

**GEORGIA RECORDS ASSOCIATION
BOARD MEETING MINUTES
12/21/07**

President Cecil Banks called the meeting to order at 11:30 a.m. Present were Debbie Harrington, Board Member; Judy Weaver, Treasurer; Jody Jones, Vice President; Anne Barnard, Secretary; Adrian Woods, President-Elect.

Approval of Minutes—

The minutes from November 27th board meeting were presented. Judy made a motion to approve minutes as read, Cecil seconded the motion.

The updated by-laws were approved at the November 27th meeting.

Treasurer's Report—

Judy read the Treasurer's report. Checking account balance as of December 20, 2007 is \$27,623.58. Savings account balance as of November 30, 2007 is \$18,133.85. We still have \$5.00 in the State Employee's Credit Union Checking and Savings accounts.

Judy mentioned the checking account balance will go down because we still have the Fall Conference to pay for. Cecil made a motion to approve the Treasurer's report as read. Jody seconded the motion.

Old Business—

We discussed the possible formation of a GRA Political Lobbying Committee. It was determined that most members would not be able to participate because of conflict of interest with their jobs. We decided to drop the idea of a lobbying committee due to lack of participation.

New Business—

Cecil welcomed our new board members and officers. The issue of vendors participating on the board came up because this last election had no vendors that were elected. Judy noted we have always had a private enterprise member on the board which is the category that vendors fall under. It was confirmed that any GRA member, including vendors can come to and participate in a board meeting.

For the upcoming Spring Conference in St. Simons, we discussed some new ideas to make attendees want to contribute more in the discussions on Tuesday afternoon. One idea was networking as one big group instead of dividing up into round table discussions. Another idea was peer led networking/discussions with a facilitator. We will try peer facilitated discussions as they seemed the best way to share information among attendees. Our theme for the Spring Conference is "Surfing through Records". Give aways will be either a cooler, cap & water bottle or garment bags.

The required courses that will be offered are Active Records Management and Imaging & Electronic Records Management. Optional classes will be chosen from GCIC, Continuity

Planning—Disaster Planning for Whole Building, IT, Leadership in Political Climate, Budgeting, Software class such as PowerPoint or Excel, Attitude class; how to work with difficult people .

One elective will be a six hour class. Six hour classes were advised after discussion with our Program Manager at UGA, Gordon Maner. We are researching whether the proposed six hour class format will be a requirement to continue the GRA certificate program with CVIOG. It was also suggested that we pick a new representative to take Mr. Maner's place. We would need to go through the Director of Governmental Training, Education, and Development in order to make this change. Cecil will draft a letter to this director stating our concerns.

Debbie stated there is a records publication, internet/radio talk show for records topics that we might be interested in researching called www.insidetherecordsroom.com hosted by Ray Davis.

With no further business the meeting was adjourned.

Respectfully submitted,

Anne Barnard
Secretary