

NYALGRO Executive Board Meeting June 10, 2015

Holiday Inn, Lake George

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, Diane Muscoreil

1. The after school meeting started at 9:00 a.m. after everyone had their breakfast in the conference room.

2. **Acceptance of Minutes** (Gina D.): A motion was made to approve the April 10, 2015 meeting minutes by Diane M. and 2nd by Lillian B. and all approved.

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

From January 2015 through June 1, 2015 we have \$30,375.73 before this conference. She will email all of us on the conference expense breakdown which will also include the vendors. A motion to approve the treasurer's report was made by Donna M. and Kathy M. 2nd and all approved.

4. **Committees:**

a. **Budget and Finance-** Rosemary S.: The Community Bank suggested that our new \$1000 scholarship account could be set-up in another business checking account and we will not be charged for having it and receive a few checks also. The group discussed this and agreed to this idea.

b. **Education-** Gina D.: Karen S. gave a summary report from the surveys she created for the individual workshops and also the conference overall. Overall the sessions were rated "strongly agree and agree mostly". The conference overall surveys were not returned in large quantity, with only around 15 received. The 2016 survey will include the type of government at the bottom. Gina noted this was the first time a person handled the surveys for the school and Karen did a great job for us.

- Due to using the attendance list, which did not include 'everyone' attending the school sessions, caused a shortage of "complete" packets. Gina is now aware that the packet count needs to include speakers and vendors too.
- At the next school have the speakers and vendors wear our name tags with a ribbon on them. This will designate the person better.
- Karen S. will give Gina D. at the October 2015 retreat the surveys and sign-in lists.
- Discussed the afternoon Tuesday session having one session and not two choices. The Purchasing session had five people attending, and they gave positive comments.

c. **Membership-** June P.: We have 346 paid members, which 14 of them are new.

- A few lessons learned at this school and at the 2016 school we will register all speakers and vendors. The registration form will include "speaker" and "vendor".

- Another lesson is June P. and Gina D. will get the number of headcounts for the class sessions ahead of time so that Gina D. can ensure the classroom space is adequate.

d. Vendors- (Pete S. and Michele R.): We discussed the idea of having a vendor showcase. He would like to promote the expertise/knowledge the vendors may have and 'not' have them try and sell their business. Donna M. mentioned that vendors spoke to her about the Sunday afternoon to allow vendors time to talk about their products and knowledge then from like 4:00 – 6:00 p.m. This may possibly bring in more people too. Vendors said they would want to pay more. This will be discussed more at the October 4-5, 2015 retreat. Pete S. and Michele R. will also speak to vendors before the retreat for their ideas and bring the information to the retreat also.

e. Nominations and Elections- Donna M.: We have a vacancy on our board and Mary Ellen Beams from Monroe is interested to serve. A motion was made by Donna M. and 2nd by Kathy M. to have Mary Ellen Beam on our board through December 31, 2015 and all agreed. Gina D. does not plan to run as the Secretary position starting in 2016 due to handling the details of the school event which is quite involved. Diane M. voiced an interest to run for this secretary position.

f. Publicity- Rosemary S. and Kathy M.: There is a newsletter going out in September with the school information, photographs and testimonials from a few attendees. Please submit an article for this newsletter. Jessica M. took many photos during the school and if anyone else took photos please send them to this committee and also Wendy M. for Face book presence. Please send your speaker's handouts to Wendy to post on our website also.

g. Scholarships-Wendy M. and Donna M.: A slight text change in the wording needs to occur on the plaque Donna M. noted after speaking to an award recipient. The postmark deadline date for future scholarship applications needs to change from May 1 to April 15.

h. Standard/Technology- Wendy M.: Send Wendy photographs taken at the June school and also the speaker handouts.

i. Bylaws- Jim T. and Desiree P.: The changes to our bylaws were voted on yesterday during the business lunch meeting with the membership and all approved. Desiree P. will send the final copy to Gina D.

j. Accommodations- Desiree P., Donna M., Jessica M., and Karen S.: Everything at this Holiday Inn hotel location went well overall. At our October 4-5, 2015 retreat we will talk about future locations for our school. Donna M. is checking on Alexandria Bay (Harbor Inn Hotel is possible). Rosemary S. is looking into a Ramada hotel in Geneva. She has no prices yet but this hotel can accommodate our proposal's needs. More details at the October meeting.

k. Legislative Update- Michele R. and Pete S.: Nothing at this time.

l. NYALGRO Records Management Education Scholarship- Jim T.: This is a \$1000 scholarship that is new. This scholarship is to be awarded to a student going for a graduate degree in MLS (Master Library Science) degree and records management training. Jim is sending out in early September an announcement to the five colleges who have the academic degree programs that match this awarded scholarship. There are already seven reviewers who are: Cindy Bendroth, an

archivist from Pennsylvania, Donna Mumbulo, Mary Mannix, Kathy Montemarano, Pete Scheibner, and Linda Morgan-Davis who is the Asst. Director of a Library in New Mexico. The deadline to submit nominations for this scholarship is April 1, 2016. The board discussed that next year we will have someone to award this scholarship to and we would like them to attend our annual school and award them formally at this school.

5. **Old Business:** Retention schedule and RFP (Request for Proposal) for future schools.

a. Jim T. sent out a draft retention schedule for this board to use for our records and discussion at the past several meetings has occurred. We will discuss it at our October retreat and vote then. Jim plans to also ask the Albany County Records Center about moving our records there to another location. The board wants to give Jim a “thank you” for leading this endeavor for a retention schedule for NYALGRO.

b. Michele R. is taking the role of having a RFP we can use for future school locations so that any future board member will know easily the needs NYALGRO has for a school location.

6. **New Business:** Gov Pilot, Raffle Baskets, and ‘The Cloud’ to save documents

a. Discussed if this board had any interested in “Gov Pilot”, and no one showed an interest in this. We felt if the company wanted to explain their product they could come as a vendor to a future school.

b. Coordination of gift baskets could be more polished. Lillian B. will refine our process. The vendors will still give out what they want at our business luncheon, and we will obtain a \$50 gift certificate to mail to a person who fills out the entire vendor Bingo’s. Instead of reading out names, we will hand out a raffle ticket to everyone attending the business lunch to use for raffles to streamline things. Sometimes we find a person’s name is pulled and they are not present.

c. Gina and Wendy will discuss before the October retreat the idea of using the “Cloud” to share our documents in one place. Sometimes we collaborate in writing documents and using email can be cumbersome. Also having the documents for the school packets ready in one place could streamline printing of the documents if a board member can get a lower price in printing services.

7. **End of the Meeting:** We went around the table for board members to have the opportunity to make closing comments. A motion was made by Kathy M. to adjourn and 2nd by June P. and all agreed.

-- The next meeting is on October 4-5, 2015 (Sun/Mon) starting at 1:00 p.m. at the Villa Roma Resort (356 Villa Roma Rd, Callicoon, NY – in the Catskills).

Meeting minutes by Gina Doty, Secretary

Edits Welcome