

**Summary Minutes of the
Georgia Records Association
Board Meeting
October 6, 2005
Georgia Archives
Morrow, Georgia**

Present: Board Members Cecil Banks
 Steve Baker
 Sherryl Bell (for Amelia Winstead)
 Penny Cliff
 Debbie Harrington
 Judy Weaver

Absent: Board Members Janet Zirkle

Guest David Singley

CALL TO ORDER

President Debbie Harrington called the meeting to order at 10:30 a.m.

APPROVAL OF MINUTES

Minutes of the May 2, 2005 meeting were approved unanimously with one change: Under "Other Business" the following sentence, "Judy Weaver said that she is going to sell old shirts and other GRA material at this conference" should be changed to "Ms. Judy Weaver said that she is going to sell shirts and other GRA material left over from other conferences at the Fall Conference."

TREASURERS REPORT

Ms. Judy Weaver presented the treasurer's report which is filed with the minutes. Checking Account Balance as of October 3, 2005 is \$13,433.96.

Savings account Balance as of June 30, 2005 is \$12,027.21.

Regarding a new location for the GRA account, Ms. Weaver has not moved the account yet. She has to first look for some paperwork.

OLD BUSINESS

Evaluations for Spring Conference are as follows:

- More roundtable discussions
- Electronic records management
- More information on retention schedules
- Disaster recovery planning
- Grant writing for the spring

Ms. Judy Weaver stated that there should not be too many classes on records retention.

Sea Palms is committed through 2008 for the Spring Conference

President Debbie Harrington said that at the moment there was not a name for the GRA newsletter, although there are a few ideas presented one being "On the Record, For the Record." Mr. Cecil Banks had the idea of "Livewire."

Certificate Program Update: Mr. David Singley stated that UGA does not require a comprehensive exam, just the exam at the end of class. The changes will be made on the website.

Ms. Judy Weaver said that there are currently 55 people in the certificate program. There were 57 signed up, but because of job changes are no longer in the program. Ms. Weaver noted that the board needs to somehow get more people to sign up.

Mr. David Singley stated that he had received phone calls about getting credit for the courses from individuals in law enforcement. Ms. Weaver said that in order for them to get credit, the class had to use a certified instructor.

NEW BUSINESS

New vice-president/new secretary: Vice-president Penny Cliff has been given additional duties at work which necessitates her resigning at vice-president. Mr. Cecil Banks has accepted the vice-president position and Ms. Penny Cliff will take Mr. Banks' position on the board as secretary. The board voted unanimously to accept Mr. Cecil Banks as vice-president and Ms. Penny Cliff as secretary.

Fall Conference Update: President Debbie Harrington noted that the Fall Conference will have some good speakers. A tour of the lights at Calloway is part of the conference.

Mr. David Singley stated that there will not be a hospitality suite due to lack of attendance.

Conference Job Assignments: President Debbie Harrington and Treasurer Judy Weaver are the only board members attending the fall conference. Questions regarding having a limit in the classes necessitated door monitors, or limiting the number of chairs. Another suggestion was to announce limited seating at the General Session.

Ms. Judy Wilson will contact the speakers to confirm.

Change in By-Laws: Currently, there are nine members on the board. One of the members is from the Georgia Archives. President Harrington noted that the by-laws should be changed to 1 member from the Georgia Archives, 3 from local government and 3 from state government. This leaves two spaces for board members from any area.

The private organization and the school system positions on the board would be dropped.

Ms. Amelia Winstead asked what the Articles of Incorporation said in regards to changing the by-laws. Treasurer Judy Weaver said that she would find them and let the board know.

President Debbie Harrington stated that six people are going off the board in Spring 2007. There needs to be more balance when the term ends.

Ms. Amelia Winstead mentioned that a nominating committee would be helpful, as well as having job descriptions.

Treasurer Judy Weaver said that she would send a copy of the membership to President Harrington.

Georgia Archives Week, “Discover Hidden Treasures”: October 1-9.
Posters from the GAW committee are in the mail promoting that event.

ADJOURNMENT

There being no further business, the meeting was adjourned.

Respectfully submitted

Penny D. Cliff, Secretary

Approved:

Debbie Harrington, President

