

Georgia Records Association
Board of Directors Meeting Minutes

February 19, 2026 | 2:01 p.m. | Virtual (Microsoft Teams)

1. Call to Order

President Tara Pearson called the meeting to order at 2:01 p.m. A quorum was present.

2. Roll Call

Present: Tara Pearson, President; Kathryn M. Hoffman; Sharee Lane; Sharon Miller; Annie Warren; Lia Jones; Tishangi Bennett; Leigh Stallings-Wood, Alternate.

Absent: Yasmin Julio; Sharon Ratcliff.

3. Approval of Agenda

Motion: Sharon Miller moved to approve the agenda as presented. Second: Kathryn M. Hoffman. Vote: Motion carried (no dissent noted).

4. Approval of Prior Meeting Minutes

Motion: Sharee Lane moved to approve the January 2026 meeting minutes as presented. Second: Kathryn M. Hoffman. Vote: Motion carried (no dissent noted).

5. Old Business

5.A. Bylaws Revisions

The Board reviewed edits to the Association bylaws, including formatting and clarifying language updates.

Motion: Kathryn M. Hoffman moved to adopt the updated bylaws as presented. Second: Lia Jones. Vote: Motion carried (no dissent noted).

5.B. Functional Area Descriptions

The Board reviewed functional area descriptions outlining responsibilities for key operational areas.

Motion: Sharon Miller moved to approve the functional area descriptions as presented. Second: Tishangi Bennett. Vote: Motion carried (no dissent noted).

6. New Business

6.A. Membership & Conference Registration Payment and Release Policy (Refund Policy)

The Board discussed updating the refund policy, including clarifying that membership dues are non-refundable and non-transferable, and refining deadlines and processes for conference registration payments.

Motion: Kathryn M. Hoffman moved to table the policy draft to allow for revisions and presentation of an updated draft at a future meeting. Second: Annie Warren. Vote: Motion carried (no objection noted).

7. Committee Reports / Other Items

No formal committee reports were presented. The Board briefly discussed training needs and Member365 administrative items.

8. Adjournment

Motion: Sharee Lane moved to adjourn. Second: Lia Jones. Vote: Motion carried. The meeting adjourned at approximately 3:27 p.m.

Submitted by:

Sharon Ratcliff, Secretary