

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

June 7, 2011

Turning Stone Resort Hotel in Verona, NY

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 8:50 am. The April 4, 2011 board meeting minutes were reviewed by the board. These meeting minutes were approved by Judy K. and seconded by Cindy H.

1. Committee Chair Updates

- a. Budget (Chuck C): So far the total cost for the school is \$9962.00 but there are still forthcoming expenses. Cannot give a lot of details at this time.
--For this school the screens and microphones were rented from the hotel and \$384 was the cost for a \$1million insurance policy for the event.
- b. Bylaws (Kathy W): The current bylaws need revised, because things are missing.
--Discussed emeritus being added to the bylaws. Also past NYALGRO Presidents are honorary members. Discussed the President appointing the emeritus position as an advisor to the board and be a non-voting member and pay no membership dues also.
--More discussion at the September 2011 retreat.
- c. Membership (Pam B): The spring postcard mailing to solicit new members resulted in ten new members joining.
--Kathy W discussed the idea that board members that are on RAC's to email and discuss our organization to these RAC members.
--Clerks cannot pay for two schools and we could market our organization's school topics.
--Rick C. in October 2011 will be in Watkins Glen for a large IT conference and thought a NYALGRO booth would be beneficial to market the

organization with IT employees and businesses. Donna M showed an interest in doing this.

--Cindy H discussed that over 840 fire districts are in NY city area and would benefit from this organization.

- d. Publicity (Pat D): Discussed not using bulk mail rate for time sensitive mail and also when to use first class mail for fall mailings. This topic will be discussed more at the September retreat.
--After December 2011, Pat D will no longer be managing the newsletter due to her retirement and leaving the board. Donna M will perform her duties temporarily until someone else is appointed.
- e. Scholarships and Awards (Pat D): Start thinking now for next year who deserves the awards and how to advertise the scholarship programs.
- f. Technology (Rick C.): Wendy McConkey will assist Rick C with the web page.
--Any suggestions to the web site let Rick know. He encourages everyone to play around with the site to ensure things work correctly.
--Rick will get more information about PayPal to discuss at September retreat.
--Rick suggested that Meghan Cook from the Center of Technology in Government attend our September retreat to talk about the future 5-year plan for NYALGRO. She helped his organization in the past. He will give Donna M information about Meghan.
- g. Nominations and Elections (Kathy W): Kathy W will send an email to people that showed an interest to become new board members.
--At this time the following board members do not plan to return for another term of office: Sandy S, Chuck C, and Pat D.
--Everyone needs to reach out to people they feel would be a great addition to our board and encourage them to run for a board seat in the election.
- h. 2011 June School (Eileen W): The attendees liked the conference. The staff was very polite and accommodating to our needs. Also the conference coordinator, Stephanie, was easy to work with. All the AV equipment worked. The event felt separated from the casino environment and that was good. Other observations were:
--Improve signage to direct traffic so attendees could find our conference location easier.
--A non-tax paying agency was an issue for a few people.
--39 attendees not including board members, vendors and scholarship winners. Attendance was lower than desired.
--Hoping for more day trippers at the 2012 Syracuse school.
--Having a round table discussion with one hour added to the lunch time to discuss specific topics may be beneficial for attendees. Several categorized

topics would be chosen such as fire districts and school districts to solicit conversations.

--Eileen W will review surveys and discuss more in-depth at September retreat.

i. Other Business:

Recognizing Past Board Members: These past board members need to be recognized: Jim Ranger, Amanda Walsh, Dianne Tarity, Susan DiBenedetto and other members finishing up December 2011 Chuck Callari and Pat DePasquale. Usually a clock is given as a token of appreciation to the board member for all their hard work performed for the organization.

NYALGRO 25th Anniversary Celebration: The celebration will be in 2013 and Donna M. wants to plan to make it special. Pat D volunteered to scan all the "Network" newsletters and Chuck let her know he has a high-speed scanner to borrow. More discussion on this later.

2. New Business: 2012 and 2013 Schools: Kathy W. discussed more financial details with using the Doubletree Hotel in Syracuse for the June 3-5, 2012 school.

--Sunday to Monday with food service is \$319.52 single occupancy

--Sunday to Tuesday with food service is \$226.52 double occupancy

--We will receive one comp room and one meeting room

--Discussed entertainment in the area such as the Rosamond Gifford Zoo and possibly a ball game.

--Donna M will check into using the Radisson Hotel in Corning for the 2013 school. This hotel has contacted her asking if we will return.

--Board Retreat: September 25-26 (Sun/Mon), 2011 at the Doubletree Hotel in Syracuse. 6301 State Rt 298 East Syracuse.

Eileen W. made a motion to adjourn the meeting and Rick C made a 2nd and everyone approved. The meeting adjourned at 11:00 am

*Meeting minutes submitted by:
Gina Doty, Secretary*