

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

June 6, 2012

Doubletree Inn in Syracuse, NY

The following board members were present:

Cindy Hicks	Gina Doty
Donna Mumbulo	Yvonne Deligato
Wendy McConkey	Kathy Walruth
Pam Brown	Eileen Weishan
Judy Marone (member)	

****Action Item**

The meeting was called to order at 8:15am by Donna M. The March 30, 2012 executive board meeting minutes were read and a motion was made by Kathy W. to approve them and Cindy H. 2nd the approval and all agreed.

1. Treasurer's Report (Kathy W.):
 - a. A new checking account has been opened with Community Bank, and M&T bank account is still open to make deposits during this transition in banks.
 - b. Our net worth as of June 1, 2012 is \$31,852.51 before any conference/school expenses are paid.
 - c. The 2012 budget has not been created yet and we are 6 months into it now. Kathy W. is learning to use Quicken books from Chuck Callari to do the finances for the organization. Quicken books has the 2011 new version.
 - d. The CD's are at M&T Bank and when they are expired at the annual time, they will be moved to Community Bank. We discussed having one of the CD's be a 3 year.
 - e. Eileen W. made the motion to accept the report and it was 2nd by Pam B. and all approved.

Committee Reports

2. Bylaws (Kathy W.):
 - a. ****The bylaw revisions** were approved at the business lunch meeting on June 4, 2012. Donna has noticed that there seems to be things missing in the most current bylaws that were in the past bylaws. She plans to review past bylaws and also the past meeting minutes and this will be discussed at the September retreat in Corning.
 - b. Please review the bylaws and bring your ideas to Kathy W.
 - c. ****Wendy M. will check** the old NYALGRO web site for bylaws information.
 - d. ****There is a need for a written "Policy and Procedures Manual"** to have more definitive information written down and not just memorized. A few examples are: the travel costs that are set, scholarship winners reapplying for the next year, obligations board members have on meetings attended, what we provide for award

- winners such as meals, hotel and travel, and what we pay out for meals and such for vendors and guest speakers.
- e. Gina will send to all board members the NYALGRO Travel Reimbursement Policy. We discussed this policy and how there are different revisions.
3. Elections/Nominations (Yvonne D): Yvonne D. volunteered to take this responsibility immediately and Cindy H. will assist her.
** If you are up for reelection and wish to continue as a board member, send Yvonne your bio soon to use in the election process.
 4. Membership (Pam B.):
 - a. Membership renewal vouchers sent through email the first time resulted in many email bounce backs. So the voucher was mailed. Now we have 29 members that have not paid their dues versus 100 before the membership mailing was sent through U.S. Postal Service. There could be spam filter issues causing people to not receive their emails. On average 30 members to not renew their membership.
 - b. We need to go back to mailing membership through U.S. Postal Services. Kathy W. made a motion that we go back to using the U.S. Postal Service to mail out our annual membership dues and not use email, and this was 2nd by Eileen W. and all approved.
 - c. Corporate memberships are down. Their advertisement must be in our newsletter.
 - d. ****Discussed the need for Dan to ask the corporate** members to send him the advertisement/contact information so the advertisement can be in the newsletter.
 - e. The Gmail account is a great communication to use.
 - f. ****In the next newsletter** have an article about the NYALGRO web page.
 5. Scholarship (Cindy H.):
 - a. On the deadline date in May she received a third application for the June school scholarship and the person was a prior winner. In past meetings we all said three scholarships to be given.
 - b. In our forthcoming Policy and Procedure manual we will put how often you can apply for a scholarship.
 - c. A separate “school packet” to advertise the school needs to be done like in the past. Trying to combine this information with our newsletter to save money is not working.
 - d. ****Idea to put a postcard mailing** to “Save the Date” during the 2nd week of January was discussed.
 6. Technology (Wendy M.):
 - a. ****Wendy and Donna M.** will collaborate on having photos from the school and the school 2012 presentations put on the web page.
 - b. Discussed the layout of the website having the current newsletter and an archives section for the newsletter and past meeting minutes.
 - c. ****The Facebook page is old** and we need to have new information on it.
 - d. ****Wendy will ask Rick** Cobello to kill the old NYALGRO web sites or send the person to our new web site link.
 - e. Discussed the vendor logos on the web site.

7. Accommodations (Kathy W.)

- a. The staff at this school's hotel was very helpful and accommodating to our needs. There were no complaints.
- b. In the school 2013 we may want to have "courts and law enforcement records" discussed in a session.
- c. Changes to make for the June 2013 School discussed:
 - Have a board room next time for board members to use. There were too many board members around the registration table making the registered attendees distracted and confused at times about what to do.
 - Have a box for the surveys to go into. There were less numbers of feedback surveys returned.
 - Eliminate the vendor bingo. Take the registration list and print out names and use to draw names for door prizes. The vendors are doing their own thing with their give aways.
 - Have a different color of paper used for the board member's name tags so we stand out. In the past a ribbon was used, but using a colored paper would cost less.
 - Idea for a class: How to facilitate the management of records that are maintained by other departments, but the RMO is still responsible.
 - ****Donna M. is working to have a rolling slide show** for the 2013 school banquet of old photos and more.
 - We need to discuss inviting past board members.
 - ****Gina D. will use the existing NYALGRO clothing pin** and with Eileen W. assistance have a 25th anniversary pin created. Gina will speak to Chuck Callari and/or Kathy W. about the template that was used to create the pins. We are out of the pins and need more.
 - The registration form the next time needs to be more explicit with the meals and the banquet. There was confusion this year.

8. Miscellaneous:

- a. Donna has asked Jim Tammaro, retired from NY Archives, to be appointed to the emeriti membership and he accepted on June 6, 2012. Jim will be coming to our September retreat also.
- b. Geof Huth is our Liaison for NY Archives, but due to budget reasons he cannot come to our meetings. Donna M. will ask if the RAO in the area where the meeting is held can attend the meeting.
- c. Gina D. will take photos after this meeting of all board members present individually and as a group to send to Wendy M. for web site use.
- d. ****Currently there are 2 open board seats.** Donna M. will let us know the names of the people she plans to ask. If you have names of people, let Donna know.
- e. ****Gina D. mentioned that our thank you gifts** to past board members were not given out during this school.

- f. Discussed the idea about adding a \$25 cushion on the total package like the hotel package to cover our expenses (example: comps for the speaker).
- g. ****We need to know what supplies** we need, if any. Kathy W. has folders (about 100), name tag holders (quantity ?), and 1 ream of letterhead. Eileen W. will check on the NYALGRO banner and its location. We did not locate it for this school. Gina D. and Eileen W. will work on the NYALGRO pin to use in 2013.
- h. Gina will take the two projectors from Donna M. and store them at SUNY Plattsburgh in her inactive record center.
- i. ****For the 2014 school/conference** Donna M. will be checking into Lake George and Gina D. will check into Albany.
- j. Ideas for 2013 school discussed briefly: Have Bob Arnold be our plenary speaker, have a wine tasting before the Monday banquet; utilize the Corning Museum of Glass or the Rockwell Museum.
- k. Discussed briefly the idea to piggyback with the county clerk's conference.

Our next board meeting is Sunday and Monday Sept. 23-24, 2012. The meeting starts at 1:00 pm at:

Radisson Hotel Corning
125 Denison Parkway East
Corning NY 14830

A motion was made by Kathy W. for the meeting to adjourn at 11:25 am and 2nd by Eileen W. and all approved.

Meeting minutes taken by: Gina Doty, Secretary

Edits welcome

Side Note:

Attending the 2:00 pm Board Meeting on June 3, 2012 were:

Donna Mumbulo	Yvonne Deligato
Pam Brown	Eileen Weishen
Wendy McConkey	Kathy Walruth
Steve Geurds	Dan Karin
Cynthia Hicks	Gina Doty