

## **NYALGRO Executive Board Meeting January 23, 2015**

*Holiday Inn on Wolf Road in Albany, New York*

*Attending:* Desiree Potvin, Michele Rowe, Rosemary Switzer, Gina Doty, Pete Scheibner, Wendy McConkey, Kathy Montemarano, June Patterson, Jessica McClennan, Lillian Barton, Karen Sweeting, Dave Lowry, James Tamaro, Donna Mumbulo

1. **Welcome New Board Members:** Newly elected, President Desiree Potvin started the meeting at 10:20 a.m. and introductions were made due to many new board members present.

2. **Acceptance of Minutes** (Gina D.): Minor changes to the September 2014 Executive Board meeting minutes were discussed and will be made by the Secretary, Gina D. Donna M. made a motion to pass the September Greek Peak 2014 Board meeting minutes and Pete S. 2nd the motion and all agreed.

3. **Treasurer's Report:** (Rosemary S.)

a. Financial documents were given to all members with end of year reports. Our net worth on December 31, 2014 was \$22,879.50. In 2014 the organization brought in funds, but we were over \$473.12

b. Rosemary proposed a 2015 budget; she reviewed the past 2 years and did an average and added a little bit to it.

c. James Vanstrom Tax Company contacted her and our cost was \$400 to perform our tax documents, and this forthcoming year the cost is about the same.

d. Pete S. made the suggestion to break down the school vendor section in more detail.

e. A motion to approve the treasurer's report was made by Donna M. and Kathy M. 2nd and all approved.

4. **NY Archives Update:** (Dave Lowry)

a. A full-time position has not been hired to replace Chris Ward who retired though there is an interim employee filling the position.

b. Seldom in Archives is a new employee hired, but for the first time in about 10 years, the North Country region has a full time RAO named Maria McCashion. In the past 6 years, NY Archives has lost over 60% of their staff, so having Maria hired is a positive thing.

c. Grants update: The deadline this year will not be February 1<sup>st</sup> due to the request for application (RFA) booklet for the grants was not approved on time and now most likely March 1<sup>st</sup> will be the date. The legislature passed this month a bill that allows voluntary fire companies and also ambulance companies to apply for these grants, though they are not local government agencies. So the RFA has to be written to include them.

*Side note: NYALGRO may want to reach out to these companies to attend the school too.*

d. Workshops: The E-mail workshop is quite popular and is going through substantial updating and will roll out spring 2015.

e. Pete S. asked about community colleges applying for grants: Counties can have a second grant if it is specific for the college.

f. Michele R. asked a question about the demonstration grant she received last year, and it's not going as well as she planned. Since they did not fulfill all the planning could they request an implementation grant? Her organization is rolling out an electronic record management (ERM) system. Dave told her yes.

5. **Committees:** We discussed the term limits and when certain officers require election at the same time. We plan for the President and the Secretary to have concurrent terms and the VP and Treasurer will have concurrent terms and will expire Dec 2016. This year to expire Dec 2015 is: Pete S., Wendy M., Desiree P., Gina D., and Diane Muscoreil. In December 2016 these board member's seats expire: Kathy M., June P., Jessica M., Lillian B., and Karen S. We discussed the responsibilities of each of the committees and who will serve on each.

**Budget and Finance:** Rosemary S. and Kathy M.

**Education:** Gina D., Jim T., Donna., and Lillian B.

**Membership:** June P., Lillian B., Desiree P., and Jessica M.

**Nominations and Elections:** Donna M. and Karen S.

**Publicity:** Rosemary S. and Kathy M.

**Scholarships:** Wendy M. and Donna M.

**Standard/Technology:** Wendy M.

**Bylaws:** Jim T. and Desiree P.

**Accommodations:** Desiree P., Donna M., Jessica M., and Karen S.

**Legislative Update:** Michele R. and Pete S.

6. **Membership:** June P. sent out in December 2014 the prior memberships for payment for the 2015 calendar year.

a. We have 187 paid regular and 5 corporate members paid to date.

b. When emails came back to June P., she mailed the invoice to the member.

c. The past president and award winners do not pay dues. This does not apply to scholarship winners.

d. Donna M. will give June P. the past award winners names.

e. Pete S. needs to know who already paid corporate membership dues. ASR Systems, Beils, Eastern Micrographics, COT Systems, General Code all pay \$250 at the conference. June P. sends Pete S. and Michele R. notification when corporate members make payment.

f. Pete S. will send June P. a list of who came to the school as a vendor in 2014.

g. Anyone on the board can solicit corporations to join our group.

7. **Publicity** (Rosemary S. and Kathy M.): The work of these committees was discussed. They send out several newsletters a year and will email everyone asking for articles to be included. They handle the programs and advertise the June school's itinerary in the spring to market it.

a. We need to ensure the next issue has information about our new board members and a photograph of them also.

b. Make sure the scholarship information is included in the newsletter.

c. Side note that Michele R. is sending a letter to the vendors to invite them to come to our June school. She handed out the letter at this meeting.

8. **Scholarships and Awards:** We need to get more people to apply for the scholarships. The purpose of these scholarships is if your place of employment will not pay for the attending of the school, you can use this financial scholarship for payment. We discussed the application form and an area that sometimes causes confusion. It needs to be reviewed.

9. **Standards/Technology:** (Wendy M.) The Face book page and our website she keeps updated.

a. There is a history page and it would be good to have something from Bob Arnold on it Donna M. will give Wendy M. information from Bob Arnold and Ray Lafever for the website history section.

b. See if we have the State Archives web link is on our site. Wendy M. will check to see what other websites are there and what is missing.

c. Wendy M. will check into how we can find the traffic use of our website. The Face book page is busy during the June school period, but not frequented otherwise.

d. One idea discussed is to have an article from our newsletter on the website.

e. Another idea is to post the dates the board is meeting and the location.

f. Another idea was for board members to send Wendy M. "hint of the month" to improve records management in some manner. She would post this on the website.

10. **Bylaws** (Desiree P. and Donna M.) Recent Bylaw changes were given to everyone for discussion.

- a. Discussed the wording about dissolving the Vice President of Events and having only the Vice President. The wording in the Bylaws will be: Work closely with the President and help the committee chairs and in the absence of the ability of the president, the Vice President will act and assume the duties of the President.
- b. The election ballots in the future should have a place for a 'write -in'.
- c. Wendy M. will locate the actual election count to keep that information. Donna M. brought this up from the prior election.
- d. Delete the Article XII- Seal, since we don't have one.
- e. A clean copy of the Bylaws will be sent to everyone from Desiree P. before the April 10, 2015 meeting.
- f. If you have any other Bylaw changes, let Bylaw committee know by March 1st so they can review this at the April 10 meeting.
- g. Discussed Article Viii--Headquarters: Donna M. brought up when a board member leaves the board their information and committee work information should go to a certain place for archival or other purposes.
- h. Gina D. will ask Eileen Weishen about the Archives at Albany Records Center and the records NYALGRO has stored there.
- i. At our April 2015 meeting, we will have this as a topic of discussion.

11. **The 2015 School:** We discussed the schedule for the Lake George Holiday Inn school which is June 7 – 9, 2015.

-- Everyone send Gina D. the biographies on each speaker by February 15.

-- Donna M. will locate someone to discuss records management for fire districts.

-- Jim T. will speak for the “Policies and Procedures” workshop

-- Breakout of Retention schedules: 3 or 4 round tables broken down in town, city, schools, and fire districts so people can share their experiences and challenges. Board members will facilitate the tables. Have white boards for each round table.

-- Michele R. will find out 'best practices' for facilitators at the round tables for discussion at the April board meeting.

-- In the description part of the program, we need to make sure people attending the session know to bring their questions with them.

-- Gina D. will create the school program of who is speaking and biographies.

-- Desiree will do the registration form and have a place for people to check mark what round table they would like.

-- Bhargav A. Vyas (Orange / Ulster BOCES) will do a session on "IT and Records Management" and also "Information Governance"

-- Give Aways: \$5.00 maximum to spend per item. We decided on a travel mug and Donna M. will locate something. She has the NYALGRO logo.

-- Vendors: Pete S. and Michele R. handed out the marketing documents for vendors to come to the school and display their business at the hotel.

--Some vendors funded a large item at the school in the past. Desiree P. brought up an idea of the travel mug and have their logo on the backside of the mug. Another idea is for the cocktail hour or the President's reception to be paid by the vendor or co-sponsored by the event.

-- Sponsoring an event for \$250 will be added with a variety of events they can choose, such as scholarship, or the reception.

## **12. Discussion of the 2016 School**

-- Hotel Villa Roma in Sullivan County will be the location for the June 2016 school.

-- A murder mystery will be planned for entertainment at this location. Desiree P. is handling the details for this fun event.

--The executive board meeting/retreat will be October 4 - 5, 2015 at the Villa Roma Hotel in Callicoon, NY

-- Prices: for 2016 school: 3 days/ 2 nights per person: traditional main building is \$284 double occupancy, single occupancy is \$409 and includes gratuity.

The Suite has 2 bedrooms: \$324 per person for a double occupancy and \$464 for single occupancy

Early arrivals Sunday only or Monday is \$127 per person for double occupancy and \$177 per person for single occupancy

Early arrivals Sunday only or Monday is for a Suite \$167 for double occupancy per person, \$232 single occupancy

These prices include breakfast, lunch and supper meals

Note: At our September 2014 executive board meeting we voted and approved the additional charge of \$25 added to every package per person to help with overflow costs.

### **13. Our Next Board Meeting on April 10, 2015**

- We discussed meeting in either Cortland or Syracuse and the majority by vote chose to go to East Syracuse at the Double Tree location. The cost is \$96 for the hotel per night and the meeting room is free. The Cortland location was \$83 per night and \$99 to use their meeting room.

14. **Discussion of a NYALGRO scholarship for a Graduate student:** Jim T. wrote a proposal that was given to board members at the September 2014 executive board meeting to discuss at this meeting. A graduate student receiving a degree in records management could apply for our scholarship.

-- Discussing an academic \$1000 scholarship to be awarded to a student going for a graduate degree in MLS (Master Library Science) degree and records management training.

-- Jim T. will email this to everyone to review again and have time to ask questions on the details. We had quite a few new board members at this meeting and wanted them to have time to look this proposal over. At this meeting we did discuss the challenges of managing the applications in other things too. We'll put this on the agenda for April for more discussion.

15. **Ideas for the 2017 School:** Bring your ideas on where to have our 2017 June school to the April meeting where you want to go in 2017. One idea is East Syracuse Double Tree where we had this school before.

16. **End of the Meeting:** A motion was made by Donna M. to have the Villa Roma Hotel for the 2016 school and 2nd by Kathy M. and all agreed.

-- All gave Desiree an ovation of support at her first meeting.

-- A motion to adjourn the meeting at 2:30 p.m. was made by Kathy M. and 2nd by June P. and all agreed.

-- The next meeting is 10:00 a.m. on April 10 in E. Syracuse at the Double Tree Inn Hotel.