

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

Location: Virtual – MS Teams (Virtual)

Meeting Facilitator: President Tara Pearson

Attendees: Treasurer Lia Jones, Directors Candace Davis, Greg Helms, and Alternate Kate Hoffman

Late Arrival: Directors Rebecca Camantigue and Jerome Stancil

Excused Absent: Vice President Stephanie Giles, Secretary Sharon Ratcliff, and Tishangi Bennett

I. Call to order

The meeting was called to order by President Pearson at 2:09 PM.

II. Roll call and Quorum

President Pearson conducted roll call. Three absences were noted, and a quorum (minimum of 5 members) was not initially present.

Due to the lack of quorum, the Board was unable to conduct official business. Agenda items, including approval of the agenda and February meeting minutes, were deferred.

At 2:15 PM, Directors Camantigue and Stancil arrived, establishing a quorum. The Board then proceeded with the deferred items.

III. Approval of the Agenda

The proposed agenda was reviewed with no changes.

MOTION to approve the agenda was made by Treasurer Jones, seconded by Director Davis, and unanimously approved by all members present.

IV. Approval of the Minutes

Minutes from the February 13, 2025, meeting were presented. No corrections were noted.

MOTION to approve the February 2025 minutes was made by Director Helms, seconded by Director Camantigue, and unanimously approved all members present.

V. Financial reports

Treasurer Jones presented the February 2025 Treasurer's Report. The report was reviewed and placed on file.

VI. Committee Updates

A. Elections – Director Helms reported that the Elections Committee has not yet met but is prepared to begin its work.

B. Education – Director Davis reported that the committee has not met yet; however, she has been researching online class options for future use.

C. Ad-Hoc Conference Arrangement Committee

President Pearson reported that the Ad-Hoc Conference Arrangement Committee met on February 27, 2025, and provided the following updates:

- Items under consideration for 2025 registration gifts and raffle prizes.
- A list of potential vendors for conference-related items.
- Proposed shirt apparel for Board members to wear at the conference.
- Status of potential speakers for the 2025 conference.

VII. Old business

A. New Welcome Item

President Pearson and Director Camantigue shared details about a small promotional item purchased for new GRA members. The item is being mailed to individuals who joined between September 2023 and the present. Director Camantigue confirmed receipt of the member list and all supplies. Mailings have commenced.

B. Action items Report out (*past 30 days*)

President Pearson provided an update on several recent action items, including:

- Updates to Member365:
 - Clarified member category names
 - Increased frequency of renewal reminders
 - Drafted messaging regarding the upcoming membership fee increase and vendor tier package details
 - Clean-up of the member dashboard
- Website Updates:
 - Added FAQs to the GRMP tab
 - Created the "Sponsorship" tab and uploaded tier packages details
 - Addition of "Sponsor" as a membership category

C. GRMP Credit Hours

President Pearson reminded the Board that discussion of a proposed GRMP curriculum change was tabled at the January 2025 Retreat. The Education Committee was tasked with developing a proposal for Board consideration and vote.

VIII. New business

GRMP Online Class Review

President Pearson noted that she has compiled a list of potential online webinars and classes to share with the Education Committee for review.

IX. Comments, announcements, and other business

- Director Stancil proposed creating video content in advance of the conference. It was confirmed that President Pearson and Director Davis are available to meet at the Peachtree City venue for a video shoot.
- The Board discussed promoting April as Records Management Month on GRA's social media platforms.
- Treasurer Jones announced she would be absent from the April 10, 2025, meeting.

Adjournment on March 13, 2025, at 3:07 PM.

MOTION to adjourn made by Director Stancil, seconded by Director Davis, and unanimously approved.

Next Meeting: Thursday, April 10th at 2 PM

Submitted by: Tara Pearson/ President

Date: March 8, 2025

Minutes Approved on April 10, 2025