

**Georgia Records Association
Board Meeting Minutes
February 13, 2025**

Location: Virtual – MS Teams (Virtual)

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

I. Call to order

This meeting of the Georgia Records Association Board was called to order by President Pearson on February 13, 2025, at 2:06 PM.

II. Welcoming remarks

President Pearson welcomed the Board with a brief opening statement.

III. Roll call and Quorum

President Pearson conducted the Board roll call, and a quorum (5) was established. All Board members were accounted for, with Director Stancil joining the meeting late.

IV. Approval of Agenda

The proposed agenda was reviewed, and the header date of February 13, 2024, was corrected to reflect the current year, 2025. MOTION to approve the agenda with the date correction was presented by Director Davis, seconded by Treasurer Jones, and approved by the Board. All members present voted in favor, except Director Stancil, who was not present at the time of the vote.

V. Approval of Minutes

Minutes from January 18 and 19, 2025 (aka Board Retreat), were presented and reviewed, and no corrections were noted. MOTION to approve the January 2025 minutes was presented by Vice President Giles, seconded by Director Camantigue, and approved by the Board. All members present voted in favor, except Director Stancil, who was not present at the time of the vote.

VI. Financial reports

January 2025 Treasurer's Report was presented by the Treasurer, discussed, and placed on file.

VII. Committee reports

The Education and Election Committees have not met since the last Board meeting and have no updates to report currently.

VIII. Old business

There is no old business to present at this time.

IX. New business

A. Committee Charges

President Pearson presented draft Committee Charges for the following committees:

1. Ad-Hoc Conference Arrangements:

MOTION to approve the Committee Charge for the Ad-Hoc Conference Arrangements Committee was made by Vice President Giles, seconded by Treasurer Jones, and approved by the Board. All members present voted in favor. Director Stancil joined the meeting at 2:19 PM after the vote.

2. Education Committee:

MOTION to approve the Committee Charge for the Education Committee as presented was made by Director Davis, seconded by Vice President Giles, and approved by the Board unanimously.

3. Election Committee:

MOTION to approve the Committee Charge for the Election Committee as presented was made by Vice President Giles, seconded by Treasurer Jones, and approved by the Board unanimously.

B. Sponsorship Tiers

President Pearson requested that Vice President Giles and Treasurer Jones present information on past sponsorship activities, including costs and benefits. President Pearson then presented a draft three-tier sponsorship package (Gold, Silver, Bronze) for discussion.

MOTION to approve the Sponsorship Tiers with the removal of the silver tier and a cost reduction for the top tier was made by Treasurer Jones, seconded by VP Giles, and approved by the Board unanimously.

X. Action items

Members were asked to provide a status update and report on their assigned action item(s) at the January 2025 meeting. Director Stancil left the meeting at 3:15 PM. A quorum remained present.

- 2025 Challenge Coin – (Ratcliff) - *complete*
- Conference Arrangements Spreadsheet, update tabs - swag, speakers, sponsors - (entire Board) – *in progress*
- Comparison of other State Records Associations (Camantigue) - *complete*
- GRA Records Retention Schedules (Bennett) – *in progress*
- Review Member365 Financial section (Jones) - *tabled*
- Social media (Stancil and Hoffman) - *in progress*

XI. Comments, announcements, and other business

A. 2025 Conference Arrangement Status Update

The Board discussed conference arrangements as part of X Action Items.

B. New Member Welcome item

Director Camantigue proposed purchasing a small welcome item to be mailed to new GRA members. The Board discussed possible item options.

Adjournment on February 13, 2025, at 3:46 PM.

MOTION to adjourn made by Director Bennet, seconded by Director Davis, and approved by all members present in favor.

Submitted by: Tara Pearson/ President

Date: March 11, 2025

Minutes Approved on March 13, 2025