

New York Association of Local Government Records Officers Executive Board

Meeting Minutes

Sept 25-26, 2011

Doubletree Inn in Syracuse, NY

The following board members were present:

Kathy Walruth
Eileen Weishan
Pam Brown
Rick Cobello
Judy Keysa
Dan Karin

Gina Doty
Chuck Callari
Cynthia Hicks
Donna Mumbulo
Pat DePasquale

Eileen W. called the meeting to order on September 25 at 1:40pm. The June 7, 2011 board meeting minutes were reviewed by the board with a motion from Eileen W. to accept the minutes and Pat D. 2nd with all present approving them.

1. **Treasurer's Report (Chuck C.):** Chuck looked at year-long insurance policies, but staying with a policy for a single event is more cost effective. We used Nationwide Insurance for the Verona school, but they do not offer a liability policy for year round coverage.
 - a. A 2011 school scholarship winner asked if the balance of \$500 could be paid by NYALGRO towards their mileage costs. Transportation costs were not included in this year's scholarships, so the advertising for the 2012 school scholarship will be more explicit to avoid confusion.
 - b. Discussed the overall budgets past and present. By December 31, 2011 we will be in good fiscal standing. Our net worth as of September 24, 2011 is \$24,543.11
 - c. So far we have paid \$69.94 in fees for all the checks being deposited at M&T Bank. There is currently no way to waive this fee charge.
 - d. Judy K. made a motion to approve the Treasurer's report and 2nd by Dan K. and everyone approved.
2. **State Archives report (Donna M.):** Since Geof Huth could not attend; Donna read the email from Geof.
 - a. Jim Tammaro in Region 8 is retiring after 21 years of service on September 23, 2011. He is the longest serving RAO

- b. State Archives is down one-third of their RAO's, so all RAO's are covering more than one region.
- c. Due to many regions affected by the recent flooding (regions: 3,4,6,9,10) about 100 local governments responded to assist.
- d. September 30 is the application due date to FEMA to apply for funds due to floods. NY Archives can assist with filling out the forms.

3. **Membership report (Pam B.):** As of September 23, 2011 the total membership number is 400, and the breakdown is as follows:

Regular members:	364	Associate:	2
Corporate	: 7	Honorary:	27

- a. We have 32 members less than last year. The spring 2011 postcard mailing resulted in 10 new members. This is not a good return for the cost and time of sending out the mailing.
- b. Idea: Send out to the Syracuse area and also to fire districts in this area our NYALGRO brochure so they may consider attending our 2012 school. Eileen W. will send out a PDF copy of the brochure to all board members. In early 2012 the brochure needs to be reprinted with the correct names inside.
- c. Kathy W. will send Gina D. a list of all 2011 school attendees who attended for the first time, so that Gina can mail them a note to come to the 2012 school.

4. **Nominations/Elections report (Kathy W.):** Kathy gave the names of people who need to give her their biographies for the fall ballot.

5. **Publicity (Pat D.):** In the next newsletter these are some of the content: updates on what is going on with NY Archives, something from a RAO, and information about the June 2012 school curriculum. Right now there are three issues per year, and the January issue will have information about the newly elected officers and the scholarship awards process to apply, and in early April another issue will be sent about the June school.

6. **Scholarships & Awards (Pat D.):** The applications for the three different scholarships will be in the newsletter and the criteria will be explicit (i.e.: travel expenses are not included). We discussed who may be good candidates for the Bob Arnold and Melius awards. Donna M. and Pat D. had names of people they will look into.

7. **Technology (Rick C.):** Rick discussed the costs for using PayPal nonprofit software, which is 2.2% plus 35 cents per transaction. He discussed a conference report system called Sign-up 123, but he did not know the cost. Wendy McConkey is helping him with the web site.

- a. Eileen W. will send Rick the June 2012 school schedule

- b. Changes to the bylaws, Kathy W. will send to Rick.
 - c. We need speaker's presentations ahead of time so it can be put onto the web.
 - d. Rick is asking the board members for content and photographs for the web site. He would like to have a photograph of the board members individually and as a group.
 - e. Discussed doing more things electronically instead of using mail for the organization. Pam B. said that she'd put on the annual membership invoice a notice we are going electronic for newsletters. At this time we do not plan on doing electronic banking for paying for membership dues or for payment for the annual school .
 - f. Use Survey Monkey for board elections. November 10th is the deadline to return votes.
8. **Accommodations for 2013 June school:** Corning NY at the Radisson Hotel has been chosen for the June 2013 school. Dan K. will work with Donna M. on using this hotel.
9. **New Business:** The 2014 June school location has not been chosen, so get some ideas on where we should have this school now.
- a. The giveaway prize for the June 2012 School is the phone pouch. Judy K. will handle ordering them for \$3-3.50 each.
 - b. Since Chuck C. will be ending his board seat with NYALGRO on December 31, 2011, Judy K. would like to be the new treasurer starting January 1, 2012.
 - c. Electronic symposiums: Region 6 on October 20 in Dryden at TC3 and Region 8 on October 4th in Buffalo at the Eric County Library has a symposium.
10. **June 2012 School Curriculum Planning:** Discussed what speakers and what topics we want to discuss at the 2012 school. We want Fire Districts to receive more training and also the flooding woes to receive attention.

a. **Discussed the following School Schedule:**

Monday WELCOME – Donna Mumbulo, President Dan Call the City of Syracuse Clerk/RMO

DISASTER FLOOD 2011- BEFORE, DURING & AFTER – Donna M. (There was massive flooding in Catskills and Binghamton. What was not in place that is in place now? Possibly a panel discussion?)

BASICS FOR NEWBIES- Records 101- Pam and Gina (involve fire districts)

GRANT MANAGEMENT- Kathy: Bids and finance. Operating with fewer funds.

LUNCH - Introduction of Board Members & Vendors and Tables by Subject for discussions during lunch –
GETTING TO KNOW YOUR PEERS

RECORDS ACCESS (FOIL, HIPPA, FERPA)- Cindy

BOARD MEETINGS & TECHNOLOGY COLLIDE – Dan – users
Webcast, public access, websites, retention, storage

PUBLIC INTEGRITY – Rick Washburn - Eileen

Monday Night: President's reception and Awards announced and given

Tuesday

E RECORDS (Archives Cert. Class) - Eileen, Kent?: Inventory process of e-records, certification course and data migration.

NO MONEY? NOW WHAT? – Steve (possible change in topic)

E RECORDS - Archives Certification Continued

E-SOURCES AND RESOURCES- Rick C: There are many resources and web sites that people are not aware about. The Cornell library has a tutorial on preserving records.

LUNCH – Cheryl Steinbach Annual Scholarship Awards and Business Meeting

ROUND TABLES for School/Municipalities/Fire Districts – NYALGRO Board
General Discussions

TOUR SYRACUSE UNIVERSITY RECORDS CENTER- Donna Need to analyze a bus plan for transporting people from hotel to university.

Dinner on your own for those staying overnight or Departure after last session

Wednesday, June 6, 2012

7:00AM – 8:30AM Breakfast and Board Meeting

Eileen W. will send all board members the schedule with times for everything listed.

b. Cost for 2012 School at Double Tree Inn (Kathy W.):

These prices include the meals and lodging. The menus are not firm yet.

\$321.52 for single for 2 nights

\$228.52 per person for double occupancy plus \$94.00 for the room

So far we have chosen these from the large variety menus:

Breakfast buffet Monday and Tuesday in the restaurant (like we had during this retreat)

Monday Deli lunch buffet and Tuesday tossed salad and chef's choice

Afternoon cookies and coffee

Supper choices for Monday night: chicken, London broil and vegetable choices

- 11. Bylaws Need Changed (Kathy W.):** At the June 2011 school executive board the members started to discuss emeriti status of people serving on the board and

waited until this retreat for more in-depth discussion. Due to the years of experience and commitment to NYALGRO that some members and past board members exhibit, the board felt that having these changes will allow for continuity and known history of the organization to flourish. These are the two changes in which Eileen W. made a motion to pass and 2nd by Dan K. and all agreed. A vote at the June 2012 School will take place at the general membership meeting on these proposed bylaw changes.

Honorary membership: Any individual, selected by the board of directors, including past presidents, contributing to the realization of the goals of NYALGRO. These members shall receive the NYALGRO newsletter, *Network*, and pays no membership dues. (Note: We have 27 in this category as of 9/2011. This includes award winners).

Emeriti membership: Appointed by the President of NYALGRO as an advisor to the Board of Directors. No voting privileges or membership dues. (Note: A motion was made by Kathy W. that this category receives travel expenses when requested by the NYALGRO President to attend a board meeting and 2nd by Donna M and all approved.

The next board meeting is scheduled at the Doubletree Inn in Syracuse at 10:30am on Monday December 12th and a second weather date is Friday, December 16, 2011.

Donna M. made a motion for the meeting to adjourn and 2nd by Eileen W. and all agreed at 11:35am on September 26, 2011.

Meeting minutes by Gina Doty, Secretary