

**NYALGRO Executive Board Meeting Minutes**

Corning, New York  
April 12, 2013

*Present:* Donna Mumbulo                      Kathy Walruth                      Yvonne Deligato  
                 Eileen Weishan                      Kathy Montemarano                      Wendy McConkey  
                 Jim Tammaro                      Desiree Potvin                      Peter Scheibner  
                 Rosemary Switzer                      Dan Karin  
*Absent:* Gina Doty, Carol Davidson, and Michele Rowe

**I. Call to Order**

President Donna M. called the meeting to order at 10:30 a.m.

**II. Secretary's Report**

Motion by Eileen W., seconded by Kathy W., to accept the minutes of the Executive Board meeting held January 11, 2013. All voted to approve said motion.

**III. Treasurer's Report**

Kathy W. reported our net worth is \$30,288.11. She does not feel it is necessary to do a budget since we never know what we are going to get as there are a lot of unknown expenses. The board members agreed. Jim T. stated he has concerns about carrying such a high net worth and Donna said it will reduce since we eliminated the registration fee and we are covering the full cost of some guests since it is an anniversary year. After the conference, we can determine what money is left and it can be discussed again. Jim T. suggested doing something to promote the field with the fund balance. Dan K. added that several years ago we were concerned about our financial health so to have a cushion is nice. Jim T. agreed. Kathy W. added that we lost money due to low attendance at the conference last year. Donna M. added that the mailing of the conference packets went out First Class mail to avoid delivery problems that have occurred in the past by using bulk mail. Motion by Peter S., seconded by Dan K., to approve the report as presented. All voted to approve said motion.

**IV. State Archives Report**

Geoff Huth from New York State Archives was unable to attend and there is no official report.

**V. Committee Meetings**

At this time a ½ hour break was held at the suggestion of Donna M. for committees to meet and discuss their issues.

**VI. Committee Reports**

**a. Budget and Finance**

Donna M. noted this was already discussed during the Treasurer's report.

**b. Bylaws**

Kathy W. stated there was no update.

### **c. Education and Training**

Eileen W. stated this will be discussed later in the agenda.

### **d. Nominations and Elections**

Donna M. asked that the website be updated to include the correct names of the Board members (it was noted the website is updated but the old web address is still floating around cyberspace) and to include the terms of each individual. A complete list of term expirations will be given to committee members. It is believed that Donna M., Kathy W, Eileen W., Peter S., Wendy M., Michele R. and Gina D. all have terms that expire December 31, 2013 and the rest expire December 31, 2014. Jim T. will write an article for the next newsletter looking for volunteers to serve and a flyer will also be put in the conference packets.

### **e. Membership**

Yvonne D. stated we have a total of 306 members that have renewed, 56 have not and five vendors have renewed. There are a handful of new members that have joined and some are replacements for previous members. She spoke to Wendy M. about someone that wanted to join, but there was an issue on the website which Wendy M. has fixed. Desiree P. is going to the NYS Town Clerk's conference to help drum up membership with Dan K. and Jim T. Yvonne D. and Desiree P. suggested creating a membership listing that would be by county and can be sent to all paying members. All agreed this was a good idea and it is planned for 2014. To clarify the vendor membership, if they are members they can purchase a space at the conference for \$250, if not, \$300. They also get a corporate ad in the newsletter.

### **f. Publicity**

Donna M. spoke with Rosemary S. and Kathy M. about the newsletter and they will be urging board members for articles. Jim T. will look into other social media outlets to increase our publicity. He also noted that Desiree P. wrote a nice article that was printed in the NYS Town Clerk's newsletter.

### **g. Scholarships and Awards**

Donna M. noted there is one application that has been received for a scholarship and one nomination for the Guy Paquin award, which is Elizabeth Larkin, the Cortland County Clerk. It was noted that Elizabeth is very active in legislative pursuits and keeps people aware of legislative issues that affect our role as record management officers. Jim T. noted Tom Clingan, the Albany County Clerk, has been very successful in records management, and Peter agreed. Jim T. will put something together for the Wheeler Melius award. Donna M. said she is preparing a nomination for the Robert Arnold Award. Dan K. asked if we have too many awards and the board said no. Donna M. noted the Paquin award is not given out every year as it is based on legislative actions. However, since this is an anniversary year, she feels it would be nice to give every award out. There are two scholarships and all members that are eligible must be paid by April 15. Donna then noted that past/exiting board members have not been acknowledged for some time. This is something that needs to be done. Desiree P. will make the arrangements to get plaques for the three award winners when decided. Kathy W. will get the clocks for the past board members.

#### **h. Technology and Website.**

Wendy M. thinks the website is up-to-date and she will check to see if the board members names are current also. Donna M. complimented Wendy M. on doing a great job with the web site.

#### **i. Accommodations**

Kathy W. stated everyone should have received their registration packets. Conference room reservations go directly to the hotel and school registration goes to Carol D. Kathy W. is recommending the Holiday Inn Resort in Lake George for 2014 (see [www.lakegeorgeturf.com](http://www.lakegeorgeturf.com)), which will be June 8-11, 2014. Donna M. stated they gave us awesome prices and it is a beautiful facility. Kathy W. said she did look at other places, but this seems to be the best. The retreat will be September 29-30, 2013 at this location.

#### **j. Legislative**

No update was given.

### **VII. Old Business**

#### **a. School**

Eileen W. has printed out the schedule and will send it out again. At the banquet we will have a speaker from the Corning Museum of Glass and she has confirmed our tour; but they need a head count. She has bios from all speakers. She will not be at the school until maybe Monday morning. She has a list of everything that we need to do on Sunday, June 9.

- Eileen W. will check to see if Carol D. can create the name tags, attendance certificates, and attendance lists.
- We usually have a hotel map or some description so we know where the classes are located. Donna M. will speak to the hotel to get something finalized on where classes are held.
- Eileen W. will also be putting a contact list with board members information in the packets, which will contain office phone number and contact. She would like a list of award winners as well. Wendy M. will provide that for the packets.
- We also will have a program survey and hotel survey in the packet, but they need to be rearranged and printed.
- Session sign-in sheets will be ready, but they need to be printed.
- Donna will check to see if the hotel will do room signs, otherwise someone will need to do that.
- A sign-up sheet will be at the registration desk for the museum tour and it was suggested to have something that can be distributed about the Corning area. Eileen W. will see if Gina D. can print out a lot of these items and Wendy M. offered as well.
- Each of the board members are to bring a basket, or items for a basket, from the region they come from that is a giveaway at the luncheon on the last day of the conference.
- Donna M. brought a specially engraved wine glass that is our favor gift this year for everyone attending the school.
- On Sunday, June 9<sup>th</sup>, the board members need to arrive at the hotel ready to work in creating the packets at 2:00 pm. A sign-up list to work at the registration desk will also need to be attended to.

- Donna M. noted that Eileen W. is retiring, so this is the last school she will be planning for us.
- Peter S. noted only two vendors have signed up so far, but more vendors will sign-up the closer we get to June. The vendor room can accommodate 15-20 vendors. He is asking all board members to contact their suppliers to see if they want a booth. He then asked who would be making up the vendor certificates. Wendy M. stated that Chuck Callari sent them to her and she brought them in the past. Eileen W. stated she can do a template and send it to Peter S.
- A reminder was made that we are not doing a vendor bingo since vendors give away their own prizes. However, we will be giving away a \$50 check instead and attendees will still need to have their vendor form signed by all vendors to qualify.

#### **b. Other**

Jim T. noted that Dan K., Desiree P. and he have a free booth at the NYS Town Clerk's conference. The hope is to increase membership and school registration for NYALGRO. We will also be soliciting vendors to participate.

Donna M. noted that individuals are needed to run for President, Treasurer, Secretary and VP of Membership. Anyone interested should contact the Nomination/Elections committee. Board seats are available as well.

### **VIII. New Business**

#### **a. 2015 School**

Several suggestions were made. Kathy W. will look into Ithaca, Lake Placid and Oneonta. Donna M. noted Eileen W. is retired, but has still been doing a lot for the Association. The board decided to pay for the cost of Eileen's banquet to thank her. (*NOTE – It was discussed via email after the meeting to pay for all of Eileen's conference costs.*)

### **IX. Correspondence**

None

### **X. Next Meetings Dates**

We will meet at 2:00 p.m. on Sunday, June 9<sup>th</sup> to put conference materials together and the morning of Wednesday, June 12<sup>th</sup> to review how the conference went.

### **XI. Adjournment**

Motion was offered by Pete S., seconded by Dan K., to adjourn the meeting at 2:00 p.m. All voted to approve said motion.

*Respectfully submitted,  
Desiree Potvin, on behalf of Secretary Gina Doty*