

NYALGRO Board Retreat Meeting Minutes September 29-30, 2013

Holiday Inn Hotel in Lake George

Attendance:

Kathy Walruth	Pete Scheibner	Wendy McConkey
Donna Mumbulo	Geof Huth	Gina Doty
Dan Karin	Rosemary Switzer	Carol Davidson
Yvonne Deligato	Desiree Potvin	Jim Tammaro
Kathy Montemarano		

Excused: Michele Rowe

The meeting was called to order at 1:05 pm

1. June 12, 2013 meeting minutes: A motion to approve the June 12, 2013 board meeting minutes was made by Kathy W. and 2nd by Carol; all approved.

2. Treasurer's Report (Kathy W.):

Our net worth as of September 23, 2013 is \$25,230.63. We experienced a loss of \$493.00 at the Corning conference. Our largest expense was around \$1357.00 for the wine reception. We took in from our vendors \$3000.00 and the hotel did not charge us for their tables. With this being our 25th anniversary year, we did very well overall; three scholarships were funded along with conference packages for Ray LaFever and Eileen Weishen. \$900.00 was received from 30 new members. Jim made a motion to approve the report and 2nd by Carol: all approved.

3. NY Archives Report (Geof): There have not been any new hires in a very longtime, but a recent hire will occur in the conservation area.

-- A few members gave Geof their thank yous for their RAO's hard work in their region.

-- A recent 'longitudinal survey' for only local governments was performed so programs can be assessed in different areas. The survey was over 100 questions, and the results show areas that are weak/strong and the need to focus more training in weak areas. The survey showed that electronic records are the biggest record's weakness and this includes archival.

-- This past week Geof went to Green County about a digitizing map project.

-- Travel for New York Archives is much more restricted than it used to be. Recently \$500 can be approved for travel, though the rules have not changed.

--Using webinars more than they used to, due to a decline in the number of class attendance.

-- Brand new imaging guidelines are forthcoming that are wonderful.

-- LRAC meeting: demonstration

-- People have more challenges dealing with electronic records, so there is more focus on electronic records. Archives are starting a "demonstration grant" (a fairly significant grant).

First is an ECM system, and what you have to know to get it started. A model is to be created to share with others (policy/procedures, how to put it through and more). The 2nd type of project this year is an ECMS for archival records. Handling electronic born records and how to make them accessible to people is the focus. The monies available for these projects are: up to \$100,000 to plan for your project (interview people, hire a consultant to figure out the problem you want to solve, the governance of the system and more and the following year have a grant to implement the project and they can be huge up to \$500,000. Tompkins County is now working

with other local governments to create an environment of electronic records and their cost was \$600,000 to start up. Geof feels this county will be the shining star in this. Shared services are "big" where small towns work together with their records. They have a strong records management team and work closely with IT which has been a huge plus.

If they did not choose this solution, they would have spent \$6 million for a new paper storage location.

NY Archives has set aside \$1 million for this project and if it is not spent it will go into the grant program.

-- Upcoming New York event: April 24-26, 2014 is the Mid Atlantic Archival Records Conference in Rochester, NY

Committee Reports:

1. Budget and Finance (Kathy W.). updated above

2. Bylaws (Kathy W.) : no update.

3. Education and Training: will work on later when we do the school details.

4. Nominations and Elections (Rosemary): So far she has 3 biographies from existing board members (Wendy, Gina, Kathy W). Dan will be retiring and will not run for office at this time. Kathy W. would like to continue as the treasurer.

-- Jim made a suggestion to find out who obtained the grants and ask them if they would be interested in being involved on our board. We could target those individuals and find out if they want to do this type of work.

-- Suggestion to bring up to the membership whether the bylaws could be altered to state you have experience so many years working in this field. Could be a way to have more people involved on the board.

-- Jim brought up the idea of changing the name of NYALGRO to remove 'local' so that more colleges/universities attend.

-- Yvonne brought up the idea of the SUNY RMO's October 24th meeting to know about this group. Also the idea of forming an Advisory Group of SUNY RMO's.

-- Having 2 VPs needs to be reviewed and would affect our bylaws. The VP membership works in the absence of the President. The VP of Events contacts meeting locations, discusses our school requirements and class space and more. Right now we have split up the duties of this particular VP duties to get the school moving forward. Further discussion at the January 2014 board meeting.

--Jim made the motion to allow Kathy W. to reword of the VP of Events and 2nd by Carol; all agreed.

--We need to revisit the definition of what each committee's responsibilities are at our next board meeting (per Donna).

--Send out an email to all members to solicit nominations for the forthcoming elections.

Rosemary and Desiree will work on this.

--We are seeking someone to mentor Kathy W. in her Treasurer position.

5. Newsletter (Rosemary): So far we have five to six articles and three vendors advertised in the forthcoming fall issue.

--A separate mailing will go out for the elections/voting this fall. Nominations/seats expired in December 2013 are: Donna, Gina, Kathy W., Wendy, and Pete. Next December 2014 are: Yvonne, Kathy M., Rosemary, Desiree, Carol, and Michele.

--Desiree will create an entire email listing of members and share with all. We also discussed creating a list serve. Wendy said she can do that and Yvonne will give Wendy the information.

6. Membership (Yvonne): The membership form has been revised recently. We have 409 regular members and 49 new and from that 31 were from the conference. We have 8 corporate vendors. The new form has the question: can we use the information in a directory, yes or no.
-- Discussed the issue where the organization paid the NYALGRO membership and can anyone attend our functions. If a personal check is used for membership dues, then it covers that person, but an organization that pays the dues, then anyone from that organization can use the membership. Each person attending from an organization must be a member.

7. Publicity (Rosemary and Kathy M.): If you have photos from the conference send to Rosemary or Kathy M. or Wendy. Send photos to Rosemary that should go onto face book. A newsletter is forthcoming to go out, so send Rosemary your articles for any future newsletter.

8. Scholarships (Wendy): At this time no updates.

9. Technology and the Website (Wendy): There is a pending fee for the "network" where our website resides and Donna keeps getting emails. Donna knows we paid for this in advance (Network Solutions). Wendy will check on this and make sure our web site is not shut down.
--Ads for the sponsorship, need Biels and ASR.
--Yvonne is rechecking on the corporates to see who paid what and ensuring those that paid the higher amount get their ads/sponsorship on our web site.

10. Accommodations (Donna and Kathy W.): The June 2014 school will be at Lake George at the Holiday Inn and our contact person is Mandy. At this school we will have a \$30 registration fee.

-- The conference rooms seem smaller than we may need.

-- There is no contract signed yet.

--Fort William Henry Hotel is not getting back with us.

--During our June 8-11, 2014 school, there are no rooms *here* at the Holiday Inn the Saturday night prior on June 7th. With prior knowledge, Mandy has other local hotels to accommodate us for this one night.

-- Prices for nights: 2 nights single rate \$335 and double rate \$245

3 nights single rate \$435 and double rate \$300

--We will view the conference rooms and bedrooms/suites tomorrow morning.

11. Legislative Activities (Jim): Jim has worked with Tom Clingan along with Pete and Donna to push to get the awards for grant funds announced. Some NYALGRO people spoke to some legislative people to push government officials to get this going. Tom Clingan was instrumental in these efforts as well.

--A great new relationship NYALGRO has established with Tom Clingan and other government officials.

--Geof mentioned that \$750,000 has to be budgeted for money to be swept away in March 2014.

Continued 2014 School Discussion:

- a. Wendy will put classes on the web, Desiree will let the clerks know about this, Carol will let the fire departments know, and Rosemary will put in newsletter the classes for 2014 . Before the January 10, 2014 board meeting, we need all the speakers for the 2014 school confirmed. Carol volunteered to create all the packet information and have it printed and ready before Sunday when we meet for the school's registration. Having one person handle this may be easier than putting it together on this Sunday afternoon. Wendy will handle the giveaways and flash drives are our first choice.
- b. Discussed dinner boat cruise that Gina researched and shared the information with group. Jim discussed that we could put a section "on your own" and put the information there for people to use. Asking how we could have the boat for ourselves. Maybe a vendor may pay for it. General Code sponsored the one in Rochester. The Morgan and the Defiance are other boat cruise companies to check. Gina will send Pete the information.
- c. The President's Reception is on Sunday, June 8, 2014 at 6:00 pm. Desiree will look into what would be fun to do and let us have some pricing estimates. She has a friend that does murder mystery dinner theatre activities. Another idea she will look into is a Scavenger Hunt idea. All board members need to send Desiree 2-3 facts about yourself and whomever gets all the answers will win a prize. Have this ongoing throughout the school and on Tuesday you turn in your booklet of answers and a winner is chosen.
- c. 2014 Scholarships: We will see how many applicants we receive to maximize it to 3 people. We need to have in our newsletter response information about the Corning school from recent award winners.
- d. 2015 any ideas: The Holiday Inn in Ithaca is being remodeled and Lake Placid contact has not called back. Desiree will check into a Sullivan Hotel using the RFP that Kathy W. will send her.
- e. For the business lunch at the 2014 school we will welcome our vendors and announce the scholarship winners too. We also discussed whether to have a speaker. We could look into the Adirondack museum speaker from Blue Mountain Lake Museum, or have a speaker from the Town/Village of Lake George talk about the area.
- f. We received a tour from the Holiday Inn Conference managers, Mandy and Karen on Tuesday morning for thirty minutes. These women handle the food choices and vendor set-ups. Each side of the large rooms can accommodate 60 people maximum for a session when the room is split. There is no problem using their audio/visual equipment. Each side of the room north and south ends have a pull down screen and there is sound proofing and we can tap into their speaker system. Make sure in our welcome packet information on where the "hospitality room" is located so people can

network with one another. Jim and Pete will purchase the snacks and beverages for this room.

- g. The food for the 2014 school was discussed: President's Welcome at 6:00 pm on Sunday with appetizers and cash bar and possibly using a hotel suite (Hospitality space) for this event. For the Monday and Tuesday Breakfasts a buffet. A buffet lunch Monday which includes a salad and Italian food choices. For the lunch on Tuesday a Caesar salad and a sandwich spread buffet. For the Monday supper: buffet or sit down: New York strip steak , London broil, chicken piccata, Chicken cordon bleu, Vegetable lasagna, pasta primavera, potato, rice, mashed potatoes, baked potatoes, freshly steamed vegetables, chef's choice dessert, and hot beverages. We also discussed special dietary needs on choice. Desiree will check the prices for a cocktail hour before the Monday night banquet supper starts and see if the vendors could help pay for the cocktail hour. Kathy W. will send Gina the individual meal prices and also check on adding a fish dish choice for the Monday banquet too.
- h. Overall the approximate cost for the three nights is under \$500.00 Some people need to budget this amount months ahead of time, so this information is useful. Another suggestion to help with the vendor lunches is to color code them to avoid confusion. Kathy M. volunteered to handle the registration of the people attending the school. Yvonne will work with her to see who is a member and nonmember and lastly Yvonne will send out with memberships a "save the date" for the 2014 school.

14. Our Next Meeting is Friday Jan. 10, 2014 and a rain date is Friday, Jan. 17, 2014 at the Country Inn Suites hotel in Cortland, which is across the street from SUNY Cortland campus. Yvonne will call the hotel and set up the arrangements for the meeting and such.

The meeting adjourned at 9:55 a.m.

Meeting minutes by Gina Doty, Secretary
Edits welcome