

NYALGRO Executive Board Meeting Minutes on January 10, 2014

Country Inn and Suites Hotel in Cortland, NY

Attendance:

Kathy Walruth	Pete Scheibner	Wendy McConkey
Donna Mumbulo	Gina Doty	Michele Rowe
Rosemary Switzer	Jim Tamaro	Kathy Montemarano
Yvonne Deligato	Desiree Potvin	

1. **The meeting was called to order** at 10:30 a.m. by President Donna Mumbulo. There are no new board members for this year. Desiree P. has been voted in as the new Vice President of Events position, so we have an opening on the board. Dan Karin has recently retired and no longer on our board, and we wish him well in his future endeavors.
2. **Retreat Sept 29-30, 2013 meeting minutes:** Desiree P. made a motion to accept and Pete S. 2nd and all approved.
3. **Treasurer's Report (Kathy Walruth.):** On December 31, 2013 the overall total is \$23,337.01. What has gone up quite a bit is postage. For some reason honorary members are not getting newsletters electronically though their emails are correct. This topic has been worked aggressively to resolve and it's a problem that we have not been able to resolve. Getting a first class mailing is the right way to handle some of our mailing still. Good job handling the financial reports Kathy. A motion made by Yvonne D. to accept the financial report and 2nd by Rosemary S. and all approved.
 - a. Kathy W. will check to see if we need more NYALGRO folders. She'll order them if needed. We also discussed if a simpler blue folder would be less expensive. Donna M. will check where the BOCES has hers printed. We have enough name tag holders. Kathy W. will pay \$420 for the liability insurance due in February and she has things ready for our tax accountant to handle our finances.
 - b. The website Network Solutions, was paid \$411.00 and covers services for the next three years. The website itself, we pay for a domain name every five years for \$179. Past board members, Rick Cobello and Charles Callari, set up the new website. We prefer to not have a reoccurring use of our credit card, and we get billed in some way for these charges.
4. **Bylaws (Kathy Walruth.):** Kathy W. suggests that there is a change in the wording of Vice President of Events and Vice President of Membership on how to word these in the bylaws if we decide to delete these positions in the bylaws. Just have a President, Treasurer, Vice President, Secretary, Membership Committee and so forth. Jim T. will send Kathy W. information for the ARMA that he has to assist her. Whatever changes we all decide on, make sure they are in the folders at the June 2014 business lunch meeting. Yvonne's term of office for membership is up December 2014 and she is willing to mentor someone else in this position.

During this first year as the President, Donna M. will mentor Desiree P. and then Desiree P. plans to run for the President position.

5. **Nominations and Elections (Rosemary Switzer.):** Rosemary took care of this and we received around 32 response votes for the election. We need to start to obtain more members to get involved in our organization. One idea is to contact the people who were awarded grants to gain interest. Desiree P. volunteered to work on this. The New York Archives web page by county will show this information also.
 - a. We discussed the fact that current board members will not be running for re-election due to retirements. A future change on the board is that Carol D. will mentor for the Treasurer's position to perform these duties later on. Even if someone that is a member shows an interest to 'help' with executive board duties, we welcome that assistance even if the person has little interest to be a board member.
 - b. Wendy M. has volunteered to handle the responsibilities of the Nominations and Election committee for the next election in 2014. A person that plans to run for a board seat cannot perform this work.
6. **Discussion about NYALGRO to market ourselves at the Town Clerk's Conference:** There was a discussion about the conference held in April this year in Saratoga Springs and having a NYALGRO table with brochures to solicit membership to our organization. Donna M. and Kathy W. plan to attend and spend a night to market our organization.
7. **Membership report (Yvonne D.):** We have 135 regular members and 3 vendors as of today. Yvonne is still getting memberships with Pam Brown's name and address for some reason. A reminder in the newsletter would be helpful. Most of the people answered 'yes' to have their contact information in a directory.
8. **Publicity report (Kathy M.):** Twice she sent out to old and new emails the newsletters and she is not having a huge success that members are getting the newsletters electronically. We need to make sure our honorary members are receiving the newsletters since we don't have many numbers.
 - a. February 15th is the deadline for newsletter articles to be sent to Kathy M. and/or Rosemary S. Jim T. will write an article for the next newsletter about imaging guideline changes. This issue will also have information about our scholarship and awards programs also.
 - b. Wendy M. volunteered to update the NYALGRO brochure that Gina revised 2-3 years ago.
9. **Vendors report (Pete S.):** The vendor form is on the web page to participate at the June 2014 school. Pete is hoping for 12 vendors for the June school.
10. **Scholarship:** Put this information in the February newsletter. This is already on the website. Start thinking about awards. We'll discuss this at the March board meeting.

11. Technology and website (Wendy M.): Things are up to date on the web site. The old web site for NYALGRO is still coming up and Wendy will check into this more to get it deleted.

- There is a distribution list serve for all our members, and if you want to use it, contact Wendy M. in case you need it. There is a password involved. Cornell is the owner of the list.

12. Accommodations (Kathy W): Kathy W. has not heard anything from the Holiday Inn in Lake George. Our conference manager, Mandy, has not sent a final contract to Donna M. or Kathy W. though they have contacted her at the hotel. Until we have final costs, we cannot create the registration forms. If you need to stay in Lake George on the Saturday night June 7, 2014 before the conference starts, let Donna M. know.

13. State Archives- Suzanne Etherington, RAO Region 6 came to speak to our group:
The deadline for grants has been pushed out to March 2014. There is no formal RFA yet, so the e-grants are not open yet. The biggest hold-up has been new language crafted for minority and women owned businesses have to be included.

- a. If you need to decide on whether you are going to submit a shared services or a demonstration grant--give Geof Huth at NY Archives a call first.
- b. A tip from Suzanne is to first start with the problem you want to solve when you write your grant.
- c. A change to the e-grant system itself, all the information needs to be in the narrative. In past applications a writer wrote "see appendix A" but that is no longer acceptable. Reviewers were missing the appendixes and having problems locating all the information. You have to be explicit in the narrative.

14. June 2014 School Discussions:

- a. Idea to have a Scavenger Hunt: Desiree P. has heard from most of the board members personal information about each board member for this event except from Michele R. and Pete S. At the March board meeting we could do a test on this.
- b. The Murder Mystery dinner idea: Desiree P. made a few phone calls and she would like to know the maximum cost we can spend on this. We need to know if there is a place for the actors to change clothes and place their props. Desiree P. will call the Holiday Inn to get information. We are looking at this event happening on Monday, June 9th starting at 6:30 p.m. and ending by 9:30 p.m. Desiree P. is checking on local companies from Albany to Lake George to come. She will send board members emails on the cost when she finds information. Most likely we will need to ensure the actors have a meal too.
- c. Send to Gina D. no later than February 3rd the speaker's biographies. Send to her email address.
- d. We also discussed how to handle the speaker's mileage fees if they request payment. If the mileage is more than 50 miles, NYALGRO will pay for one way mileage rate. We will also pay the speaker's meal expense, whichever is closest to their presentation time.

c. **Discussed workshop instructors for the June classes:** Kathleen Roe is all set for the Plenary on Monday June 9th. Jim T. will tell Kathleen Roe that our theme is "Climbing the mountain range of electronic records management." Gina D. will do her presentation on Civility and Respect in the Workplace, Improvement Ideas after the plenary.

- Desiree P. will ask Camille to speak at the FOIL workshop
- Jim T. will introduce the speakers on the panel "Basic Archives and Archives in Other Places". The panelists include: Kelly Farquhar the RMO /Historian for Montgomery County, Dr. Marilyn Vandyke, the Historian at the town of Queensbury.
- "Building Support for Records Management" Yvonne D. has contacted Lisa Goodwin, Lisa Cooper, and Janet Erin are interested to conduct panel discussion on this topic.
- "Grants Basics" workshop will be conducted by Jim T. and Denis Meadows.
- "Identity Theft" workshop: Kathy W. has asked Nancy Paterson from a credit union in Corning Painted Post to conduct this workshop.
- "Increasing Access to Archival Records" workshop: Tom Lynch in Warren County who is retired is doing this workshop.
- Lake George Boat Ride Discussion: The Steamboat called the Mini- HaHa offers a Sunday evening one hour ride for \$14.50. Pete S. will check to see if a vendor would pay for this expense. Our registration form may have \$15 to cover a possible shuttle bus service with the one hour ride. Gina will call this boat company for more group rate details.

15. New Business: We are seeking a hotel for the June 2015 school. Desiree P. will check into the Villa Roma Hotel in Sullivan County. Kathy W. talked about using the Ithaca Holiday Inn, but it will not be available until the summer of 2015 due to renovations.

Our next meeting is at the Courtyard Inn & Suites Hotel in Cortland, NY on Fri March 28 at 10:30 a.m. Please make your own reservation for this meeting if you need to stay overnight and be reimbursed.

The meeting adjourned at 2:40pm