

## NYALGRO BOARD MEETING WED/JUNE 12, 2013

### *Attendance:*

Donna Mumbulo  
Carol Davidson  
Yvonne Deligato  
Rosemary Switzer

Gina Doty  
Desiree Potvin  
Wendy McConkey  
Jim Tamaro

Kathy Walruth  
Pete Scheibner  
Kathy Montemarano

1. President Donna Mumbulo called the meeting to order at 8:10 a.m. and welcomed new board members after the school had finished the day prior.
2. Secretary's Report from April 2013: The board members reviewed the meeting minutes and Carol D. made a motion to accept and Kathy W. 2<sup>nd</sup> the motion and all approved.
3. Treasurer's Report: Kathy W. handed out all the different financial reports to all board members. Our net worth is \$29,750.00
  - a. The CD from the M&T Bank was moved into the Community Bank so that we did not have all our investments in one basket, though the rates are similar now. Working with Community Bank has been a better experience too compared to M&T Bank.
  - b. Kathy explained a few things on the report: we had a need for liability insurance which is \$425, copy/printing costs went up a little, legal & accounting fees will be paid for soon. There was \$500 deposit into the Corning Radisson Hotel in the miscellaneous column. Gifts increased slightly this year due to it being an anniversary school. The costs for the conference will be tallied after the conference is over. Checks she received from Yvonne and Pete has not deposited yet.
  - c. Kathy is working to fine-tune the categories of the Quickin software since she is learning more about using it.
  - d. Yvonne made a motion to approve the treasurer's report and Pete 2<sup>nd</sup> and all approved.
  - e. Gina commented to the board that she felt that Kathy is doing a great job with our finances by taking on this role as our treasurer.
4. State Archives report: At this time there is no report.
5. Committee reports:
  - a. **Bylaws**: The bylaw changes were passed at the business meeting at this school. The change concerns how many board meetings a board member must attend per year to stay in good standing as a board member. Gina will ensure the updated bylaws are given to Wendy to go onto our web site.
  - b. **Nomination and Elections (Kathy W.)**: She has to remove herself due to a conflict of interest. This committee needs to send out nomination information to the members in September to advertise the board seats available. The ballots should be returned in Nov and the term of office is 2 years per open seat. Kathy M. volunteered to handle this chair

position and Rosemary and Desiree will assist her. Kathy W. will explain to her the details of what needs to happen and she also has the documentation to use.

- c. **VP for Events:** Donna discussed with everyone, since VP for Events, Eileen Weishan, has retired recently and will not continue in the VP position, is it necessary to have this position on our board? We all discussed this topic and reviewed the bylaws and feel that all the roles that this position performed can be done by several of the board members. The VP for Events is also the chair of the Education Committee, and having these two roles is redundant in the functions performed. A motion was made by Carol and 2<sup>nd</sup> by Desiree that we will discuss this topic further at the September 2013 board retreat meeting in Lake George and take a vote on eliminating the VP for Events position as a voted board seat and the VP of Membership will be the Vice President.

d. **Membership (Yvonne):** She let us know that we have 358 regular members, 5 vendors, 31 honorary members and no associates. Also 46 did not renew their membership this year.

\* Discussed when a "membership" is paid for by the person or their organization. Applying for the scholarship for their deputy to attend was an example that Donna talked about. Yvonne gets few personal checks, mostly government checks. It can make a difference when dealing with a scholarship. We need a way to distinguish if it's an organization or a person.

\* We want to distinguish between the organization or the person when they buy a membership. The membership is per person. We may want to look at new language concerning membership.

\* In September we will discuss how many new members we obtained from the school.

\* Donna would like to know: how many new members from the school and other stats to discuss how we are doing.

\* Directory: Desiree would like to know if she should still do it. Desiree was working on putting the membership information together all in one place for all the members to use. We discussed getting "permission" to put this on the membership application with a yes or no about their information being public in a document.

6.) **Publicity (Rosemary):** She let us know that our next newsletter has a deadline of September 15<sup>th</sup> for articles. Send your articles to Rosemary or Kathy M.

\* If you have any great ideas, let them know. Get updated information to Wendy for the web site.

\* Jim will set up a *Linked In* site, similar to Facebook, and Jim will manage this for us. If you want something on this, let Jim know. We may get new vendors and other things. Jim will take ownership of this.

\* Send your photos to Rose, Kathy, Jim, and Wendy for newsletters, the web site and for the *Linked in* site.

\* Gina will get me a complete copy of the original newsletters from Donna and Pete to have them together with other documents.

\* Need to obtain an interview with Jill Hagman-Clark (an award winner) and other people about the school. Get quotes from scholarship winners and put into newsletter. Wendy will contact some people to get quotes. Wendy will send information to Rose and Kathy M.

\* Kathy W. will write a short article for the newsletter and have some information on how much to budget for the 2014 school.

7) **Scholarship (Wendy):** She will discuss how many to award for the school and will discuss the money later.

8) **Technology (Wendy):** Discussed photos for the web site's front page and discussed whether to have the minutes of the business lunch on the web site.

9) **Accommodations (Donna):** Just an observation that the Radisson Hotel we are at worked out well and the staff were superb. The food prices were very high for all the meals. The a la carte food choices cost even more. Many people left and did not eat lunch with us.

**School Review:** All board members read the school surveys to discuss.

a. We discussed that as a board member you need to be at all the events and meals representing the board. You do not have to be at the event the entire time.

b. Making people feel welcome is important.

c. We discussed distinguishing a different name tag to show: board members, new member.

d. We discussed how we have done with scholarship winners to encourage their returning to future schools and/or get involved more in the organization.

e. Jim will get a list of emails and send thank you's to the people that attended the conference with the new June 2014 dates and remind them to look at the web page often for updates.

f. Discussed comments for Wendy to use from the surveys on our web site: one example: "This far surpassed my expectation. I will sing praises of this learning session"

g. Talked about the Town Clerks Association conference: Jim, Dan and Desiree attended to give out information about NYALGRO. This was successful to market our school.

h. Investigate NY Conference of Mayors: It is always in September at the Gideon Putnam Hotel to help us get more members to join us. Desiree will send Carol the article that Carol can use with the fire districts.

i. County clerks: There are 55 of them, and some of them are not the RMO and we'd need to ask the clerks to give our information to the RMO to entice them to attend our school. The conference is in April 2014.

j. Wendy will compile the survey data for the newsletter and retreat.

k. Dessert bar: Our wine glasses were also used as thank you gifts for all the vendors, the presenters, and others.

l. We discussed how to improve our process when we all first meet on Sunday afternoon to start the school with name tags, packets and more.

m. June 8-11, 2014 in Lake George at the Holiday Inn is our next school location. We discussed all the information for the packet content goes to one person. We encountered at this school confusion and multiple documents being made.

#### **2014 School:**

a. The Lake George Holiday Inn contract has not been received yet to Kathy W and Donna M

b. Gina will check into dinner boat trip idea for Monday night banquet.

c. Estimated pricing now: 1 king or 2 queen beds single occupancy is \$335 and double \$245 per person, 3 nights Sun-Tues single occupancy is \$435 and double is \$300 per person.

d. Kathy W. will ask about: the government rate, individual food costs, Saturday night charges, one day package cost, and the cost for a one-day package.

- e. Jim will find out more about having a SAA (Society of American Archivists) workshop at our school.
- f. We briefly discussed taking a Lake George boat ride while at the retreat. In the past, a vendor sponsored the boat ride and supper at the school. Maybe we could get a discount in September if we went on a boat ride to check it out for our school. Just an idea.
- g. We want to see if local businesses may want to come to our 2014 school. We need to investigate what businesses are local to Lake George and Albany area. There is a concern that since the state grants are declining this is impacting the vendors to not attend conferences.

**2015 Conference:** Where to go is the discussion. Kathy W. is checking into these ideas: Oneonta, Ithaca, and Lake Placid. She asked them send their costs by mid September. Kathy W. has a RFP developed to use on details to ask the hotel. The Holiday Inn in Ithaca wants us to come. The hotel is being renovated.

Other ideas discussed:

- a. Having one location and every other year moving out, just a thought.
- b. The Radisson Hotel in Corning would like us to keep coming since they know us.
- c. Some people attending the school would like to have two full days for the school.
- d. Focus on Town Clerks and fire districts. Maybe have a repeat session on the 2nd day in the afternoon, or have one large session on the 2nd day in the afternoon. Some people want to attend the two sessions being offered only once during the school.
- e. Registration for 2014 school: we'll discuss more at retreat.

**Miscellaneous:**

Correspondence: Eileen gave the board members a thank you note.

\*Tom Klingen needs our support to work with the New York state legislature so that grant monies are awarded and in a timely manner. We discussed the issues and three executive board members, Pete, Jim and Donna, will form a committee to work on this with Tom. The name of the committee is the "Legislative Committee".

\*The retreat to discuss the 2014 school is on Sunday/Monday September 29-30, 2013 starting at 1:00 p.m. at the Lake George Holiday Inn.

Yvonne made a motion to adjourn and Desiree 2<sup>nd</sup> and all approved at 11:45 a.m.

*Meeting Minutes written by Gina Doty, Secretary  
Edits welcome*