

**Summary Minutes of the  
Georgia Records Association  
Board Meeting  
March 6, 2006  
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 10:15 a.m.

**APPROVAL OF MINUTES**

Minutes of the October 6, 2005 meeting were approved unanimously with one change: Under conference assignments, change Mr. David Singley as he is not a board member. With this one change, the minutes were approved unanimously.

**TREASURERS REPORT**

Ms. Judy Weaver presented the treasurer's report which is filed with the minutes. Checking Account Balance at Wachovia as of February 27, 2006 is \$9,598.71. The savings account balance as of January 31, 2006 is \$17,818.07. The State Employees Credit Union accounts could not be

closed. Names were never taken off the accounts. Treasurer Judy Weaver left them open with \$5.00 in checking and \$5.00 in savings.

## **OLD BUSINESS**

- Fall Conference: President Debbie Harrington stated that 60-65 were expected. 135 came. The opening speaker didn't show up, but a Gwinnett law enforcement member of the GBI happened to have a PowerPoint presentation that he presented. He was very well received.

Evaluations for Fall Conference: President Debbie Harrington stated that overall the comments were very positive. Some attending asked for breakout sessions. The disaster planning went very well as did Don Schewe's required classes. Some ideas expressed by attendees are stress management, open records, electronic records management, law enforcement issues, and some post certification. (filed with the minutes).

- Certificate Program Update: Mr. David Singley said that the requirement for the final exam has been dropped. The program has been expanded to four years to complete to make it accessible to more people. Ms. Judy Weaver said that there are still 50 plus in the program and the UGA is keeping up with the classes. She also stated that a lot of members have not yet renewed.

## **NEW BUSINESS**

Spring Conference Update: The general session and other commitments have not been solidified yet. The brochure is typed. Mr. David Singley said that Christine Wiseman was a hit in the fall and should be invited back.

For several classes, signs should be posted for limited seating. Mr. Singley said that the morning classes tend to fill up.

President Debbie Harrington said that she will put together an email to inform membership about the certificate training. She said that she will also put it in the newsletter.

A mailing list will be put together targeting clerk of courts, county clerks, probate, tax assessors and others. These groups could receive postcards informing them of the benefits of GRA membership.

Hospitality Suite: President Harrington stated that perhaps there could be one big hospitality suite night. Mr. Steve Baker suggested that the vendors could sponsor the hospitality night. Mr. David Singley said that he could put together a vendor packet. Treasurer Judy Weaver was asked how much the vendors pay to set up. She said that it is fine-tuned to \$250 for a booth and \$400 for food. The only revenue that goes to GRA is vendor fees. Ms. Weaver said that half of that goes to door prizes and stocking the hospitality suite.

Mr. Steve Baker suggested including vendors to defray the costs of the hospitality suite.

Ms. Sherryl Bell stated that we need to keep the Hospitality Suite open for members who want to be included in being a part of this. It needs to be set up to encourage communication.

Change in By-Laws: President Debbie Harrington thanked Ms. Judy Weaver and Mr. David Singley for their hard work in looking at examples to create changes to the Bylaws.

The major differences are concerning elections. The Board of Directors shall be elected by the membership at the fall conference. Also each director will serve two-year terms instead of three-year terms and the entire board is elected:

“The timeline for elections shall be presented to the Secretary by September 1<sup>st</sup>. The Secretary will prepare and offer a ballot to the Board of Directors no later than mid September for approval. Ballots would be sent to the members in good standing by October 1<sup>st</sup>. The ballots are to be returned to the Nominating Committee no later than November 1<sup>st</sup>. New board members will be announced at the Fall Conference and take office January 1<sup>st</sup>.”

With the addition of the Nominating Committee, other committees included are the Education Committee, and the Conference Committee. Standing committees shall be created or abolished as required by vote of the Board of Directors.

President Debbie Harrington made a motion to accept the changes to the Bylaws as proposed. Mr. Steve Baker seconded the motion. The motion carried unanimously.

Elections would begin in 2007.

President Debbie Harrington stated that historically the new president would take over in June. But because Vice-President Cecil Banks has obligations, she could possibly stay as GRA president until January 2008. Mr. Banks said that he would get back to her. The discussion was tabled.

Potential Board Members: There are two board spaces to fill. When those vacancies are filled it will only be for a two-year term. These will be the last appointments.

Georgia Archives Week: The first through the second week in October. The president of the GRA is on the committee. GRA is a sponsor and donates \$250 to Georgia Archives Week. President Debbie Harrington made the motion to continue with the \$250 donation to Georgia Archives Week and Mr. Steve Baker seconded the motion. The motion passed unanimously.

Moment of Silence: President Debbie Harrington proposed a moment of silence to honor the memory of past president Marilyn Ellison at the Spring Conference. Treasurer Judy Weaver has sent two sprays to the family and cards.

Update Website: Mr. David Singley will update the website. The officers will be updated and the Fall Conference information will be added.

Newsletter: President Debbie Harrington said that it is a challenge to get the newsletter out and that a replacement needs to be found.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:50 a.m.

Respectfully submitted

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Penny D. Cliff, Secretary

Approved:

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Debbie Harrington, President