

**GEORGIA RECORDS ASSOCIATION  
MEETING MINUTES  
AUGUST 13, 2009**

Meeting was held at the Gwinnett County Sheriff's Dept., courtesy of Jody Jones. Vice President Jody Jones called the meeting to order at 10:10 a.m.

Present were Jody Jones, Vice President; Judy Wilson, UGA Liaison; Anna Boling, UGA; Judy Weaver, Past Treasurer; Debbie Harrington, Board Member; Donna Kopp, Treasurer; Tishangi Bennett, Board Member; Linda Johnson, Former Board Member; Cecil Banks, Board Member; Dorothy McDuffie-Alexander, Board Member; Adrian Woods, President; and Anne Barnard, Secretary.

Judy Wilson handed out evaluations for us to review. In the future we will e-mail the evaluations. In general the comments were positive. Two negative comments were the room temperature (too cold) and the length of the classes (should have been longer).

Sea Palms room rate went down to \$129 for 2010. We also have reserved Sea Palms for 2011 and Brasstown through 2012. We need to look at other locations for future conferences.

Classes for this Fall conference:

Required - Active and Inactive Records and Imaging, Electronic Records and Disaster Recovery

Elective - Change Management and Effective Presentation Skills

We will also offer the first Annual Update class. If we offer a second elective it will be Effective Leadership and Governmental Purchasing and Budgeting.

We have one annual update class scheduled but we need to find another topic for the second day.

To summarize, each day will be one required, one elective and one annual update class.

Judy Wilson explained the conference schedule. Tuesday afternoon will be registration and a reception. Wednesday morning will be registration, then beginning at 8:30 opening session and classes. Wednesday night will be our big dinner and graduation ceremony and Thursday we will begin classes at 8:00 and will finish by 3:00. By changing the schedule around, we will save money on the hotel costs. There will be no Friday classes. Judy added this is all subject to change depending on the final approval of the management at Brasstown.

We will have two breaks each day and one hour for lunch. There will not be a theme; Brasstown will already be decorated for Christmas. This will also save us money because we will not have to buy decorations. The conference gift will be a golf size umbrella with our GRA logo.

We will continue giving membership gifts when members renew. It is very important to let members know their membership is valuable to us. Included will be a thank you card and gold seal and a small gift. We might give reusable grocery bags this time.

Cecil gave Anne the list of nominees so she can get the ballot together for the upcoming election process. Cecil said we need a commitment letter from each nominee, a picture and a bio. These need to go to Anne. When she gets them all she will send out the ballot.

Our website needs to be updated to include past minutes, the new brochure, newsletter and updated board members. It also should include our mission statement and our vision statement. The mission and vision statements should read the same as the brochure.

Erica Shadburn is in charge of the newsletter. The question came up if GRA can pay for the newsletter. We have the funds for it.

Jody brought up the POST certification. GRA needs to acquire a POST credit program. Law Enforcement personnel needs this for CEU's. We have given credits in the past; we just need to come up with a way to offer this for every conference.

Anna said we need to come up with back up teachers for Don Schewe. Some names that came up were Christine Wiseman and Amelia Winstead. We should look in the GRA organization also. Linda Johnson's name came up for possible teachers from within.

Anna suggested we could offer a "Train the Trainer" workshop. Everyone seemed to like that idea.

We also mentioned Holly Manheimer to teach Legal Foundations/Open Records Act.

Anna thanked the board for the gift cards she and Judy Wilson received at the last conference; however she said they were not allowed to accept them. It was decided they would be used for GRA expenditures instead.

Donna asked if we can do a survey of our members to find out how many are expected to come to the Fall conference. It will help us to budget. She will send out a survey with the questions "Are you coming, yes or no. If not, why not" and "Would you be interested in attending a one day workshop at other times during the year besides the Spring and Fall conference". She will give a one week deadline to turn these back in. Survey will be forwarded to Judy Wilson, Anna and Debbie.

The Treasurer's report was presented. Checking account balance is \$30,502.48. Savings account balance is \$18,223.06. We have \$5.00 in the State Employees Credit Union. Our expenses for the Spring Conference totaled \$4,790.13. Other expenses totaled \$1377.90. Jody made a motion to accept the Treasurer's report as read. Cecil seconded the motion. Motion approved unanimously.

Anne will send out the minutes from the last meeting next week and they will be voted on via e-mail.

With no further business the meeting was adjourned.

Respectfully submitted,

Anne Barnard  
Secretary