

Georgia Records Association Board Meeting Minutes April 10, 2025

Location: Virtual – MS Teams (Virtual)

Meeting Facilitator: President Tara Pearson

Attendees: Vice President (VP) Stephanie Giles, Secretary Sharon Ratcliff, Directors Rebecca Camantigue, Greg Helms, Jerome Stancil, and Alternate Kate Hoffman

Late Arrival: Director Tishangi Bennett

Excused Absent: Treasurer Lia Jones

Absent: Director Candace Johnson

I. Call to order

The meeting was called to order by President Pearson at 2:10 PM.

II. Roll call and Quorum

President Pearson conducted roll call. Two absences were noted, and a quorum (minimum of 5 members) was present. At 2:27 PM, Director Tishangi Bennett joined the meeting.

III. Approval of the Agenda

The proposed agenda was reviewed with one edit---(i.e., in section VI. Strike the Education Committee update) due to the absence of Director and Chairperson Johnson.

MOTION to approve the agenda was made by VP Giles, seconded by Director Helms, and unanimously approved by all members present.

IV. Approval of the Minutes

Minutes from the March 13, 2025, meeting were presented. President Pearson requested an edit (i.e., change the word “she” to “it was”) to section IX, first bullet point.

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

V. Financial reports

President Pearson presented the March 2025 Treasurer’s Report. The report was reviewed and placed on file.

VI. Committee Updates

- **Elections** – Chairman and Director Helms reported that he has reviewed the election and system material previously shared with him. A suggestion was made that an email be sent to membership on May 1st notifying members of the candidate eligibility criteria, with a July 1st email announcing that the call for nominations is open.
- **Education** – Removed from Agenda.

Director Bennett joined the meeting.

- **Ad-Hoc Conference Arrangement Committee**

President Pearson provided the following updates from the Ad-Hoc Conference Arrangement Committee.

- In the process of building the conference schedule and getting speakers lined up.
- Proposal deadline for GRA member speakers is April 15, 2025.
- Conference Swag - VP Giles presented sample swag items to the Board. Items and costs were discussed.

MOTION to order and purchase the presented conference swag item was made by Director Camantigue, seconded by Director Helms, and unanimously.

VII Old business: no old business

VIII New Business: no old business

IX Comments, announcements, and other business:

- Announce the dates for the conference registration and the elections.

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

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

Next Meeting: Thursday, May 8th at 2 PM

Submitted by: Sharon Ratcliff/Secretary

Date: April 29, 2025

Minutes Approved on May 8, 2025