

NYAGLRO Business Retreat Meeting

September 28-29, 2014

At the Greek Peak Mountain Resort in Cortland, NY

Attendance: Rosemary Switzer, Kathy Montemarano, Michele Rowe, Dave Lowry, Gina Doty, Donna Mumbulo, Desiree Potvin, June Patterson, Wendy McConkey, Pete Scheibner, Yvonne Deligato, Robin Morse

1. The meeting started at 2:05 p.m. on September 28, 2014
2. Donna M. gave a welcome to everyone and new board members: June Patterson and Robin Morse.
3. We discussed what we thought of the facility upon arrival and staying the night.
4. June 2015 School Ideas discussed

Topics of interest: E-discovery, Information Governance, E-Commerce, Cloud technology, Bidding & Purchasing (Karen Storm), Schedules such as: ED1, MU1, CO2, SUNY, General Schedule and how to understand them; role of the RMO, vendor sessions, born digital, policies & procedures, a tour of town/villages, shared services, relationship building, IT & records management, grants to apply for (also include challenges with Minority owned-priority women owned/NYSAC), and promoting your RMO program.

The following is the Itinerary for the June 2015 School in Lake George at the Holiday Inn

Monday June 8, 2015

9:00 - 10:30am: Plenary: IT and Records Management/Building Relationships (Orange/Olster BOCES) -- Donna will check on speaker

11:00 - Noon: Records Management Retention Schedules 'breakouts'
(have a RAC floater Dave, Jennifer, Maria, Linda) *Dave Lowry will check*

1:00 - 2:30 pm: Information Governance: (Dave Lowry and Olster/Orange Boces)
Role of RMO (*Rosemary will check for speaker*)

3:00 - 4:30pm: E-Discovery (*Gina will check with Seth Gilbertson to talk on this*)
Social Media (*Gina will check with Seth Gilbertson and his colleague Joe Storch to talk on this*) e

Tuesday, June 9, 2015 (two tracks to choose)

8:30 am - 10:00 am: Data Storage/Cloud Technology (*Dave Lowry*)
FOIL (*Desiree P. to check on Camille to speak*)

10:00 am - Noon: Data Storage/Cloud Technology continued
Fire Districts (*Robin M. to check*)

1:00 pm - 2:30 pm: Policy and Procedures (*Donna M. will check on speaker*)

Bidding and Purchasing (*Desiree P. will ask Karen Storm*)

3:00 pm – 4:30 pm: Tour of Lake George or Warren County Tour
Vendor Demo Session (*Pete S. to check into this possibility*)
Promoting your Program (*Pete S. to check on speaker*)

Discussing Theme ideas:

Consortium, Escaping the Records Basement, Riding the Records Roller Coaster and we chose the theme "Riding the Records Roller Coaster"

2. Discussion about the President's Welcome Reception on Sunday evening:

- Discussed if the hospitality room is needed and pay for the foods/drinks.
- The outside fire pit was enjoyable to use at the recent school.
- There is a large lobby area on the 3rd floor if it rains we could use this space to gather.
- The board voted to not have a hospitality room at the 2015 school since there are other choices for networking at the hotel.

3. Vendors: Pete S. liked the location the vendors were set-up at this 2014 conference. If you know of a vendor, please let Pete S. know so they can be invited. We discussed opening the types of vendors up to different vendors.

--Most of the attendees that attended our 2014 school in the feedback liked the dates/times of the school.

-- Now the corporate membership (you get advertising, newsletter, email list, and membership list of who attended the conferences) is \$250 and if you come it is \$250 (this is unchanged).

-- If you do not have a corporate membership it is \$300 now. A discussion to increase this occurred and the board approved the increase to \$350.

-- Coffee hour is being changed to \$125 (used to be \$100). There can be multiple vendors to pay for this coffee hour.

--Our vendors that attended 2014 were: BAS (Business Automation Services), Polygon, OpenText, IMA Technologies, Biel's document management, PMI, Image Data, and General Code.

4. Awards: Please look now on who is deserving of these awards for nominations. Dave Lowry will ask his other colleagues on who is deserving.

5. Banquet: Have the DJ for the entertainment again. This year the cost of the DJ services was around \$300.

-- The cocktail hour, the hotel paid for one and we paid for one.

-- Before the banquet, do not an open bar like this year. We have the appetizers prior to the meal and people pay for their own drinks. At the recent school the hotel made an error to have appetizers available, which led to us having an open bar for a short time.

6. Prices for Holiday Inn contract now for June 2015 are:

-- 1 night package, single occupancy room is \$205, and double occupancy is \$160

-- 2 night package with single occupancy is \$345 and double occupancy is \$250

-- 3 night package with single occupancy is \$450 and double occupancy is \$310

-- The cost is \$140 for the commuter package which has no overnight accommodations and includes the food only and also the Sunday welcome through Tuesday
-- Due to unplanned expenses in a conference setting the board discussed whether to add \$25 to each person's attendance. A motion was made by Desiree P. and 2nd by Gina D. to add an increase of \$25 and all approved.

7. Adding Two Board members: Robin Morse and June Patterson have been officially added to the board to work through December 31, 2015. All board members approved their working with us.

8. Discussed School Registration to avoid confusion: At this time Yvonne D. will not be running again as a board member due to work responsibility changes. We will need another person to perform the Membership chairperson work, which includes school registration also. We thank Yvonne for volunteering to work with the new person taking on this work.

- Whomever does this need to know this is a labor intensive position. You have to stay on top of things.

- Yvonne D. sent a membership list and sent Kathy Walruth, Treasurer at the time, the membership checks. This chairperson will need a post office box, stationery, and such that are reimbursed from NYALGRO.

- At this time June P. volunteered to perform this work and Desiree P. can assist her, since they are close by to one another. Thanks Yvonne D. for your dedication to this position and your loyalty to the board's work.

9. Give aways: People have an interest to have a t-shirt, but the sizes are difficult. Maybe we could purchase some and sell some. The 2015 school giveaway was not chosen yet.

10. Board seats Vacant starting January 2015 discussed: Since we have one Vice President now and not two Vice President's, Donna M. suggested to have the President and Secretary run together and Vice President and Treasurer run together in different years

-- We need to revise the Bylaws on when board members run since it is different than what we prefer. Another idea is to reduce the number of board members.

-- The Vice President for Events, the President, Treasurer, and Secretary ran in 2013 and Pete S. and Wendy M. ran in 2013.

-- The Vice President for Events position, the board chose to no longer have this position.

-- We solicit people to nominate themselves to be a member of our board. Send your biographies to Wendy McConkey soon.

11. Past Presidents and Award winners get their Membership Free. Honorary members are the same as Award winners. We need to change the bylaws so it is clearer. We will discuss the language at our next meeting.

12. Finding a Location for the 2016 School discussed: Villa Roma Hotel in the Catskills in Sullivan County is welcoming our organization school to come there. Another location is the "Inn on the Lake" located in Canandaigua, which Rosemary S. and Kathy M. expressed as a good place. Next month Donna M. and Desiree P. will go to Villa Roma Hotel to see the facility.

13. Our next meeting is Friday, January 23, 2015 at 10:00am in Albany or Syracuse. Desiree will check the hotel prices to decide. The snow date will be Monday, January 26, 2015.

-- The idea to have a meeting by phone was brought up by Gina D., and the discussion brought up certain problems with this idea including people on the board can easily be interrupted at their jobs while on the conference call. Some of the board members cannot leave their office area for a lengthy private discussion in this manner.

14. Meeting minutes June 11, 14: A motion was made to approve the June 1, 2014 meeting minutes by Desiree P. and 2nd by Kathy M. and all approved.

15. Treasurer report: (Rosemary S.): Board members realize that Rosemary S. is new in this role and we let her know that we want a more detailed breakdown on the expenses at the school. At the next meeting in January, we would like a budget for each school to review.

- Pete S. discussed details of vendor checks incoming and expenses of vendors (coffee hour for example). He brought up an example of a new vendor coming and they needed some IRS information, tax ID #, and bank number and Kathy Walruth was asked many questions due to the financial system this vendor used, but we have not received their \$500 corporate funding.

-- The June 2014 Lake George school \$2603.79 is to our favor at the school, so we did very well.

-- The overall total of our net worth as of September 26, 2014 is \$25,954.53

-- A motion to accept the report was made by Pete S. and 2nd by Kathy M. and all approved.

16. NY Archives Report (Dave Lowry):

Chris Ward retired and had been with New York Archives since the late 1970's and the interim state archives is Tom Ruller. An international search to find a new permanent person will be started soon.

-- In October 2014 the changes forthcoming are:

Shared Services and Demonstration Grants: this year will be funded at a 70% level. When the grants all come in (example on this is: if the shared services pool of money was \$1 million, \$700,000 will be used for the incoming grant requests. This should work easier.

--*Demonstration grants:* They are keeping the main categories from last year. A new category is being added for local governments to develop policies and procedures for electronic records especially for 'born' digital records.

Dave commented that archives would like for people to stop printing electronic papers and later on making it digital, but to keep it digital the entire time of life.

--*Grant review changes:* Now they are divided up by category and reviewed that way. Most grants are document conversion and access, so there are grants in smaller "other" categories and these grants are suffering.

-- LRAC will receive a suggestion to remove the categories so that the smaller grants will have a better opportunity to receive the funding requested. Some categories will not have an advantage over other categories. The panel would get a lump sum of money and the category is not an issue. Hoping this idea goes through.

-- *New Regions:* Nine regions corresponded to judicial districts and one RAO in each area, so due to fiscal constraints only 5 RAO's are working. Some are lower grades than grade 23, so this makes some RAO's having to have a grade 23 with them when they present programs. New

regions have been created and Dave L. handed out the changes, though it could be changed later on.

-- The change is not using the numbers, but the names of the regions: Metro-Long Island Region, Catskill-Hudson Valley region, Capital District-North Country Region, Central NY region and the Western NY Region. These changes will probably be used for two years.

-- Regions are getting larger due to less RAO's. Kent has a series of webinars this fall that anyone in New York can participate in. Every other Thursday he does a one hour seminar on records management. When Kent sent out an email in his area to advertise this, he received positive comments. They are saved to listen later on Black Board on the NY Archives site with no password needed.

17. Committee reports:

A-- *Budget & Finance* (Rosemary S.): Would like to put in the bylaws more specifics on who should be on certain committees.

--Jim Tamaro sent scholarship information to Donna M. about a future new scholarship to be given to a college student. The details were given to everyone on possible ways to handle this. We would need a committee to review the nominations and use outside people. At this meeting Donna M. handed out the information from Jim T. on this topic for us to read. We will discuss this more at our January meeting.

B--*Bylaws*: We need a committee chair. Gina D. will send everyone a copy of the current bylaws. Desiree P. and Donna M. will work on this and bring to the January 2015 meeting to discuss revisions.

C-- *Education/ Training* (Desiree P. and Gina D.): Gina D. brought up the need to purchase two presenters to go with each projector, which she has in storage on her campus. The cost on Amazon in June 2014 was \$27 each. A motion to approve to purchase them was made by Yvonne D. and 2nd by Kathy M. and all approved.

D-- *Nominations & Elections* (Wendy M. and Donna M. will work on this): A letter to announce if anyone is interested to run for a board seat is forthcoming. We can email these also. Also this will be put in newsletter, website and on face book too.

- The middle of October is the deadline to let Wendy M. know if you or someone you know would like to become a board member so that the ballots can be made with biographies.
- Ballots will go out November 1st. The past 2 years we have been doing this electronic.
- Awards to nominate: Arnold and Pacquin, please think of who to nominate
- Also put scholarship information in newsletter

E-- *Membership* (Yvonne D.): The new membership chair is June Patterson to finish Yvonne's year which ends December 2015. Thanks for your hard work Yvonne and we appreciate June's enthusiasm to take on this new role.

- Right now we have 367 regular members and 7 corporate members.
- When the Town Clerk conference is going on in April, ask June P. to bring the membership list to this meeting, because six people were paying in December and again in April. They were

double paying in error. We could check whether a person at this conference already paid. This caused confusion with Yvonne D. and Kathy Walruth.

- Discussed the confusion at times with the payment made by title or organization or personal that happens 2-3 times in a year. We discussed this at our September 2013 retreat too. Example Yvonne D. received from Albany County \$180 for 6 members @ \$30 each and she was given 5 names with one email address. She requested the sixth name and she never received the information.

F. *Publicity* (Rosemary S. and Kathy M.): Robin M. is writing something about her NYALGRO June school experience. There are ballots due and a lot of other information. Thursday, October 2nd is this newsletter's deadline date. Membership can also submit articles too.

G. *Scholarship* (Donna M.): Our Bylaws state that two scholarships are to be given and this year we gave three. We go year-by-year according to our finances if we give more than two.
- At the next board meeting in January 2015 we will decide who will do this work.
- Wendy M. volunteered to do this again.

H. *Technology & Website* (Wendy M.): She will put the meeting minutes from June 2014 board meeting on our web page. The 25 year celebration of NYALGRO photographs that Ray Lefever presented would be good to have on our website too. Donna M. will send this to Wendy M. Also add a gallery of photographs from the June 2014 conference in Lake George. Put the past schools and award winners from the past on the web site "history section".
- Donna M. keeps getting emails on the Network (our web host we pay for, but Wendy M. stated we are paid for the year already).

I. *Accommodations* (Donna M. and Desiree P.): Already discussed.

J. *Legislative committee*: No news to report now.

K. *Old Business*: 2015 is Lake George, 2016 looking at Villa Roma Callicoon, NY

L. *New Business*:

- Reimbursements/hotel stays: In the past there may have been confusion-- we always paid one way if you do not use a hotel, the 150 miles were more for if you need a hotel. Desiree P. and Donna M. will rewrite the document to be more specific and bring it to the January meeting. Everyone on the board received one way mileage, and is what we all prefer.

- Staying overnight in a hotel was discussed: We discussed the expense of how many people attend the retreat and spend the night prior, when the retreat starts on Sunday at 1:00 pm or 2:00 pm. Some board members live a distance from the meeting location and leave home early to arrive, then sit 5 or 6 hours, or they leave home the day prior and spend the night for the meeting the next day. The board members voted to keep things as they are.

- Hotel reimbursement policy discussed. Comments made: it's a cost of doing business, people volunteer their time to be a part of this organization, new board members come on in January--

they could get more tutoring from others. Gina D. often comes the furthest the majority of the meetings. It is a challenge to find a central location to meet.

M. *College Scholarship*: Donna M. handed out documents from Jim Tammaro on this new initiative. We will discuss this at the January 2015 meeting.

N. *Correspondence*: Wendy M. shared a letter she received from a first time conference attendee that stated Wendy M. was very giving of her time at this school to make the attendee feel welcome.

O. *Adjournment*: This is Donna's last meeting as our chapter President. Donna gave praise to everyone that worked hard in the past 7 years and she appreciates it. The board gave their thank you's for her many years of hard work too.

Donna has the entire "Network" newsletter and will send them to the Albany Record Center where we have our archives. 1988 may be the first newsletter published.

A motion was made by Desiree P. and 2nd by Pete and all approved at 11:30 am

Meeting minutes by Gina Doty, Secretary
Edits welcome