

NYALGRO Retreat Board Meeting October 4-5, 2015
Villa Roma Resort in Callicoon, New York

Attendance:

Desiree Potvin	Michele Rowe
Gina Doty	Rosemary Switzer
Peter Scheibner	Wendy McConkey
Kathy Montemarano	June Patterson
Diane Muscoreil	Jessica McClennan
Lillian Barton	Karen Sweeting
Dave Lowry	Jim Tammaro
Mary Ellen Beams	

1. President Desiree Potvin called the meeting to order at 1:25 p.m. and explained the packets and agenda everyone received for the meeting.
2. Reviewed Pricing for the 2016 school facility, The Villa Roma Resort. In October 2014 Desiree and Donna looked at the facility and signed a contract in January 2015 with a \$300 deposit. The prices given were less than \$500 for each attendee. Just a note that tomorrow's meeting starts at 8:30 a.m. and a breakfast buffet at 8:00 a.m. is here in this meeting room. The prices for staying at this resort include meals and gratuity. The menu is set though dietary restriction diets can be managed with prior notification. The supper every night is different and it is a 5 course meal.
3. Choosing the School Theme: Wendy gave her idea for the 2016 theme which is, "Keep the Peace with Records Management". We are not far from where the famous Woodstock rock and roll concert occurred. There was complete consensus of this group to accept this theme idea for 2016.
4. Session ideas: We brainstormed different ideas and these are the decisions:

Sunday, June 5

4:00 – 6:00 pm: Registration
7:30 – 9:00 pm: Welcome Reception

Monday, June 6

7:00 – 8:30 am: Breakfast
8:45 – 9:00 am: Welcome
9:00 – 10:30 am: Plenary – NY Archives *and asking Dave Bacloup to speak or possible a City Clerk from Yonkers to speak about a legal battle (Desiree to handle)*
10:30 – 11:00 am: Break With Vendor
11:00 – Noon: Litigation/Lawsuit – Mary Ellen to call a lawyer to speak
Social Media – Jim to find a speaker
Noon – 1:00 pm: Lunch

- 1:00 – 2:30 pm: Scanning Project 101 – Jim and a person he knows will speak on this
I am Now a RMO, Now What?: panel discussion with Rosemary,
Lillian, Kathy and Gina
- 2:30 – 3:00 pm: Break with Vendor
- 3:00 – 5:00 pm: Vendor Blender – Any vendor can give a short demonstration of their product.
There is a payment to do this from vendor. Michele and Pete
- 5:00 – 6:00 pm: Time on your Own—visit the community
- 6:00 pm: President’s Reception/Cocktail hour
- 7:00 pm Annual Dinner Banquet/Award Ceremony

Tuesday, June 7

- 7:00 – 8:15 am: Breakfast
- 8:30 – Noon: Email Essentials – NY Archives Dave Lowry and Linda Bull
- 8:30 – 10:00 am: Cloud Computing – Dave or Jim with Pat Franks
- 10:00 – 10:30am: Break with Vendors
- 10:30 – Noon: Court Retention Schedules – Karen will get us a speaker
- Noon – 1:00 pm: Lunch
- 1:00 – 2:30 pm: Retention Schedules (MU-1) Only– Linda from NY Archives and Board
members
Other Retention Schedules Breakout
- 2:30 – 3:00 pm: Break
- 3:00 – 4:30 pm: Protecting Essential Records (hands-on session) – Lillian (for work and
personal records)

Wednesday, June 8

- 9:00 am – Noonish: Board Member Meeting

Discussed things concerning the 2016 School such as:

4. Vendors: In past schools, some of the vendors have requested a time within the school to talk about their product. So we discussed this and chose to try it for the 2016 school. The vendor would pay \$100 more to do this if they chose at the last session on Monday, June 6th. Depending how many vendors we have, we’ll get time allotted as close to the same for each vendor to talk. If you have vendors that would benefit from coming to the school, have them contact Michele or Pete.

5. Tours at School: Mary Ellen is looking into the idea of a tour to the Bethel Woods Museum, which is 15 miles from Villa Roma, from 5:00-7:00 p.m. on Sunday, June 5. This museum is all about the Woodstock event and sometimes they have a concert. Mary Ellen will check into transportation from Villa Roma to the museum also. Possibly The Villa Roma may have a shuttle service for us to use. There is a museum fee. If there is a concert, the cost would be the member's cost. She will give us more information at the January 2016 meeting.

6. Awards: We discussed suggestions on granting our awards. One suggestion is to make the biographies shorter. If you know anyone who is deserving of the 3 awards we have, please let Wendy or Donna know. The sooner the better.

7. 2017 Conference location and cost: Desiree handed out a document with different hotels and pricing which included, The Inn on the Lake in Canandaigua and also the Ramada Lakefront in Geneva. These were the least expensive listed and the Geneva choice is the lowest price. The entire group chose the Geneva location for 2017. Here are others listed that gave expenses:
Doubletree: Syracuse
Woodcliff: Fairport
Hyatt Regency: Rochester

8. A Formal RFP for conferences to use: Michele Rowe created for everyone a document to use when considering a hotel for our school. Thanks Michele for all your hard work on this document we can use for future schools. She will resend it to everyone with corrections.

9. Budget of the Conference: In the past it was not created and now we want one.

- a. The vendors came through well with money last school.
- b. School Give Aways: Wendy has an idea with a cooler and Mary Ellen has an idea with tie-dyed t-shirts. These would go with the 2016 theme. A 6 pack cooler less than \$5 each was found, and we usually purchase 150 items would be \$750. We also discussed having shirts purchased with our logo and having any table of leftovers of past school give aways to sell also. Mary Ellen made a motion to go with purchasing the coolers and 2nd by June and all approved. Around \$3.50 each cooler. Wendy will get them with our logo. Mary Ellen will get a bulk price on tie-dye shirts with NYALGRO logo on front and bring information to the January meeting. Whatever we have leftover will be sold at a table during registration.

10. Our Retention Schedule: Everyone has a copy and everyone has had the opportunity to give their input to this schedule that Jim put together. The Albany Hall of Records now has some of our paper records. Donna at the January 2016 meeting is to tell us another location we could choose to store the records since we need to move them from their existing place.

- a. A motion was made by Diane M and Lillian 2nd and all approved the retention schedule.
- b. Someone needs to go with the Albany Hall of Records and dispose of things that are ready and what is left decide where to store it. Desiree does not mind going and getting them.
- c. Discussed picking them up at the January meeting in Albany **and go to Syracuse in late March/early April.**
- d. People that have records can now use this schedule to use and destroy NYALGRO records. Read the schedule ahead of time.

11. Future Board meetings Set: Meet on Friday, January 22, 2016 at 10:00 a.m., tentative Hampton Inn in Schenectady. The Holiday Inn in Albany will be used "if" the Hampton Inn is more expensive. Desiree will check and let us know.

- a. Monday, April 4, 2016 board meeting will be in either Syracuse or Liverpool starting at 10:00 a.m. Desiree will see which is less expensive of a hotel and let us know.
- b. Sept 25-26, 2016 (Sun/Mon.) the 2016 retreat will be in Geneva and the meeting will start at 1:00 p.m.

12. Idea for 2016 School/ Invite Pennsylvania RMO's: Jim feels that marketing to local officials in northern Pennsylvania about this conference is a good idea. Jessica made the motion and Kathy 2nd to invite the Pennsylvania records managers near the border of New York and waive their membership fee if they come to our conference. We discuss topics that would assist any RMO regardless of where they work.

13. Approve June 15, 2015 Board Meeting Minutes (Gina): Approved by Diane and 2nd by Kathy and all approved.

14. Treasurer's Report (Rosemary): The organization is doing well over all. We have close to \$30,000 in our checking and savings accounts. Rosemary will let us know more details on the tumbler giveaways and other bag that may have been in the expense line. The proposed 2016 budget will be ready to review at the January 2016 meeting.

15. State Archives Report and Archives Partnership Trust (Dave):

- a. The Archives Partnership Trust is an independent private organization and raises money for New York Archives for special projects. Recently in the past year, there were two leadership positions that left and new hires came on board.
- b. Other personnel news: No news on Geof Huth's vacant position nor the NY State Archivist yet. There are two new positions to be filled also.
- c. Grants: In early September, grant review was in June this year and put things a month behind. The total number of grants funded was 61. 700 applications came in and 500 would be funded long ago when things were in a better budget climate. 61 grants funded are now, and 16 were in New York City mayoral agencies, so really there were 41 regular grants and 11 were shared services grants less than \$1 million and 5 were demonstration grants around \$1.5 million.
- d. The fund fell short \$2 million from what was predicted, so there was less money for individual grants.
- e. Grant review was very difficult this year due to the budget restrictions. About 200 or so were the grant application this year. From 2003-07 there would be 700 grant applications being submitted and there has been a decline after this time.
- f. Trying to run a 2015 program with 1989 funding. We need a fee raise. It was \$5 for a long time and should be increased to \$9 or more.
- g. NHRPC grant money. The federal government gives money to the state and an advisory board decides who should get the money. Jim spoke about this.
- h. Grant money was set aside for individual grant applications. At least \$400,000 was set aside for this and more if there is extra money from shared services/demonstration grant monies.
- i. Email Management is a new demonstration grant category. The old demonstration grant categories will be dropped.

- j. Demonstration grant description: When a local government tackled a complex problem and other local governments can piggy back on what was learned. This year demonstration grants will be lowered from \$1.5 million to around \$800,000.
- k. Local Government Records Advisory Council (LGRAC): Jim brought up the idea to have Desiree get on this council too. It is a governing/advisory body and gives a lot of direction. Usually it meets 3-4 times a year. The next meeting is in December. It is a public meeting. Dave will check into this.
- l. Individual grant requests is being lowered to \$50,000, it was \$75,000. Shared services grants are going very well.
- m. Dave wrote an article about shared services and Desiree asked him to have this article in the next newsletter we have. He will send it.

16. Committee Reports

1. Budget and Finance (Rosemary): completed earlier
2. Bylaws (Desiree): New small booklets of our bylaws were in our packets with the June 2015 changes made.
3. Education and Training (Gina): nothing at this time.
4. Nomination and elections (Donna): Donna has letters of people who want to run. Peter does not plan to not for an office again due to pending retirement, but he would like to be included in our activities. Peter has been performing his job for 35 years and for the past 28 years, he has been a board member and also a founding member of this organization. He said that this has been a professional group and we have pulled through a few bad years. It is up to us to reach out to people who work close to the hotel for the conference to come. We need to reach out to everyone in Sullivan County.
-- We will all miss Peter and also are happy for his future retirement. We are glad he wants to still be involved with our board.
5. Membership (June): We have 2 new members since the conference ended in June. Renewals in November will be going out
6. Publicity (Rosemary and Kathy): We received a few compliments that people liked the last newsletter. They had trouble sending it electronically because it was so large and she had to mail more out than usual.
 - a. The next one to go out: the deadline for articles is October 30th and the newsletter will be sent out November 15th.
 - b. We discussed PDF file size problems, server issues and other reasons members do not receive this electronically.
 - c. It would be a good idea to have list of specific photos at the school that should be taken so we have them for each school. Some examples are: the board members, award winners, and scholarship winners to name a few.
7. Scholarship (Wendy): April 15 is the changed date for the application deadline instead of May. We need to have something in the newsletter to know about applying for the scholarship. We will award two scholarships.
8. Education Scholarship given (Jim): The five university scholarships were sent out to colleges with an April 4th deadline for students to apply Jim let us know. The seven reviewers will review them on April 20th and will select the student, notify them and invite them to the banquet to receive the scholarship.

8. Technology/Website (Wendy): Wendy will add Desiree to face book so she can add things. The website will be updated with the newest bylaws and also will update the Cheryl Steinbach award. The 2017 school conference location, Geneva, will be put on the website and lastly the RFP for hotels to use will be there.

9. Accommodations (Desiree): Desiree will contact us on where we are meeting in January after she checks into hotel pricing.

10. Legislative Committee (Jim): This group met for a specific bill and this committee will keep the board informed on an as needed basis.

17. 2015 School- Old Business: nothing to discuss at this time.

18. Reimbursement Policy: We discussed the policy dated 4/10/15 and revisions we agreed on will be in effect January 1, 2016.

Here are the changes:

*Mileage and Tolls for board members will be reimbursed round trip for at the current IRS rates. (Before it was only one way travel and no tolls)

*Scholarships: Minor word changes, so now it reads: "Scholarship winners will be eligible to be awarded a scholarship once every five years."

*Special Award Winners, including now Education Scholarship winner: "Allowed mileage reimbursement, if requested. Banquet dinner to be provided by NYALGRO for award winner and guest. Overnight accommodations for the banquet night and breakfast(s) the next day will be reimbursed for one night of traveling over 150 miles, if requested, based on Board approval.

19. Cloud Storage: At the June board meeting, Gina brought up the idea of us having a place to store no confidential files for other board members to locate and work on together. Wendy checked into this and found that we had a Google account, but we need to get in touch with a past board member, Rick Cobello to change a few permissions. Dave thinks Rick now has a job in Saratoga and will ask Denis Meadows if he knows where Rick is located so we can talk to him. With a g-mail account, we can share documents with permission. If we cannot reach Rick, then we can get the password reset. We'll discuss this more in January 2016 meeting.

20. New Business: This will be Peter's last meeting with us and it has been a real pleasure to have him as a part of our group. We wish him the best on his future retirement journey and hope he stays in touch with us. We appreciate all the many years he has given to helping form this organization and manage the vendors for the schools, give speaking sessions too, and just his wealth of knowledge in the field that he freely shares with us all.

21. Correspondence: There is no correspondence received to discuss.

22. Tour of The Villa Roma: A motion to adjourn at 10:05 a.m. made by Diane and 2nd by Jessica and all approved. A tour of the facility is forthcoming.

Meeting minutes taken by Gina Doty, Secretary
Edits Welcome