

**Georgia Records Association  
Executive Board Meeting Minutes  
February 2, 2007**

President Cecil Banks called the meeting to order at 11:30 a.m. Present were Steve Baker, Board Member; Judy Weaver, Treasurer; Anne Barnard, Secretary; Debbie Harrington, Board Member; Linda Newberry, Board Member; and Judy Wilson, CVIOG UGA Liaison.

Debbie made a motion to approve the minutes from August 15, 2007. Steve seconded the motion. Motion carried unanimously.

Judy read the Treasurer's report. The Checking account balance as of December 29, 2006 was \$15,529.38. The Savings account balance as of that date was \$17,983.16. The Checking and Savings account balance in the State Employees Credit Union as of December 31, 2006 is \$5.00 respectively. Steve made a motion to approve the Treasurer's report. Linda seconded the motion. Motion carried unanimously.

Names for the nominating committee have been given to Cathy Loving, Chair of that committee.

It was decided to have a board member on the nominating committee. No decision was made at this time who that would be. We will have open nominations beginning at the Spring Conference and will receive nominations from June 24<sup>th</sup> to August 24<sup>th</sup>. Nomination information will include name, office, and bio of nominee. Bio will be put on the nomination, but not the ballot. Spring conference is scheduled for June 26<sup>th</sup> – June 29th at Sea Palms, St. Simons Island.

Judy said so far we have 98 members that have paid dues. She added we need to gather as much information as we can to put on our website at one time because we are charged \$30-\$40 per hour every time we utilize our webmaster's services.

Patrice Burke (Houston County Board of Education) has accepted a position as board member. Jody Jones has been nominated but has not accepted yet. These positions are to complete the terms (through 2007) of Amelia Winstead and Penny Cliff. Cecil made a motion to accept Patrice Burke as a board member. Debbie seconded the motion. Motion carried unanimously.

Judy Wilson discussed the fall conference evaluations. 88 people attended the fall conference at Brasstown Bald Resort. Evaluations need to be more detailed; participants need to put name of speaker, reason why speaker was liked or disliked, and offer ways to improve. There were many comments for more law enforcement records classes (GCIC), education, and more case studies on electronic management and retention schedules.

We decided not to have vendors as class instructors again. To give vendors more exposure, we discussed letting each vendor have five minutes during Tuesday's General Session to highlight their company.

All day workshops at different times of the year were discussed as a means of alternative training.

Mike Cook from AIG Atlanta would like to participate as a vendor for the Spring Conference. Ryan Petteys is interested as being a possible speaker. He is with the Cadence Group (information management group for records management). We discussed having vendors sponsor an event. This would cut conference costs.

Topics discussed for the Spring Conference included offsite storage, records management and court cases, personal self defense, office politics, open records, case studies on electronic records, effective presentation skills, business skills, managing personnel records, project planning, customer service. We need to make sure we follow the UGA certification program when planning classes.

For the upcoming conference, Wendy Baskin was mentioned as a speaker for Law Enforcement classes. Schools and Universities would be a separate class. Anne will facilitate a class for City and County Records Management. She also knows of a speaker for the Work Place Safety class for Wednesday. Debbie will facilitate a class on Open Records/Retention on Wednesday.

Debbie will be the contact person for those interested in acquiring their CRM (Certified Records Manager) certification.

Thursday classes mentioned: Project Planning, Case Studies, and Legal Foundations.

Judy Wilson will acquire a motivational speaker for Friday morning session.

The theme for this conference is "records", so we will decorate with CD's, albums, 45's, jukebox, and old stereo and old radio.

The conference give-a-way gift will be a folding chair. Judy should be able to purchase them for around \$12.99. Next fall conference we will give away garment bags and should be able to purchase those for around \$20.00.

We discussed having an "alumni" reception for graduates of the program.

Judy Wilson will schedule a Dolphin Cruise for Thursday night. It will be \$25 per person. If anyone needs extra tickets, contact Judy.

Dinner will be Wednesday at 6:00 p.m., breakfast to be Tuesday, Wednesday, and Thursday.

2008 will be the last year that the conference will be at Sea Palms. We need to start thinking of other locations to have our spring conferences.

With no further business, the meeting was adjourned.

Respectfully submitted,

Anne Barnard  
Secretary