

**Summary Minutes of the
Georgia Records Association
Board Meeting
June 27, 2006
Sea Palms Resort
St. Simons Island, GA**

Present: Board Members: Cecil Banks
Anne Barnard
Debbie Harrington
Linda Newberry
Judy Weaver
Janet Zirkle

Absent: Board Members: Steve Baker
Penny Cliff
Amelia Winstead

Call to Order

President Debbie Harrington called the meeting to order at 6:00 p.m.

Approval of Minutes

Minutes of the March 6, 2006 meeting were approved unanimously.

Treasurer's Report

Ms. Judy Weaver presented the treasurer's report which is filed with the minutes.

Wachovia checking account balance as of June 22, 2006 is \$14,128.32.

Wachovia savings account balance as of May 31, 2006 is \$17,873.80.

State Employees Credit Union checking account balance as of May 31, 2006 is \$5.00.

State Employee's Credit Union savings account balance as of February 16, 2006 is \$5.00.

Old Business

No old business was discussed.

New Business

New Officers and Current Board Members: President Debbie Harrington introduced the incoming GRA officers and the current GRA Board members:

Cecil Banks, President (through 12/07)
Janet Zirkle, Vice-President (through 12/08)
Judy Weaver, Treasurer (through 12/08)
Penny Cliff, Secretary (through 12/07)

The new officers were approved unanimously by the Board.

GRA Board Members are:

Steve Baker (through 12/07)
Anne Barnard (through 12/08)
Debbie Harrington (through 12/07)
Linda Newberry (through (12/08)
Amelia Winstead (through (12/07)

New GRA Board Members Anne Barnard and Linda Newberry were approved unanimously by the Board via e-mail on May 11, 2006.

Elections: The first GRA election will be held in November 2007. Those who are elected will take office beginning January 1, 2008. GRA members will be electing a new President, Secretary and three Board Members. The second election will be held in November 2008 when GRA members will be electing a new Vice-President, Treasurer, and two Board Members. They will take office on January 1, 2009.

Ms. Judy Weaver stated that the ballots for elections will be mailed to each GRA member and will contain a deadline for response.

Committees: The new GRA Bylaws have established three standing committees: Conference, Education, and Nominating. Committees will consist of a minimum of three members and those members will serve two year terms.

At the opening session of the Conference, President Debbie Harrington asked for volunteers to serve on those committees. Sign-up sheets were placed at the registration table after that session.

She also asked for Board Members to serve on the Conference and Education committees (current Board Members are not eligible to serve on the Nominating Committee). Ms. Anne Barnard, Ms. Linda Newberry and Ms. Judy Weaver volunteered to serve on the Conference Committee. Ms. Janet Zirkle and President Debbie Harrington volunteered to serve on the Education committee.

Incoming President Cecil Banks received the sign-up sheets from Ms. Judy Weaver and will assign committees and appoint one person as Chairman for each.

It was pointed out by President Debbie Harrington that with the formation of the new committees and the upcoming elections, it will be very important for all Board Members to actively participate. Ms. Judy Weaver indicated that two Board Members had not yet paid dues. It was decided to contact those members to collect dues and to receive their commitment to actively serve on the GRA Board.

Fall Conference: The GRA Fall Conference will be held November 27-30, 2006 at the Brasstown Valley Resort in Young Harris, GA.

Ms. Judy Weaver pointed out that we need to begin planning for the Fall Conference immediately after the Summer Conference ends since there are only five months between the conferences.

Ms. Judy Weaver stated that Ms. Judy Wilson has a contact for entertainment. There is a D.J. in the area who may be available to provide the banquet night entertainment.

Incoming President Cecil Banks will set-up the Education and Conference Committees and schedule a board meeting so that planning can begin.

President Debbie Harrington mentioned a possible speaker for the fall Conference. Mr. Chris Bragan with AIG has volunteered to speak on electronic records management. He can speak for as long as we need and he will not promote his company during his presentation.

Some ideas for the giveaway were discussed. Turtlenecks and fleece throws were suggested as possibilities.

Ms. Judy Weaver announced that there will not be a hospitality room at the Fall Conference because there is not a good location for it.

Website: President Debbie Harrington announced that the updated bylaws and past board meeting minutes (back to May 2005) have been posted to the GRA website. Ms. Judy Weaver will have the site updated to reflect the new officers and to remove the old conference information.

Newsletter: At the opening session of the conference, President Debbie Harrington asked for volunteers to take over as Editor of the GRA newsletter. Ms. Janeann Allison volunteered. Ms. Harrington will forward newsletter information and templates to Ms. Allison.

Adjournment

There being no further business, the meeting was adjourned.

Respectfully submitted

Debbie Harrington, Board Member

Approved:

Cecil Banks, President