

**Georgia Records Association
Board Meeting
September 23, 2008**

The board met at 10:45 a.m. at Gwinnett County Sheriff's Department, courtesy of Jody Jones. Present were President Adrian Woods, Vice President Jody Jones, Secretary Anne Barnard, Treasurer Judy Weaver; Board members Debbie Harrington, Linda Johnson, and Cecil Banks; Donna Kopp and June Hawkins, Education Committee; Instructor Don Schewe; UGA Liaison Judy Wilson, and UGA Director of Governmental Training, Education and Development Jim Stephens.

The purpose of today's meeting is to discuss the draft proposal for our Records Certificate Program, review and update our by-laws, and finalize our fall conference. Minutes will be approved by e-mail.

Mr. Stephens stated the classes will be six hours with classes added as needed to increase leadership and management skills relative to record keeping and information management. New format should be in place by the Spring Conference 2009.

Under Requirements of the Certificate Program he added the curriculum will be modified as needed based on the changing needs of records professionals. UGA and GRA will remain flexible in regards to managing the curriculum. Members will be notified at conference registration and also reminded in our newsletter to keep up with completion check for classes taken. UGA will maintain records. Mr. Stephens said they are working on setting up on-line registration.

There will be a required paper (two page typed) to write at the end of the certificate program instead of taking test after each class. The required paper will be reviewed by faculty and program management at the Carl Vinson Institute and feedback will be provided to the participants. There will be no pass/fail.

Disaster Recovery will be added as a required course and will be taught with Imaging and Electronic Records. Don Schewe will be teaching the required courses.

The Education Committee will be the "monitoring arm" for what classes we need and want. We need to look for instructors with "best practices" to teach our courses.

Our feedback forms will change. UGA will have a "scan able" evaluation form with a place for relevant narrative feedback. These forms will be handed out at the end of class.

We discussed the easiest way to convert certificate participants to the new program. Mr. Stephens said we don't want to penalize any one. We want the transition to be smooth and consistent. The Education Committee will review each file and get in touch with the candidates to let them know what they still need to complete their certificate.

Some changes were made to the by-laws. Those include Article II, MEMBERSHIP, Section 1: We added – to be a member in good standing, dues must be paid by March 31st of each calendar year, except in your first year membership.

Section 2: We added – members nominated must be members in good standing.

Article IV, BOARD OF DIRECTORS MEMBERS, Section 1: We changed to read –The officers of the Association shall be a President, Vice-President, Secretary, Treasurer and five (5) Board Members. This would then coincide with Article VII, Section 2.

Article VI, COMMITTEES AND OTHER APPOINTMENTS, we added – Section 5: Education Committee shall be responsible for deciding classes and obtaining speakers for conferences and one-day trainings. They will oversee the Certificate Program as to when the participants start and finish. They will be responsible for writing thank you notes, obtaining thank you gifts, and giving these to speakers not paid for by UGA.

We also added Section 6: Conference Committee shall be responsible for deciding conference themes, decorations for same, door prizes, confer with UGA Coordinator to choose conference meals, and networking activities.

Under Article VII, NOMINATIONS AND ELECTIONS, Section 2: We added – Nominated candidates shall have to have been a member in good standing for a minimum of one (1) year prior to the next election. Nominated candidates will be contacted by members of the Nominating Committee. Contact will be made via e-mail, then phone. Three contact attempts must be made with all nominees.

We also added Section 3: Nomination forms shall be sent to all members in good standing by the Nomination Committee at least two months prior to the Spring Conference. Nominations shall be sent back to the Nominations Committee at least one month prior to the Spring Conference so that Nominees may be introduced at the Spring Conference. Nominees, after accepting the nomination shall submit a letter from their respective agency stating that they will be able to abide by the by-laws as to attending meetings and conferences. They will also submit a photo and bio of themselves. These should be sent to the Nominations Committee no later than Spring Conference.

Section 4: We added – Dues must be paid by March 31st of each year to receive a nomination form and ballot.

Under Article X, DUES AND FEES, Section 2: We added – Dues must be paid by March 31st of each year to receive a nomination form and ballot.

Jody made a motion to approve all changes in by-laws, to approve by-laws as amended. Cecil seconded the motion. Motion carried unanimously.

Revised by-laws will be given to members in their Fall Conference packet.

Conference proposed schedule: Required (six hour) courses will be Legal Foundations, and Active and Inactive Records Management. Electives will be Disaster Recovery/Document Preservation and Leadership in the Political Climate on Wednesday and Retention/Open Records and Ethics on Thursday. These are subject to change.

For the transition students, Judy will do an analysis of what classes are needed. Option: Don could teach all four classes in the fall (as three hour classes) and as a special circumstance, he could teach a one day workshop to catch up those students caught in the middle of the certificate transition. The Fall Conference registration form will have conference changes listed on it. Letters will also be sent out to those candidates affected by the transition.

Don and Judy along with the Education Committee will review the records Monday September 29th. They will meet in Athens at 10:00 a.m.

Tuesday: Opening speaker by Chief Justice, then round table discussions, possibly one with discussion of program change, new attendee reception from 4:15 – 5:15. Room rate will be \$104.00/night.

JB Jams will be our entertainment Thursday night. Cost for entertainment package is \$749.00. GRA will decide what part of the conference to cover so the conference cost will not go up for attendees. Adrian, Judy and Linda will check GRA budget to verify this. The conference gift will be a garment bag. A pad and pen will be sent as a gift to members who pay their dues on time. The theme for the Fall Conference is “Gift of Records”. It will be 70’s disco dress.

With no further business, the meeting was adjourned.

Respectfully submitted,

Anne Barnard
Secretary