

Georgia Records Association, Inc
Special Called Board Meeting Minutes

March 4, 2026 (Virtual)

Location: Virtual Meeting

Meeting Facilitator: President Yasmin Julio

Attendees: President Yasmin Julio; Vice President Sharon Miller; Treasurer Tishangi Bennett; Secretary Sharon Ratcliff; Directors Annie Warren, Kate Hoffman, Sharee Lane, Sharon Miller, and Leigh Stallings-Wood.

I. Call to Order

The special called meeting of the Georgia Records Association (GRA) Board was called to order by Interim President Yasmin Julio on March 4, 2026, at 3:00 PM.

II. Roll Call and Quorum

A quorum was established.

III. Leadership Transition and Officer Appointments

The Board acknowledged the resignations of President Tara Pearson and Treasurer Lia Jones and expressed appreciation for their service.

MOTION to establish Yasmin Julio as President was made by Director Sharon Miller, seconded by Secretary Sharon Ratcliff, and approved unanimously.

MOTION to appoint Sharon Miller as Vice President was made by Secretary Sharon Ratcliff, seconded by Director Annie Warren, and approved unanimously.

MOTION to move Leigh Stallings-Wood from Alternate to Director was made by Director Sharon Miller, seconded by Director Tishangi Bennett, and approved unanimously.

IV. Treasurer Appointment and Financial Support Discussion

The Board discussed the Treasurer vacancy and the need for additional financial controls and continuity. The Board discussed engaging an accounting firm to support monthly bookkeeping, reporting, annual tax filings (including Form 990), and potential audit services.

MOTION to amend the FY2026 budget by reallocating funds previously discussed for an attorney retainer to support engagement of an accounting firm was made by Director Kate Hoffman, seconded by Director Leigh Stallings-Wood, and approved (with all votes cast in favor; Director Annie Warren was not present for the vote).

MOTION to appoint Tishangi Bennett as Treasurer was made by Vice President Sharon Miller, seconded by Director Sharee Lane, and approved unanimously.

V. Alternate Appointment and Contingency Authorization

Following the Director and Treasurer appointments, the Board addressed the additional director and alternate vacancies and succession planning for filling the role.

MOTION to appoint Yosheika Stringer as director to fill Tishangi Bennett former seat was made by Secretary Sharon Ratcliff, seconded by Treasurer Tishangi Bennett, and approved unanimously.

MOTION to authorize the President to contact potential alternates in election order (Daniella Patterson first, followed by Stephanie Kennedy) and appoint the first candidate who accepts service was made by Vice President Sharon Miller, seconded by Director Sharee Lane, and approved unanimously.

VI. Banking and Administrative Updates

The Board discussed transition items including a new mailing address, timely processing of membership and conference payments, and updates to the Association's systems and access (Member365, website, GoDaddy).

The President reported a new PO Box was opened for the Association: PO Box 2941, Peachtree City, GA 30269. A delivery address is available for packages: 151 Hwy 74 S #2941, Peachtree City, GA 30269.

The Board discussed sending an email blast to members and organizations to update the mailing address and Treasurer contact email once established, and updating the website, Member365, membership forms, and W-9 accordingly.

MOTION to approve the updated Wells Fargo Bank Resolution to remove prior authorized signers and authorize President Yasmin Julio and Vice President Sharon Miller as the Association's authorized signers was made by Secretary Sharon Ratcliff, seconded by Treasurer Tishangi Bennett, and approved unanimously.

VII. Committee Reports and Conference Planning Notes

The Board briefly discussed conference planning needs, including the current shortfall of speakers in required areas, continuing outreach for speakers (including through LinkedIn and partner organizations), and the concept of an all-attendee information session during the

conference to increase member engagement and clarify the Association's certification/training structure. No motions were made.

VIII. Adjournment

There being no further business, the meeting adjourned at approximately 4:03 PM.

Submitted by: Sharon Ratcliff/Secretary Date: March 5, 2026

Minutes Approved: _____