

**New York Association of Local Government Records Officers Executive Board Meeting**  
**September 23-24, 2012**

*Radisson Hotel in Corning, New York*

The following board members/emeriti\* were present:

Dan Karin	Gina Doty
Donna Mumbulo	Yvonne Deligato
Peter Scheibner	Kathy Walruth
Pam Brown	Eileen Weishan
Michele Rowe	Steve Geurds
Jim Tammaro*	Geof Huth

Excused: Rick Cobello, Wendy McConkey

\*\*Action Item

The meeting was called to order at 2:20 pm by Donna M. on September 23. Donna welcomed from the City of Rochester, Michele Rowe to join our board as a member. At this time we have a few vacated seats and Michele is filling one of them. Donna also welcomed our emeriti member, Jim Tammaro.

1. Discussion about the 2012 Doubletree Hotel in Syracuse School Contract Expenses and Radisson Hotel in Corning Contract (Kathy W.)
  - The income for the school was \$13,000 and expenses for the school was around \$11,000.00 We had \$1000 “penalty hit” at the Doubletree Hotel in Syracuse due to having less rooms and food during the school. We had to meet the \$6,532.00 food and beverage quota. There was a \$140.00 charge for audio/visual fees at this hotel and the exhibit rooms were very expensive (over \$500). The total lost from the conference was around \$2,218.00
  - At the Corning Radisson Hotel we have some complimentary services, like \$2250.00 for some rooms and free audio/visual for rooms we use.
  - Here is more information about the Corning Radisson Hotel package:  
\$385.21 standard guest room single occupancy, queen bed or double/double with meal package for 2 nights, \$262.21 per person double occupancy  
Two day meal package is \$139.21 per person  
Single/double rate is \$123.00 plus tax  
Premium room is \$133 plus tax
2. Brainstormed the Events Sessions and Presenter(\*) or Person responsible for finding Presenter (Eileen W.)

**Monday- June 10, 2013**

9:00 am – 11:00 am: Plenary

11:00 am – Noon: Session A : Shared Services (\*Kathy W.)

Session B: Basics of Physical Archives (\*Yvonne D.)

Noon – 1:00 pm: Lunch

1:00 pm – 3:00 pm: Session A: Building Records Mgt. Support (Eileen W.)

Session B: Bidding/ RFP's (Donna to find local person)

3:00 pm – 4:00 pm: Session A: Disaster Mitigation (Dan K./ Cristine Silvestry)

Session B: Email and Records Mgt. (Michele)

### **Tuesday, June 11, 2013**

8:00 am – 11:00 am: Session A: Conducting Imaging “Archives” (Geof H./Suzanne)

Session B: Civility in the Workplace (\*Gina D.)

11:00 am – Noon: Session A: “Archives” continued (Geof H./Suzanne)

Session B: Alternate Funding (\*Jim T.)

Noon – 1:00 pm : Lunch

1:00 pm – 3:00 pm: Session A: Cloud Computing (Jim T.)

Session B: Records Retention Schedule (Eileen W.)

3:00 pm: Tour in Corning

#### 3. Miscellaneous Details on Who is doing What:

- Eileen will send ‘new’ board members what they need to do to handle their speaking topic.
- Pete will handle the work to have the vendors at the school and Dan will back him up. If anyone has an idea of a vendor to invite, please let Pete know.
- Jim T. will check on a local winery to come on Sunday night from 7:00 – 9:00 pm with appetizers for a President’s reception.
- Eileen will check on the tour.
- Donna will work on having the awards for past board members that have not received one yet.

#### 4. Banquet Discussion (Donna M.):

- Donna will invite all past NYALGRO presidents and board members to the banquet.
- We plan to have the archivist from Corning to speak about the flood of 1972 at the banquet and afterwards have people go to the hospitality room for assorted desserts and coffee with liqueur choices, and also have dessert wines from the region. We will serve dessert in this way instead of after the meal when people are very full.
- We cannot have alcoholic beverages in our hospitality room that we bring, but we can stock it with beverages and snacks to have when we socialize. A good networking location.
- Have music in the room during the cocktail hour before the supper is served.

#### 5. Where to have the School in 2014 Discussion:

- Gina gave out information on the Albany hotels that she contacted and gave Donna M. and Kathy W. the contract information. Geof likes the Hilton Garden Inn in Albany.
- Donna M. will check the Fort William Henry in Lake George again.
- Steve G. has some ideas for 2014 in Glens Falls area and will send Gina the information by email.
- In April 2013 the town clerks have a conference and Jim T. plans to promote the 2013 Corning NYALGRO School by dropping off information. He also said that the Western ARMA will put information about the Corning school in their newsletter and would appreciate the same from NYALGRO about their conference.

*The meeting resumed on September 24, 2012 at 8:50 am with everyone present.*

6. A motion was made by Dan K. and 2<sup>nd</sup> by Jim T. to approve the board meeting minutes of June 6, 2012.

**7. Treasurer Report (Kathy W.):** Our overall net worth is \$26,426.20

- At the Syracuse Doubletree Hotel 2012 school we lost around \$2218.82 due to not meeting food and beverage minimums, and also due to the meeting room and media expenses. We had to give three week before the school the numbers for attendance, meals, and such to the hotel, which is too far out in time to be accurate.
- Corning is our best draw for a conference attendance. The Radisson Hotel staff allows us leeway to adjust the rooms and food, which should help us be more accurate and not be penalized financially.
- \*\*Kathy W. will look at our conference only insurance and where we purchased it the last time. A professional liability policy may be a good choice.
- Today Kathy W. will be moving our checking account funds from M&T bank into Community Bank as discussed at the June 2012 meeting. As our CD's are ready to yield, we will be moving them to Community Bank also.
- The question was asked about the history of the CD's: Kathy W. explained that in the early years of NYALGRO a little cushion money was added to every conference attendee cost and vendor fees and the money went into savings, and later on Chuck Callari our treasurer put the money into CD's to earn interest. Starting at the Ithaca conference the money grew. The person that does our taxes felt we are doing alright.
- For the 2013 budget, Kathy W. is not looking at any major changes. She will send out to all board members by email the budget for 2013 for approval.
- A motion was made by Eileen W. to approve the treasurer's report and seconded by Steve G. and all approved.

**8. State Archives Update (Geof H.):** A brief update was given with little new information.

**9. Bylaws (Kathy W.):** The changes to our bylaws were approved at the June 2012 School, and at this time there are no changes to discuss. Gina D. will check to ensure the website has the newest copy and remedy if not the most current.

**10. Nominations and Elections ( Yvonne D.):** Donna M. will work with Yvonne since she is new at this position. Thanks Yvonne for volunteering to do this committee work.

- Donna M. sent all interested people from the June 2012 School our bylaws and other information shortly after the school. We have 5-6 people who are interested to be on our board.
- Very soon a document must be sent out to all members for nominations and elections for voting in December 2012 and the new board members take their post on January 1, 2013.

**11. Membership (Pam B.):** As of September 24<sup>th</sup> we have a total of 378 members and the breakdown is: 342 active members, 1 associate, 4 corporate, and 31 honorary exempt members in NYALGRO. From the 2012 school we gained 7 new members, but 30 members did not renew.

- The gmail account is up-to-date. All correspondence sent out is using this account.
- \*\*The NYALGRO brochure we have must be changed to reflect the new mailing address. The old address will be shut down December 31, 2012 due to Pam Brown no longer being our membership chair person.
- Yvonne D. plans to run for this board seat position for the January 2013-Dec 2014 term. Pam is giving Yvonne information to assist the organization in the transition.

**12. Website and Newsletter (Donna M.):** Wendy M. could not attend this retreat, but Donna will speak to her about the website staying updated. The work Wendy has accomplished so far on the website is greatly appreciated. Thanks Wendy.

- We discussed creating a list serve after the website and face book accounts are fine-tuned. We will discuss this with Wendy at our next board meeting. Talked about using “Linked in” because it is more professional.
- \*\*Donna wants our next newsletter to be out by October 15 with the election information inside, the tentative school schedule for 2013, which Eileen W. will send to Donna.
- Pete will give Donna all the corporate membership advertisements that he has so that the ad will be in the newsletter.
- Discussed locating all the past newsletters for the 2013 Corning school for the celebration. NY Archives is our depository for records and we need to check this location for old newsletters.

**13. Scholarships (we need a chair for this committee since Cindy Hicks has retired):**

Kathy W. discussed the need for a maximum number of scholarships a person can be awarded in a certain timeframe. Steve G. made a motion that a Steinback award applicant can only win a Steinbach award once every five years of winning and 2<sup>nd</sup> by Gina D. and all agreed.

**14. \*\*Board Member Seats:** Discussed that our bylaws do not state what action is to occur when a board member is absent from board meetings for so many occurrences. We discussed that our bylaws may need something added to address this. At the next meeting, we will discuss the language for this situation.

- The school has two board meetings (lunch business meeting and morning after school), and there are three more meetings during the year to plan the school event. Dan has the concern about the number of board members that are necessary to run the organization.
15. **\*\*Old Business:** The discussion to have a deputy position to assist the following committees: Membership, Treasurer, and Events VP so others are learning with the primary chair person. Gina D. brought up that most of the committees already have others assigned to them and the chair needs to make sure the others are included to learn from the experienced person. With key board member seats vacating, learning what this person has done is a concern to others. We will discuss this at our next meeting how to train others.
16. **\*\*New Business:** Kathy W. is working now to compile a written policy and procedures manual for our organization which will cover: mileage, travel, scholarships awarded, speaker payment, and much more. The document will be reviewed at our next meeting.
- If a speaker requests mileage, then we pay for that expense. The meal closest to their presentation is given free of charge to them.
  - Past Presidents of NYALGRO coming to the 2013 school are waived their registration and we pay for their meal or the banquet.
  - **\*\*Gina D.** shared information to members about the NYALGRO 25<sup>th</sup> anniversary clothing pin cost. Gina will send an email of the drawing of the pin to the board members to review. We'll discuss this more at the next meeting.
  - **\*\*Steve G.** discussed the idea of having our school at two popular locations and alternate them so people can budget. Kathy W. noted that this idea makes it easier on the board members planning the school. We need to review the past attendees information such as where they came from. This will be discussed at the next meeting.
  - Idea for our 2013 school business lunch to show information about the 2014 school location and hand out tourism brochures about the area to gain interest a year ahead.
17. Next Meeting: The location of the next meeting is in Albany. Friday, January 11, 2013 is the next meeting at 10:30am with a snow date of Friday, January 18, 2013 same time.

The meeting adjourned at noon.  
*Meeting minutes taken by:*  
*Gina Doty, NYALGRO Secretary*  
*Edits welcome*