available on the website.

#### B. Elections Committee

- MOTION by the President to appoint Director Helms as the Chairperson.
- Seconded and approved by the Board with no dissenting votes.
- Committee members include Directors Camantigue and Ratcliff, plus one volunteer from the membership.

- C. **Education - Committee Appointment**
  - MOTION by the President to appoint Director Davis as the Chairperson.
  - Seconded by Giles and approved by the Board with no dissenting votes.
  - Committee members include Directors Bennett, Stancil, Pearson, and Giles.
- D. **2025 Conference Arrangement Ad-Hoc Committee**
  - Co-chairs: Pearson and Giles
  - Members: Directors Stancil, Camantigue, Ratcliff, Bennett, Jones, Alternate Hoffman, and member Terrilyne Allen.

## VI. Member Portal Software Training

The Board received a training session on Member365 presented by Giles. Topics covered included an overview of the platform, the importance of proper internal controls, and reporting. An instructional handout was provided to the Board.

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## Saturday, January 19, 2025

### VII. New business

#### A. Membership Dues

- In accordance with Article III, Section 2 of the **Bylaws of the Georgia Records Association** (approved August 8, 2024), the Board discussed increasing the GRA annual membership dues from **\$45 to \$50**, an **11.11% increase**, effective **January 1, 2026**.
- MOTION made by Ratcliff, seconded by Jones and approved unanimously.

#### B. GRMP Program Updates

1. The Board reaffirmed the November 14, 2024, vote to make the Georgia Records Management Professional (GRMP) Program certificate non-expiring and to eliminate the recertification requirement.
  - The membership classification "Recertification Member" will be renamed "Certificate Member" in the member portal.
  - An announcement will be sent to Certificate Holders, and the website will be updated.
2. Board reviewed and discussed the November 14, 2024, vote to change the GRMP curriculum.
  - Remove AK6 as a requirement and Reassign hours within the curriculum.
  - Migrate all previous curricula under a new curriculum Areas of Knowledge (AK) structure,
  - Reduce total required hours from 54 to 40 hours (completed over five years).
  - No objection was raised about removing the AK6 requirement from the GRMP certificate program. A discussion arose as to the number of sections and completion hours needed to obtain the certificate and the combining of two (AK1-5 and AK1-6) curriculums into one moving forward.
  - The Board tabled final discussions on the structure and hours.
  - MOTION to table discussion and postpone announcing pending changes made by Giles, seconded by Jones, and approved unanimously.

### VIII. Action Items

The President reviewed a list of action items that should be started and/or completed within the next 30 days.

### IX. Comments, announcements, and other business

#### A. Establishing Board Meeting Schedule

Email to be sent to determine the best days/times for standing Board meetings in 2025.

#### B. Conference Cost Reduction Brainstorming

Discussion on strategies to lower conference costs for attendees.

**Adjournment** on January 19, 2025, at 12 PM.

MOTION to adjourn made by Camantigue, seconded by Davis, approved by all present.

**Submitted by:** Sharon Ratcliff/ GRA Secretary  
**Minutes Approved** on February 13, 2025

**Date:** February 7, 2025