

**Summary Minutes of the  
Georgia Records Association  
Board Meeting  
August 15, 2006  
MARTA Headquarters  
Atlanta, GA**

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

Absent: Board Members: Steve Baker  
Penny Cliff

Guests: Judy Wilson, Carl Vinson Institute of UGA  
Gordon Manor, Carl Vinson Institute of UGA

**Call to Order**

President Cecil Banks called the meeting to order at 10:10am.

**Approval of Minutes**

Minutes of the June 27, 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 August 8, 2006 is \$11,996.77.

Wachovia savings account balance as of July 31, 2006 is \$17,904.26.

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

State Employee's Credit Union savings account balance as of June 30, 2006 is \$5.00.

**Old Business**

No old business was discussed.

**New Business**

Judy Weaver read a thank you note from David Singley. He wished to thank GRA for sending flowers upon the death of his mother-in-law.

Board Resignation: Cecil Banks announced that Amelia Winstead had resigned from the GRA Board. She felt she was unable to serve the Board as needed due to other commitments. Cecil asked for suggestions for potential replacements.

It was suggested that there be an attempt to recruit a new board member from South Georgia.

Conference Evaluations: There were some concerns in the evaluations regarding children attending classes (taking space in crowded classes that should have been used by paid attendees) and also regarding attendees talking during classes (making it hard for the other participants to hear). It was agreed that the conference brochures be changed to reflect that only paid attendees may attend classes and meals. It was also suggested that an article on “conference etiquette” be written for the newsletter.

Many of the evaluations also called for more Open Records classes, and requested that the Education Break-Out session be further divided by university and public school.

Evaluation complaints regarding the lodging and food service were forwarded to the hotel.

Certificate Program: There is a problem with conference attendees who are not GRA members taking certificate program exams. It was suggested that we could assign numbers to approved Certificate program applicants that they would have to include on the exam. By doing that, non-members exams could be easily identified.

Committees: Cecil announced the committee member and chair nominees as follows:

Education: Janet Zirkle (Chair)  
Debbie Harrington  
Westly Gilbert  
Annie Canady

Nominating: Cathy Loving (Chair)  
Faye Thompson  
Mark Hill  
Patricia White

Conference: Linda Newberry (Chair)  
Anne Barnard  
Judy Weaver  
Dorothy McDuffie  
Janeann Allison

The committee nominees and Chair nominees were accepted.

It was suggested that detailed instructions be sent to the Nominating Committee members so that they clearly understand the nominating process as outlined in the Bylaws.

Fall Conference: Judy Wilson informed the Board that she would need a list of speakers and courses for the Fall 2006 Conference by 9/5/06 so that she could complete the conference brochure.

It was decided that the giveaway for the conference would be a fleece blanket.

The first group to complete the Certificate Program will be presented with their Certificates at the conference. David Singley and a UGA representative will make the presentations.

Gordon Manor asked that a course description plus 5 to 6 learning objectives be forwarded to UGA for each elective course offered at the conference. This will be used to add the electives to the course list for the Certificate Program. He also asked that the descriptions be more detailed so that they don't mirror classes that have already been offered.

Judy Wilson asked that registration times be enforced so that conference volunteers have time to attend classes.

Board members were asked to suggest possible courses and speakers for the Fall Conference. Identity Theft, Records Destruction and Retention Schedules were all suggested based on the Spring Conference evaluations.

### **Adjournment**

There being no further business, the meeting was adjourned.

Respectfully submitted

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Debbie Harrington, Board Member

Approved:

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Cecil Banks, President