

NYALGRO Executive Board Meeting April 10, 2015

Doubletree Hotel in East Syracuse, New York

Attending: Desiree Potvin, Rosemary Switzer, Gina Doty, Wendy McConkey, Kathy Montemarano, June Patterson, Diane Muscoreil, Jessica McClennan, Lillian Barton, Karen Sweeting, Dave Lowry, Jim Tamaro, Donna Mumbulo

1. Welcome to everyone and introductions around the room were conducted.
2. A motion by Donna to approve the January 23, 2015 meeting minutes and 2nd by Jim and all approved.
3. Treasurer's report (Rosemary): The reports were handed out for discussion. A motion was made by Diane, and 2nd by Donna and all approved.
-- Total Savings is: \$30,544.64 and the Total Income is \$22,690.00
4. Discussed the Location of Records and our Headquarters Location:
-- Gina contacted the Albany Record Center to find out what records are there and Brandy Alden on March 17, 2015 wrote her back with 1988-95 NYALGRO records which are there in paper form and gave inventory details of what is there.
-- We do not have a records retention schedule and Jim volunteered to put one together that is more customized. Jim will have a draft of the retention for the June 2015 meeting.
-- Headquarters for NYALGRO question: Donna was told why our files were in the Albany Records Center. When a secretary departs it is possible the records could be misplaced. Long ago we had an executive board member close in proximity to Albany and put the files there.
-- Dave L. brought up another commercial location to store the records. Donna will check into a non-commercial location to store the files. We don't think the cost would be low. We will discuss this issue at the January 2016 meeting.
5. New York Archives Updates (Dave L): The E-grant system is open and the deadline is April 23, 2015. Two months later on June 10 or 11 the grant reviews will be done in Albany.
-- The grant letters will be released soon and archives is trying to accelerate things sooner and hope for an August 2015 announcement.
-- A six to eight month project instead of a 12 month project is preferred when you submit a grant.
--A nation-wide search is going on for the State Archivist position.
6. **Committee Reports:**
 - a. Budget and Finance (Rosemary): There is now a breakdown of vendor costs on the budget which is new.
 - b. Education (Gina): Gina will send out a school survey of the school for everyone on the board to review for changes. Gina will include Lillian and Jim on the work required for the packet materials.
--A discussion on when to hand out the school certificates: At the registration table prior or after the business meeting or given out at the business Tuesday meeting instead of the certificate being inside the packet.

c. Membership (June): We have 317 paid members, no new vendors and the amount of vendors in January is what we have now. The June conference registrations are coming in.

d. Nominations/elections: Nothing to report at this time.

e. Newsletter Sent out (Rosemary and Kathy): If the email bounces with the newsletter a paper copy was mailed out and about 25 were mailed out. Would like to have for the fall 2015 newsletter many photographs from the June school in it. The deadline for articles for the next newsletter is April 30 which will be smaller and go out in early May.

-- Jessica volunteered to be our June school photographer.

f. Scholarship and Awards (Wendy): Three scholarship nomination applications have been received so far, and the deadline is May 1st and so far no award nominees.

--*Scholarships*: Have the person register for the hotel themselves and Wendy would let June and Gina know the person's name. The scholarship winner gets \$500 towards the cost of their room and registration but not mileage.

--*Awards*: Gina explained all the three different awards for new board members to know about. Gina will send out to all board members the long list of past award and scholarship award winners. If you know of someone deserving of an award, let Desiree know soon so we can discuss as a board by email.

-- Dave will send out a note to all the RAO's if there is a name deserving of smaller governments doing the hard work of a records manager or helping other RMO's.

g. Standards Technology (Wendy): The web site has the 2011 Bob Arnold speech and all the awards present and past is on the board. The past schools and past presidents will soon be listed. The traffic to our web site is poor like 25 people.

-- Face book attendance is poor, like 58 'likes'

-- Idea to have other web sites like the County Clerk's to have our web site on it.

7. Other Business: Proposal for a College Scholarship Monies from NYALGRO to a graduate student (Jim):

--If the board chooses to do this, it makes NYALGRO look more professional in the academic arena.

-- April and May is when most of these types of scholarships are done and the student is notified in the summer to use in the fall semester.

-- The concept to administer this is to have two people from NYALGRO and three outside professionals to review the proposals. Jim could not do this due to ethical reasons and him teaching at Buffalo where a student could apply for this. Jim knows other people who could be included.

-- The question was asked: does the money go to the institution or to the person, and the money would be sent to the institution.

-- Jim volunteered to be the administrator of the scholarship.

-- We discussed details on the application process in detail.

-- Rosemary and Kathy and Donna volunteered to be on the board to review the scholarships

-- Discussed the setting up of this college scholarship account and Rosemary will find out if a sub account can be set-up or a different new account has to be set up for just this.

- Jim will refine the proposal document and send it to all.
- We will invite the winner to the school and we pay for their meal only.
- Thanks to Jim and Donna for bringing up this proposal idea.
- Donna made a motion to approve this new scholarship and 2nd by Kathy and all approved.

8. Bylaws and Amendments (Desiree): Desiree will send Gina a summary of changes for the school packets of the bylaws. We will discuss the changes at the June school business meeting and obtain a vote on the changes. Rosemary made a motion and 2nd by Kathy to approve the new bylaw changes that will go to the entire school.

9. Accommodations at the Hotel: Tammy is our contact person at the Holiday Inn and the President reception on Sunday, June 7th will be outside by the fire pit and if it rains then inside on the 3rd floor open room area.

-- Fall retreat is at the Villa Roma is Sunday-Monday, October 4-5, 2015 in Sullivan County. It is about 2.5 hours drive from New York City. It is Kathy's birthday and cake will be there. This is the location for our 2016 school in June. Please arrive around 2:00 p.m. More details coming from Desiree.

10. Legislation News (Desiree): There is legislation in assembly proposed now that has to do with FOIL compliance.

--Open Meetings law, this coincides with this above.

-- Dave brought up there are two email bills requiring a certain retention schedule. One of the bills would end up having the legislators being in compliance with FOIL, which they are not now.

11. Request for Proposal discussion: The existing RFP that we use was handed out for everyone. This is the RFP that our past board member Kathy Walruth used for obtaining a location for our annual June school. Accommodations Committee members will review the RFP sample that Donna is passing around to come up with a better inclusive RFP. Donna will email Desiree the RFP that she has.

12. Reimbursement Policy: We discussed the reimbursement policy and made changes to paying for mileage round trip for the speaker if they request it. More changes were made with the accommodations for the speaker spending the night.

--Reimbursements for an award winner were discussed to cover the one night hotel accommodation. A motion made by Lillian to approve and 2nd by Jessica and all approved the changes in this policy.

13. 2015 School Planning update:

--Your Audio/Video/computer needs for your speaker, let Gina know if your speaker needs anything by May 25th. Dave will bring a laptop/projector combination for when he speaks and will allow others to use it. Gina will bring two projectors that NYALGRO owns.

-- Name tag holders: Desiree brought the purchased clear name holders with a clip to attach to clothing. These are less expensive than the blue pocket lanyard style.

-- The Wine Tasting at the hotel: This will coincide with registration from 4:00 to 6:00 p.m. on Sunday, June 7th and the "The Adirondack Winery" will be doing this and giving out coupons to use at their downtown location.

-- Gina will have the school packets for everyone ready with Jim and Lillian's help.

-- Remember to bring something from your area to be a giveaway gift.

-- Meal tickets: There was confusion last year on meal tickets, which were not used.

This year the registration desk will have them.

-- Vendor update news: Pete Scheibner and Michele Rowe could not attend this meeting and they are handling the vendors for the 2015 school. At this time, we do not know a lot of updates on this right now. We will assume it is moving forward. If you have any vendors that you know, give them an application that is on our website.

-- Board Members Please be at the Holiday Inn 1:00 pm on Sunday, June 7th. If you need to come down on Saturday night June 6th, remember it is *Americade Motorcycle event* and it ends when we arrive that day. You may need to stay at a different hotel on Saturday night in the area.

14. 2017 School Location:

--Rosemary is looking into the Finger Lakes area. The contact person being used thinks she can accommodate what we are asking for and requires more details on the Request for Proposal.

--Wendy handed out a map of where the schools were located in the past which was very helpful.

--Getting proposals for Canandaigua (Rosemary) and Alexandria bay area (Donna) would be helpful to discuss at the June 2015 meeting after the school.

Our next two meetings at the Lake George Holiday Inn are June 7, 2015 at 1:00 pm and after the school on Wednesday, June 10 at 8:00 a.m.

A motion to adjourn was made by Lillian and 2nd by Jessica and all approved.

The meeting adjourned at 2:00 p.m.

Meeting minutes by Gina Doty, Secretary