

NYALGRO Executive Board Meeting Minutes

Liverpool, New York

January 11, 2013

Attendance:

Yvonne Deligato

Gina Doty

Eileen Weishan

Carol Davidson *

Kathy Montemarano*

Wendy McConkey

Michele Rowe

Donna Mumbulo

Jim Tammaro

Desiree Potvin*

Peter Scheibner

Rosemary Switzer*

Kathy Walruth

Dan Karin

President's Report (D. Mumbulo)

The meeting was called to order by President D. Mumbulo at 10:35am and she welcomed everyone, especially the new board members for the January 2013 – December 2014 term (*). Newsletter articles to help our membership are requested by D. Mumbulo also. Our membership pays \$30 annual dues and we want our newsletter to reflect more records management information in every issue.

Bob Dudley from Liverpool recently died and NYALGRO made a donation in his memory. He was supportive of this organization. D. Mumbulo plans to have something on our web site about Bob.

Rick Cobello, a board member, has resigned from this board this month due to an increase in work responsibilities due to new facilities. Peter Scheibner is being reappointed by D. Mumbulo to take over Rick's position. Rick would have run out the end of this year.

Secretary's Report (G. Doty)

A motion to accept the September 23-24, 2012 board meeting minutes was made by C. Davidson and 2nd by K. Walruth and all approved.

Treasurer's Report (K. Walruth)

Our net worth is \$22,787.42

All our CD's at M&T Bank in March 2013 will be transferred into Community Bank where we are now doing our banking business. Y. Deligato will send K. Walruth checks to deposit.

Two years from now, K. Walruth plans to depart this position as Treasurer.

E. Weishan made a motion to approve the report and Y. Deligato 2nd and all approved the Treasurer report.

State Archives Report

Geof Huth was not able to attend the meeting and D. Mumbulo will ask him for a written report and she will send it to us all.

Committee Reports: We discussed each committee and who should be on each one. G. Doty will send all board members an updated list.

Publicity/Newsletter Committee: (D. Mumbulo)

Newsletters: BOCES is using a template for the newsletter. D. Mumbulo needs someone to gather all the information for the newsletter. The cost per newsletter is \$198.00 per issue. It is sent out electronically by BOCES three times a year. Members that prefer a hard copy are mailed one. Most people want it electronically. R. Switzer and K. Muntemarano will each co-chair this responsibility with the assistance of D. Mumbulo and J. Tammaro will also help with this committee.

- a. Discussed the content for the newsletters so that members obtain more substance and have some learning tools. Have what conferences are forthcoming, what other grant programs are out there and success stories. We need to coordinate better with our newsletter and website to have vendor ads placed.
- b. We want short biographies from the new board members in the next newsletter with a photograph.
- c. The three issues are: Winter issue (deadline for article is February 15, 2013 and it is sent out early March. The Spring issue deadline is April 15 and sent out early May, and the Fall issue deadline for articles is September 15 and sent out late October or early November.

Web Site: The following information needs to be on our web site and use W. McConkey's mailing and email addresses: 2 scholarships will be awarded up to \$500 not including mileage/travel and the person can win this award once every five years.

J. Tammaro brought up the idea that using the social media for businesses for networking purposes called "Linked-In" may be better than using Facebook to reach out to others. Jim T. would appreciate receiving a description of the NYALGRO School to put onto Linked-In.

NYALGRO Brochure needs revised: Our brochure needs revised and could be used in near future conferences. The Association of Towns conference in Buffalo is the end of April. There is a booth and J. Tammaro, D. Karin, and D. Potvin will have NYALGRO materials there to hand out. About 100 copies of the revised brochure and the school information will be needed. We should have information about our scholarship programs and solicit names of deserving people to nominate for the awards program also. The Rochester Library Council is another place to market the June school. E. Weishan said she would make the revisions and send out the brochure electronically to all board members to print and distribute as they felt the need.

Bylaws Committee (K. Walruth.)

Discussed Article VI about a board member needs to attend a minimum of three board meetings a year to stay in good standing as a board member. There are five meetings per year. C. Davidson made a motion for the change to be in the bylaws on the minimum meetings to attend and D. Potvin 2nd and all approved. This change will be presented at the June 2013 school business meeting.

Budget and Finance (K. Walruth)

School Registration: Kathy W. would like the \$30 registration school fee to be waived and each attendee pays \$25.

Meals for board members: The reimbursement policy for board members attending a board meeting was discussed. The member is reimbursed for meals on the day of the board meeting with receipts with a maximum of: \$10 for breakfast, \$15 for lunch, \$20 for supper meal. A motion to accept the changes was made by Y. Deligato and 2nd by C. Davidson and all agreed.

School 2013 at the Radisson Hotel in Corning, NY

The vendor bingo will be changed due to the vendors giving out their own prizes. We will use the form with the vendor names on it with an area to sign, and the school attendee turns in the filled out form to qualify for a \$50 NYALGRO cash prize called “NYALGRO Vendor Outreach”. We will also continue the past practice of each board member bringing in an item from their area as a door prize.

P. Scheibner will chair the committee for the Vendors committee and D. Karin, W. McConkey, and M. Rowe will assist him at the school.

Board Meeting: The June 9, 2013 board meeting will start between 1:00 – 2:00 p.m. The exact time will be set later on.

Registration: Registration for the school attendees will be handled by C. Davidson and she will send the money to K. Walruth and also let D. Mumbulo know the names of those registering.

President’s Reception on June 9th: J. Tammaro spoke to two wineries without success. Donna plans to speak to the hotel about having a winery(s) present for this reception which also promotes the wine region we are in. K. Walruth let all know we have enough name tags and folders for the school. Our “give away gift” will be a wine glass and the history of NYALGRO. G. Doty made a comment that she likes using the NYALGRO calendar which was the 2012 gift and maybe the history could go into the back of the calendar. D. Mumbulo will check into this idea.

Robert Arnold our Guest Speaker: Since he is the founder of this organization D. Mumbulo wants all his costs for the school paid for by NYALGRO (meals, hotel and mileage). A motion was made by Y. Deligato and C. Davidson 2nd and all agreed.

Dessert Reception: D. Mumbulo will check with the hotel on the location for this reception which includes a coffee service and liquors that go with coffee. This will be held on Monday night after the banquet dinner.

Corning Museum of Glass: E. Weishan will speak to the museum about having someone from the museum speak at our Monday night banquet and also the details for a tour on Tuesday for the school attendees.

Speaker’s Biography and More: E. Weishan needs to know your speaker’s name, their short biography and summary of their workshop for the school no later than February 15. Please email her with your information and also let her know if the speaker requires media equipment. If you can bring your own lap top computer for the speaker to use, please do so.

Cost of Corning school: K. Walruth spoke about the cost so far at the Radisson Hotel which is \$150 for 2 day meals/breaks and \$400 for 2 night stays with meals/breaks (\$285 per person with 2 people occupying room).

Vendor Details: P. Scheibner will ask again for corporate logos to advertise the vendors in our newsletter. He brought up the idea about asking a vendor to pay for the wine tasting or for the dessert reception. The cost for the vendor to attend the school for two days is \$300. The corporate member rate would be \$500. Each vendor receives a maximum of two lunch tickets at the school. They would receive free advertisements in our newsletter.

New Business: School 2014

We discussed having the school in the Albany area. G. Doty checked on some of the hotels already and the Desmond Hotel is too expensive. The Marriott Hotel in Albany has fees of \$387 and a double is \$267, but the vendor room is \$575 a day. A bit expensive. The Holiday Inn on

Wolf Rd has \$375 single and \$270 per person for double, but vendor room would cost \$35 per hour for security rate, because no room locks up. The Hilton Garden Inn has \$437 per person for 2 days including meals. The Fort William Henry in Lake George is a place D. Mumbulo has not yet checked out, but will call them. The hotel has called her with an interest to have us. G. Doty will check into the Holiday Inn in Lake George which has a dinner theatre. She will continue to check into hotels in the Glens Falls and Queensbury areas and give a report at the April 12th meeting.

Donation Request for Southern Tier West: E. Weishan has managed a local government conference for 20 years and about 500 people attend. She is requesting NYALGRO funds for a refreshment break. K. Walruth made the motion to approve \$100 and G. Doty 2nd and all approved this funding. K. Walruth wants to thank NYALGRO for the \$100 donation for the RAC.

A motion to adjourn was made by K. Walruth at 2:20 p.m. and 2nd by D. Potvin and all approved.

Our next meeting is Friday, April 12, 2013 at the Radisson Hotel in Corning, New York. The snow date is Monday April 15, 2013.

*Meeting minutes taken by Gina Doty, Secretary
Edits welcome*