

New York Association of Local Government Records Officers Executive Board
Meeting Minutes

January 10, 2011, Monday

Best Western Hotel conference room in Albany

The following board members were present:

Kathy Walruth
Eileen Weishan
Chuck Callari
Sandra Shaver
Judy Keysa
Dan Karin
Steve Geurds
Cynthia Hicks

Gina Doty
Peter Scheibner
Pam Brown
Rick Cobello
Pat DePasquale
Donna Mumbulo
Geof Huth

Donna M., the President, called the meeting to order at 10:30 am. The September 19-20, 2010 board meeting minutes were reviewed by the board with one minor change in the Awards for 2011 and corrected by the secretary. These meeting minutes were approved by Kathy W. and seconded by Pat D. Donna M. welcomed the new board members Steve G. and Cynthia H. to our meeting.

1. Treasurer's Report (Chuck C.)

- a. Reviewed the 2008-2010 financial status of our organization. Discussed in detail our 2011 budget.
- b. Our net worth as of Dec. 31, 2010 is \$20,755.00
- c. We had about a \$8000 deficit with the Rochester school in June 2010, which the board discussed in greater detail the 2011 school in Verona and the contract with the Turning Stone.
- d. Chuck C. and Peter S. are looking into the cost for our organization to have a \$1 million liability insurance, which is mandated by the Turning Stone. Chuck C. has a quote for the 3-day event being \$200-\$300 and Peter S. has a quote of \$700-\$1000, but he will look into more companies before we choose the best one. We will be needing this insurance for all future schools.
- e. Budgeted \$1500 for the 2011 school scholarships. In 2010 five scholarships were given that paid for all expenses and travel for the school. Discussed the details of the scholarship and deficit from the 2010 school, and Kathy W. made a motion that three scholarships be given for only \$500 each and Judy K. 2nd this motion and all approved. This \$500 maximum will be advertised.
- f. Discussed the change made in spring 2010 to approve all board members with full travel mileage roundtrip for the executive board meetings, but due to the 2010 school deficit the board members chose to reverse this. A motion was made by Chuck C. to pay for half the mileage for the roundtrip travel for executive board meetings and Pat D. 2nd and all approved. This is effective immediately.

g. A motion was made by Eileen W. to approve the 2011 budget along with the changes made during this meeting and 2nd by Pat D. and all approved.

2. Update on NY Archives (Geof H.):

a. Due to budget constraints 6 people left the regional offices as of 12/31/2010 and 3 of the 7 RAO's are covering more than one region. Currently there is discussion on how to give similar services with less people. Waiting to know more about the new Governor's budget plans to know what to do next. There is discussion of having more webinar training that lasts no more than one hour.

b. Grant update: There is a slight increase in the amount of money brought in, but this year there will most likely be no extensions.

c. Pat D. reminded Geof H. that future newsletters would benefit from having an article from his area. She will remind Geof to send her something soon.

3. Committee Chair Updates

a. Budget: Chuck C. already gave the budget report. No more to discuss.

b. Bylaws: Kathy W. had nothing to report at this time.

c. Nominations and Elections: Kathy W. volunteered to take over this committee due to Jim Ranger giving his resignation recently. At this time there is no activity.

d. Membership: Pam B. reported she has received 30 renewals as of Jan 8th. Right now we have 397 regular members, 2 associate members, 8 corporate memberships and 26 honorary members which total 433 memberships.

--We are steadily dropping members in the past 25 years and we cannot afford for this trend to continue. She mailed out 400 postcards reminding people to renew or join this organization and also the June 2011 school in Verona. She wants to thank Steve G. for helping her acquire a recent list of current record managers. Pam is receiving inquiries from members about the June 2011 school. Right now not all RMO's are members of this organization.

e. Publicity: Pat D. discussed that she is open to receiving articles from us about our activities and the next newsletter will be out in two weeks which will also have scholarship application information. Kathy W. and Gina D. reminded Pat D. that they will assist with the publicity when asked. Pat D. let the board know that she will not seek reelection on the board in December 2011.

f. Scholarships and Awards: Pat D. restated that this committee will choose no more than 3 applicants for the June 2011 school and each will receive no more than \$500 towards the total cost of the school.

a. The Paquin Award winner has already been chosen and the award given to Ray LaFever at this year's school. Currently there are no nominations for the Wheeler Melius award nor the Robert Arnold award.

The forthcoming newsletter will explain the details of each award and that our board is seeking nominations.

b. Reminder that we have past board members that should receive recognition at our June school: Jim Ranger, Amanda Walsh, Dianne Tarity, and Sue DiBenedetto.

- g. Technology: Rick C. has replaced Dianne Tarity as the chair of this committee and he will be contacting her about the details involved with our website domain and Facebook. Currently both are outdated and need revised to reflect current information. Chuck C. volunteered to assist Rick C. on this committee.

4. 2011 June School: Eileen W. let us know the information about the June 2011 school, the registration form and hotel reservation documents will be going out the end of February, so our deadline to her for the bio on the speakers, the speaker's session description and applicable program information is February 18th.

a. Sunday, June 6th from 7-9pm will be the President's dessert social reception with a cash bar.

b. The Monday plenary will not be a well known speaker, but a panel discussion called "Successes and Pitfalls" from 8:45am to noon. She needs the names of people speaking in these areas to make the description more complete.

c. Donna M. said she would contact Sam again at the Turning Stone about the final meal cost. There is a 72-hour notice for a count on the meals to consider too.

d. The cost for a day tripper has not been finalized yet.

e. There is a \$109 added cost for the board members to stay Tuesday night to attend the Wed, June 8th board meeting to wrap-up the school.

f. Vendors: Peter S. and Donna M. will be speaking with Dianne T. on this topic. In 2010 we had 18 vendors. The cost per vendor in 2010 was \$250-300 if they were a corporate member or not. Peter S. plans to send out to board members of a list of vendors and possible new ones too. We need to decide the details of meal tickets for vendors.

g. Discussed the possible outside venues to attract people to the school such as the 4 golf courses, tennis courts, spa, and pool. Some attendees may bring their spouse/friend with them. There may be golfer willing to give improvement tips. This is one idea. Need to speak to Sam at the hotel about these possible activities and see if they can be tied into our school.

h. Judy K. showed gift give away ideas (thermal mugs and keychain flashlights) to the group to choose which to purchase for the school this year. We chose to purchase 125 insulated thermal mugs with black trim and our logo. Approximate price without shipping is \$725 for 125 mugs. The group voted for this choice and the expense.

i. Eileen W. and Donna M. said they would check on the quantity of NYALGRO ink pens instock, and Kathy W. will check on the quantity of name tag holders and folders she has for the June school.

j. Due to the contract for the Turning Stone, we will not have a separate hospitality room as in prior schools, so money is saved.

5. Other Business:

- a. At our next meeting we will discuss the “school timeline” that Eileen W. created.
- b. Discussed the need for a procedural manual that breaks down all officer’s responsibilities and the committee’s responsibilities and more. Right now we are going from prior experience and history. We need to get this in writing and update it as needed which will help future board members.
- c. Eileen W. has a request for funds to co sponsor the Southern Tier West local government conference this spring. The board agreed to help educational record programs in the state instead of holding a mini retreat. We have \$300 in the budget to cover requests like this. Kathy W. requested refreshment break money also for an electronic symposium. Everyone on the board agreed to give each of these requests \$100, which leaves \$100 for a future request.
- d. Kathy W. volunteered to handle the registration for the June 2011 school to remove the extra workload from the membership chair. This was discussed in-depth at the fall 2010 retreat and today. The website needs to be updated to reflect Kathy W. information.

6. New Business: 2012 and 2013 Schools: Kathy W. researched Syracuse for the 2012 school. She checked the Embassy Suites and the Comfort Inn, but the Doubletree Hotel is her first choice and it is near Hwy 81. The positive points of this location are:

- conference room area is very adequate and so are the rooms for the classes
 - vendors can lock their vendor rooms
 - pricing is affordable
 - shuttle to the Carousel Mall
- a. Rick C. had already checked the Lake George and Saratoga Springs hotels for our school, but the pricing was too high. We all agreed that Syracuse is more centralized in location for the school’s prior attendees.
 - b. Donna M. will check-out the hotels in Corning and Binghamton for our 2013 school.

The meeting adjourned at 2:30pm. Our next meeting: is Monday, April 4th at the Doubletree hotel in Syracuse.

*Meeting minutes submitted by:
Gina Doty, Secretary*