

**New York Association of Local Government Records Officers Executive Board**

**Meeting Minutes**

**April 4, 2011, Monday**

*Doubletree Hotel in Syracuse*

The following board members were present:

*\*\*not 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 10:40 am. The January 10, 2011 board meeting minutes were reviewed by the board. These meeting minutes were approved by Pat D. and seconded by Kathy W. Due to travel budget issues Geof H. could not attend and Rick C. was not feeling well and planned to conduct a conference call at this meeting.

**1. Treasurer's Report (Chuck C.)**

- a. Membership dues deposited so far is \$11,095.00
- b. Our net worth as of April 3, 2011 is \$29,669.87
- c. We are being charged a fee to deposit checks and Chuck is planning to meet with bank officers to discuss a better option. Steve G. said in the past that when checks were deposited into our savings account and then the money was moved into checking this problem did not occur. There is no savings account.
- d. A new version of Quicken software was purchased by Chuck to manage the accounts. The old version was 7 years old.
- e. The treasurer's report was approved by Judy K. and 2<sup>nd</sup> by Pete S. and all approved.

**2. Update on NY Archives and a RAC report (Kathy W.)**

- a. Donna M. reported in Geof's absence that State Archives had \$782,000 grant money taken before the governor's budget was released.
- b. Kathy W. discussed her RAC that over \$2 million has been taken in the past 2 years and there was a letter writing campaign in force. There is a concern that the Cultural Education department will not continue to exist if budget cuts continue. This is filtering down to the municipal level to the vendors being cut, because funds are not available for grant projects. Kathy W. will send a

letter to all board members around May or June on this topic to be used to support the funding for grants.

- c. The grant cycle and awards are different now and it is almost impossible to do the process.

### 3. Committee Chair Updates

- a. Budget (Chuck C): The event liability insurance for \$1 million will cost \$300 and it was approved by Donna M. and 2<sup>nd</sup> by Steve G., and all approved the expenditure for the June 2011 school.
- b. Bylaws (Kathy W): Kathy W. discussed the need to keep experienced retired board members involved in NYALGRO and amending the bylaws to include retired emeriti on our board in an advisory capacity. Kathy W. will research this idea more. This will be discussed at the June 2011 business meeting.
- c. Education and Training (Eileen W): Eileen W. talked about a fall 2011 RAC in the Buffalo area and more information is forthcoming. Kathy W. let everyone know about a TC-3 all day free event on October 20, 2011 on electronic records, FOIL in Dryden, NY.
- d. Nominations and Elections (Kathy W): Kathy W. discussed the idea to have retired emeriti on our board and this will be discussed at the June 2011 board meeting. Since Jim Ranger is no longer on the board, Gina D. will be asking another new member if they would perform his remaining term of office.
- e. Membership (Pam B): Currently there are 360 members and this number reflects school attendees also in the forecast. The breakdown is:

Regular members:	329
Associate:	1
Corporate:	3
Honorary:	25

The 4000 postcard mailing resulted in 11 new members. Also the Steinbeck scholarship applications may increase membership also.

- f. Publicity (Pat D): Bob Freeman let Pat D. know that she can take any article online he has written and use in our newsletter. Geof H. sent an article to her on NY Archives. The June 2011 school mailing insert is inside this forthcoming newsletter. The entire mailing list will receive this newsletter soon.
- g. Scholarships and Awards (Pat D): We will have three Cheryl Steinbach awards, the Paquin Award goes to Ray LaFever, and the Melius and Bob Arnold awards need to be chosen.

--There is information in the newsletter forthcoming on these awards. The cost of the awards is about \$80 each. Pete S. brought up the idea of getting a vendor to sponsor this to cut costs.

--The Bob Arnold Award Kathy W. nominated Dianne Tarity for this award and the nomination paperwork is forthcoming.

--The Melius Award recipient for having a distinguished records management program was discussed at this meeting. There is no deadline made for the Bob Arnold and Melius Awards. We will make May 1<sup>st</sup> the deadline to tell them they were nominated.

- h. Technology (Rick C.): Rick C. called the board members by speaker phone and let us know the website is not updated. Frontpage is not available to use. He is looking into other options such as Go Daddy and the cost now is unknown. Currently our existing website is on only Wendy's computer. He understands the urgency to get our web page current with the school's information and more and is working on it.

--Discussed the future use of PayPal to transfer money into our bank and for payments from members for events.

--Eileen W. brought up the idea of using Southern Tier West. There is a person that handles the web page for \$150 a year and performs the updates and can change the look of the website when necessary.

- i. **2011 June School (Eileen W)**: We need board members to arrive on Sunday June 5 at 1:00 pm to sign-up to work the registration table and to stuff and organize the handouts for the registration table.

--We discussed the need for the speakers to have someone at their session to introduce them, hand-out surveys, ensure the media equipment is there and the room is comfortable.

--The website and the forthcoming newsletter will have the materials needed for people to register to attend the school and more.

--Kathy W. is handling the school registration. The website must have her information for this, because Pam B. is handling the membership. We broke this apart this year (one person for registration and one for membership).

--The gift for every attendee, a travel mug, has not been ordered yet and Judy K. will order them soon.

--The executive board meeting after the school will be held Wednesday, June 8 at 8:30am. We will discuss the school, the surveys, and more.

#### **Other Business:**

4. **New Business: 2012 and 2013 Schools**: The June 2012 school will be held at the Doubletree Hotel in Syracuse. Kathy W. has been working with Sharon Eisennettle, the conference coordinator. There will be a retreat at this hotel for the executive board on September 25-26, 2011.

--The 2013 school may be at Radisson Hotel in Corning. Donna M. is checking into this.

Pete S. made a motion to adjourn the meeting and Kathy W. made a 2<sup>nd</sup> and everyone approved. The meeting adjourned at 1:30pm.

*Meeting minutes submitted by:  
Gina Doty, Secretary*