

**Georgia Records Association
Board Meeting Minutes
Retreat - January 10-11, 2026
(In-person) - The DeSoto, Savannah, Georgia**

Location: (In-person) The DeSoto, 15 E. Liberty St., Savannah, GA

Meeting Facilitator: President Tara Pearson

Attendees: Vice President (VP) Yasmin Julio, Treasurer Lia Jones, Secretary Sharon Ratcliff, Directors Annie Warren, Kate Hoffman, Tishangi Bennett, Sharee Lane, Sharon Miller, and Alternate - Leigh Stallings-Wood

I. Call to Order

This meeting of the Board of the Georgia Records Association was called to order by President Pearson on January 10, 2026, at 9:00 AM.

II. Welcoming Remarks

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

III. Roll Call and Quorum

All board members were accounted for, and a quorum (5) was established.

IV. Approval of Agenda

The proposed agenda was reviewed.

MOTION to approve the agenda was made by Treasurer Jones, seconded by VP Julio, and approved unanimously.

V. Approval of Minutes

Minutes from the December 11, 2025, meeting were presented.

MOTION to approve December 2025 minutes was made by VP Julio, seconded by Director Miller. The motion was approved, with two abstentions (Treasurer Jones and Director Hoffman) due to their absence from the December meeting. The remaining seven members voted in favor.

VI. Treasurer's Report

Treasurer Jones presented the following reports and updates to the Board:

- A. The December 2025 Treasurer's Report was presented, discussed, and placed on file. A Conference 2025 financial breakdown handout was distributed.
- B. The 2025 Quarter 4 Financial Report and Closeout Report were presented and discussed.
- C. The 2026 Statement of Revenues and Expenditures was reviewed, and estimated expenses were calculated and discussed.

MOTION to table the expenditure discussion until after lunch was made by Director Miller, seconded by Director Hoffman. The motion carried unanimously. The Board recessed for lunch at approx. 12 PM and reconvened at 1:30 PM.

The Board discussed adding a line item to the budget spreadsheet for **Legal Services / Fees**.

MOTION to approve the FY2026 Budget was made by Director Lane and seconded by Director Warren, and approved unanimously.

VII. Bylaws and Committee Assignments

A. Association Bylaws

President Pearson presented the GRA Bylaws (approved August 08, 2024) for Board review and discussion. The Board proposed edits and revisions. The revised draft will be presented for consideration and vote at the February Board meeting.

B. Committee Charges

President Pearson presented draft Committee Charges for the following committees:

i. Elections Committee

- a. The Committee Charge for the Election Committee as presented.
- b. **MOTION** by President Pearson to appoint Director Hoffman as Chairperson. The motion was seconded by Treasurer Jones and approved by the Board unanimously.
- c. **Committee members** include Secretary Ratcliff, plus one volunteer from the membership, Alternate Stallings-Wood.

ii. Education Committee Appointment

- a. The Committee Charge for the Education Committee as presented.
- b. **MOTION** by President Pearson to appoint Director Lane as Chairperson. The motion was seconded by Director Bennett and approved by the Board unanimously.
- c. **Committee members** include Director Miller and Alternate Stallings-Wood. Ex-Officio members: President Pearson and VP Julio.

iii. 2026 Conference Arrangement Ad-Hoc Committee

- a. The Committee Charge for the Conference Arrangement Ad-Hoc Committee as presented.
- b. **MOTION** by President Pearson to appoint VP Julio and President Pearson as Co-Chairpersons. The motion was seconded by Treasurer Jones and approved by the Board unanimously.
- c. **Committee members** include Directors Hoffman, Bennett, Lane, and Secretary Ratcliff.

C. Non-Committee Appointments

In addition to the Association's standing committees, the Board discussed the need to designate individual Directors to serve in specific functional roles necessary for the effective operation of the Association. These assignments shall not constitute standing committees and shall be filled by one (1) Director each.

The Board identified the following functional areas for assignment:

- Communications
- Member Services

VP Julio was tasked with drafting position descriptions outlining the responsibilities for each role. The draft descriptions were submitted to President Pearson for review and will be presented to the Board for consideration at the February Board meeting.

i. **Communications**

MOTION by the President to appoint Director Miller to oversee Association Communications. The motion was seconded by VP Julio and approved by the Board unanimously.

ii. **Member Services**

MOTION by the President to appoint Director Warren to oversee Association Member Services. The motion was seconded by VP Julio and approved by the Board unanimously.

VIII. Adjournment - January 10, 2026

MOTION to adjourn was made by Director Hoffman and seconded by Director Bennett. The motion was approved by all present.

The meeting adjourned on January 10, 2026, at 4:00 PM.

The Board is to reconvene on January 11, 2026, to continue the agenda.

Sunday, January 11, 2026

The reconvened meeting of the Georgia Records Association Board was called to order by President Pearson on Sunday, January 11, 2026, at 8:49 AM.

All Board members were present, and a quorum was established.

MOTION to reconvene the meeting was made by Director Bennett and seconded by Director Warren. The motion was approved by all present.

IX. Old Business

None

X. New Business

A. Establishing Board Meeting Schedule

Board meetings will continue to be held on the second Thursday of each month at 2 PM, unless the need arises for cancellation or rescheduling.

B. Member Portal

All Board members have access to the back end of the Member365 portal. Member365 training sessions with President Pearson and former VP Stephanie Giles are available and will be scheduled with Board members.

C. Email Response

When responding to an Association email, Board members must copy (cc) on each reply to prevent sending duplicate responses to the same requestor.

D. Association Records Retention Schedules

Director Bennett previously shared records retention schedules for non-profits. This information is to be reviewed and considered in 2026.

XI. Comments, Announcements, and Other Business

All Board Members were added to a group text messaging app to foster timely communications.

XII. Adjournment on January 11, 2026, at 10:13 AM.

MOTION to adjourn made by Director Miller, seconded by Director Warren, and approved by all present.

Submitted by: Sharon Ratcliff/Secretary

Date: January 23, 2026

Minutes Approved: February 19, 2026