

NYALGRO Executive Board Meeting
April 4, 2016 – 10AM
Double Tree, East Syracuse

A Meeting of the NYALGRO Executive Board was held at the Doubletree Hotel, East Syracuse, NY, on Monday April 4th, 2016. President Desiree Potvin called the meeting to order at 10:15 am.

PRESENT: Desiree Potvin, Michele Rowe, Gina Doty, Rosemary Switzer, Kathy Montemarano, June Patterson, Diane Muscoreil, Jessica McClennan, Wendy McConkey Lillian Barton, Karen Sweeting, Dave Lowry, Jim Tammaro, Mary Ellen Beams, and Angela Arasim

ABSENT: Donna Mumbulo

APPROVAL OF MINUTES: The minutes of the January 22nd, 2016 Executive Board Meeting were accepted on a motion by Jessica, seconded by Karen and unanimously carried.

TREASURER'S REPORT: Treasurer Rosemary Switzer distributed her reports to all members. Our current balance as of March 30th is \$30,531.95. A comparison report of Income/Expenses for the years 2015/2016 was also presented. Rosemary also reported that she called our tax people and as we are a non-profit organization, our tax report is not due until May 15th, 2016, and the cost will be around \$355.00. A motion was made by Angela, seconded by Kathy and unanimously carried to accept the Treasurer's Report as presented. (Attached)

NYS ARCHIVES UPDATE: Dave reported that Kathleen Rowe, Director of operations (Deputy State Archivist) has retired after 37 years. There has been a waiver for Geof Huth's old position, and maybe by summer a new head of Government Record Services will be named.

Big news on Grants – This is our lowest number of applications, only 139. Twenty two of those are shared service grants, which average 3-4 municipalities each, so around 200 total municipalities have applied.

\$1.7 million is available for demonstration grants, \$1.2 million for shared services grants and \$500,000 for individual grants. The money will actually trickle down from demo grants to shared grants to individual grants. This is the 1st year where demo grants are being completed, which gives us a chance to go out and review/analyze these grants and make recommendations, to see if they work. There are six demonstration grants applied for, and one of them is from NYC, which has their own money pool.

An appointment to NYALGRAC from NYALGRO has not been made yet. There are openings on the board. At our last meeting it was determined that Donna Mumbalo would be our appointee.

COMMITTEES:

- a. BUDGET/FINANCE – *Rosemary, Kathy* Treasurer's report was already given by Rosemary.
- b. EDUCATION/TRAINING- *Gina, Lillian, Desiree* This will be moved to later in the meeting.
- c. MEMBERSHIP - *June* reported there are 253 paid memberships, which includes 23 new members. There was a question as to which areas the new members came from, but June did not have that available. That information will be ready for the September retreat. Karen asked how many corporate members we have. She has seven, which seems to be the correct number that are currently registered.

d. NOMINATIONS/ELECTIONS – *Donna & Karen* No report.

e. PUBLICITY – *Kathy, Rosemary* The newsletter went out, and the next one will be mailed out after the conference with photos.

f. COLLEGE SCHOLARSHIPS/AWARDS – *Wendy, Donna, Jim* Jim reported that we have one student application, with still a week to go, and then it will be forwarded to the reviewers. There was a question as to whether Peter will be removed and it was agreed that he will be, and that six reviewers is fine for a decision. If we have an award winner, Jim will notify the winner and let Desiree know.

g. TECHNOLOGY – *Wendy, Desiree* All is fine on the website, and once a week posts are being done on Facebook and the website. Jim asked if we had considered using Twitter?? It was determined that since we only have around 30 followers at this time, it was not worth doing at this time.

h. BYLAWS – *Desiree, Michele, Diane* No report at this time

j. ACCOMMODATIONS – *Desiree, Karen, Mary Ellen* Desiree reported that we are all set for 2016.

NEW BUSINESS/BOARD MEMBER COMMENTS

- Southern Tier West Conference is May 11th - Karen and Jim will be attending. Jim reported we will not have an exhibiting table, because it was too costly, but there will be a table where groups can put out their materials, and we will be doing that. Our flyers and copies of the Callicoon Conference program will be distributed, including a flyer Jim will make up for the 2017 Geneva Convention. Since our block of rooms for Callicoon is only open until April 10th, registrants after that date may not be able to get a room. The conference registration deadline is May 20th however, so they could still register. When Jim and Karen attend, they should have 2 free registrations available because of our sponsorship. The two names registered were Diane Muscoreil and Jim Tammaro, but Diane will not be attending so Karen can request a reimbursement of the money her Town has already paid. Jim will just tell them at registration to change the name to Karen. Over 400 are in attendance at this conference.
- Wendy reported that she tried to access our Google Gmail for NYALGRO, but has been unable to get a response from the owner of that name. She will set up a new one, nyalgro.org@gmail.com with the password NYALGRO2016, changing it each year by changing the year. This way we can all post our documents there using Google Docs to share and have the ability to edit documents.. Wendy will maintain the email for us.

ANNUAL SCHOOL PLANNING UPDATE:

a. 2016 School – CALICOON, NY

- ✓ Enrollment Update – June reported she has 22 registrants for conference so far, with eight of them our members, June, Desiree, Diane, Karen, Lillian, Mary Ellen, Gina, and Angela and 7 first time attendees! Others need to send in their conference registration form as well as your payment for the tour if you will be attending. There is no registration charge for board members, and you will also need to sign up and pay for the tour if you plan on attending.

So far, 22 hotel rooms have been reserved, and 9 board members are included; Desiree, Diane, Gina, Angela, Lillian, Mary Ellen, Jim, Wendy, June. Reservations need to be in by April 10th, but Desiree will call and see if she can get that date extended. Remember to put Board Member on your application under special requests. If you are coming up on Saturday, no rooms are available in the hotel, you will be placed at one of the timeshares, then moved to the lodge on Sunday. In the future we need to look at accommodations when we want to use a resort, as rooms are usually booked far ahead.

- ✓ Vendor Update ~ Michelle – we currently have seven vendors on board, Jessica has been sending out the information on hotel reservations, and the spreadsheet was updated by Karen. It was determined that you have to pay corporate membership fees every year. For the Vendor blender – two are interested so far, BAS and General Code. General Code is also sponsoring a coffee hour on one day for \$125.00. The application is confusing in parts. It needs to be more clear what you get with the Corporate membership. We could also have less vendors because of the location of the conference this year. On the form – there is a corporate member rate, which gets you on the website, and in the newsletter. There is also a regular rate for exhibit space for two days which gives you a price of \$350 for exhibit space (which is \$250 for Corporate Members), a Vendor Blender is \$100 and a Coffee Hour is \$125. Jim told us that Carrie Roulette is in charge of ESDN, Empire State Digital Network, a non for profit organization, which works with the Library Council of NYS, promoting digital collections of electronic archives for governments. He wondered if they could have a table at no charge. It would be a good way to increase the level of information promoting digital archives. A motion was made by Karen, seconded by Kathy, to give ESDN a table at no charge, and ask that they help promote us through their service. Approved unanimously. It was suggested that they could, for \$100, be part of the Vendor Blender and explain their services. Jim will tell them that.

We are still looking for more vendors, there is no real deadline for that. Our current Vendors are BAS, General Code, Shred It, IMA, Henderson Johnson, Polygon, and Eastern Micrographics. Jessica tried to get retailers and food suppliers but had no luck, even near the location. She will keep trying! Mary Ellen will work on BAS for a Coffee Hour, and others will be approached.

- ✓ Schedule Update – The schedule as sent out is booked/speakers all confirmed. The session on Justice Court records appears to be a big draw. Court clerks attending would need a \$30 membership, \$30 registration and the cost of their meals. Plenary speaker will be Tom Ruller, NY State Archivist. All vendors and speakers should fill out a registration form, no cost, so they will get a nametag, or let Gina know and she will print them. Please make sure if you want to attend the Woodstock tour to put it on your application and pay the \$15. It will be on Monday afternoon at the same time as the Vendor Blender.
- ✓ Venue Update - All is well with Callicoon.
- ✓ Awards/Scholarship Update – Wendy reported that we have received 3 Cheryl Steinbeck applications so far with an April 15th deadline. Usually we give out two scholarships, but possibly we could give three if this is all the applications we get. Mary Ellen made a motion and Kathy seconded to present scholarships to all three if this is all the applications we get, approved unanimously. We also have 3 applications for the Paquin award. The three applicants are the Town of Dover, Bruce Gerstine and Nicole Doherty. Wendy, Donna and Jim will make the final decisions. If they want to move some of these applicants to our other awards, that is their decision. If there are any other recommendations, please let the committee know. For the award presentation, please make the bios shorter to read. Their full bio can go in our newsletter with their photo. Desiree will order the plaques.

b. 2017 School – Geneva We are all booked for the fall retreat September 25-26th, 2017. Hotel reservations will be sent out to all board members.

c. 2018 School -Desiree has two proposals from Lake Placid and one from Schenectady. Desiree is waiting for several others, and asked us to please try to get them to her for the September retreat.

b. EDUCATION/TRAINING – *Gina, Lillian, Desiree*

All speakers so far are confirmed, as per spread sheet attached. The hotel will give us projectors for all rooms, screens, but Gina will bring backups, portable projector and presenters buttons, and a laptop. Our session area will be upstairs, with a sign in sheet for each class.

Packets will be complete for everyone on our list plus 12 extra packets for late comers, including the itinerary, bios of speakers, school sessions list, the business meeting minutes from last June, name tags & holders, sign-in sheets for class monitors to make sure are filled. Sign in for registration table will be right at the registration desk –There will be a sign up for those who want to introduce people, do they need extra equipment, give directions on where to go, make everything easy, a welcome letter, and a list of all attendees with their address. Wendy will do the vendor certificates and vendor bingo and sign in. Vendors want more time to spend with the attendees. Karen will do the survey, which is attached, for individual classes and for the overall conference. Monitors have to make sure to pick them up at table and take them to their class. Lillian will do certificates for all attendees and award winners.

Any technical or special needs you may think your speaker/presenter needs, please let Gina know so she can get it fixed.

There will be memo boards for all our special announcements, and signage on all doors for what session is going on. Monitors will be responsible to place them on the door of their room and get their sign in sheet.

The resort will TRY to cordon us off from the rest of the hotel, and an itinerary of hotel events available at the front desk has a map on the back

Desiree – Monitor responsibilities are to introduce the speaker, check the temperature of room, pass out handouts, pass the sign in list, and handing out the surveys.

Our registration table will also have sales items to sell – travel mugs, wineglasses, and items from past years. We have our coolers as our giveaways for this year. After discussion, it was decided to save the totes we have to use next year. Approved

Welcome reception will have groovy glasses and tie dyed shirts, and Lillian's cut out buses for photos, PEACE, LOVE, etc.

Mary Ellen – A sign up sheet for shirt sizes was sent around. It is a blueberry color, and will be in men's sizes. She is still negotiating pricing for text on shirt and which color of text to use. We will wear these on Sunday Night as board members at the welcome reception. There will be our design on back, NYALGRO logo on front with Executive Board Members on ours, then extras for sale, probably at \$15. She will order 10 Medium, 10 Large, 10 XL to sell, plus our orders for board members. Desiree will also order more ribbons for Board Member nametags.

Lillian/Desiree – Gift baskets will be given out at the Monday lunch – bring a basket rather than items if possible, from your region, and decorate them to go along with peace theme. Lillian will be in charge.

There will be a list of the vendor blender schedule in our packets so attendees will know which vendor will be presenting, and at what time.

Any new vendor info should go to Michelle along with a check.

June 5th is our conference, if you have any changes or additions, you must send them to Gina by the 24th of May!! Desiree sent out 400 packets, 33 to Pennsylvania contacts.

Speakers should bring their own handouts, so please let them know. If they want it put on the website, they should send a copy to the person who brought them in, then that person would forward it to Wendy. Lillian needs the final list by at the latest June 1st.

SURVEYS: Karen asked if we felt we got enough information off of last year's individual surveys to do that again this year. Everyone felt that those were good to have. We got very few returns from the overall conference survey, maybe we can send that out after the conference to our attendees by email. If you have any further questions for the Vendor Blender survey or other surveys, please let Karen know before May 10th. She will change the "professional capacity" wording to "professional affiliation." Karen will set up a conference survey on SurveyMonkey.com, and put a link to the conference survey on our forms telling registrants to look for the email from us. "Please watch for an email from us with a link to our survey at Survey Monkey"

Rosemary will send out a reminder to our registration list reminding them of the deadlines, and all other board members should spread the word to their localities.

Desiree went over our School Timeline list we received by email in January:

- Sent confirmation list to Vendors letters- done
- If your speakers need a room, please make arrangements with Desiree
- Question on how meals will be handled. Desiree will check with Villa Roma.
- Speakers are allowed a meal depending on their session and/or sessions-let her know speaker requirements asap
- We on the NYS Archives List-Serv
- Confirm Letters to Vendors ~ done
- Finalize special event details – Resort will do that
- Update website, post agenda ~ done We can also possibly take info on NYALGRO to NYSTCA conference
- Order nametags - Done

Jim Tammaro had a question on using Google Docs, and Wendy agreed to tutor us on how to use Google Docs at our retreat in September.

- Party Sunday night will be at the Mezzanine bar, with one-hour open bar, wine, beer, & soda, and light hors d'oeuvres.
- Monday Plenary will be in one room, also eat lunch. After lunch that will be divided into two separate rooms for classes.
- Monday Banquet will be up the hill at the clubhouse, which overlooks entire area, cocktail hour, dinner, & awards. Back to main building afterwards, with several options after awards, theater, music/shows/etc.
- Tuesday we will be in main room again. Business meeting will take place, we will do our baskets and Vendor Bingo giveaways.
- Wednesday our meeting will be in a boardroom.
- Add information regarding the drawings for giveaways to handout sheets so everyone knows it's on Tuesday at lunch, and they must be present to win. Board members cannot participate in Vendor giveaways. At our registration table, let everyone know, announce at banquet, put it on the ticket "must be present to win".
- Kathy will bring a cash drawer and Rosemary will get \$100 cash for drawer in 5's and 1's, everyone can bring anything NYALGRO related to sell, tee shirts \$15, NYALGRO pins to new registrants, or sell for \$1. We can also sell any extra coolers we have left.

NEXT MEETING DATE/LOCATION:

- a. Sunday, June 5, 2016 – Villa Roma, Callicoon – 1PM Registration runs from 4:00-6:00
- b. Wednesday, June 8, 2016 – Villa Roma, Callicoon – 8AM
- c. September 25, 2016 - Ramada Inn, Geneva - 1PM

ADJOURNMENT A motion to adjourn was made by Angela, seconded by Karen and unanimously carried at 1:05 pm.

Respectfully submitted,
A. Diane Muscoreil, NYALGRO Secretary

Income/Expense Comparison by Category - Year To Date
1/1/2015 through 3/30/2016 (Cash Basis)

3/30/2016

Category	1/1/2015- 3/30/2015	1/1/2016- 3/30/2016	Amount Difference
INCOME			
Conference			
Vendor Fees	0.00	500.00	500.00
TOTAL Conference	0.00	500.00	500.00
Fall Conference			
Vendor Fees	0.00	350.00	350.00
TOTAL Fall Conference	0.00	350.00	350.00
Membership Dues			
Associate Dues	0.00	30.00	30.00
Corporate Dues	1,750.00	1,000.00	-750.00
Regular Membership	9,000.00	8,055.00	-945.00
TOTAL Membership Dues	10,750.00	9,085.00	-1,665.00
Vendor Blender	0.00	100.00	100.00
TOTAL INCOME	10,750.00	10,035.00	-715.00
EXPENSES			
Administrative			
Copying & Printing	724.17	256.30	467.87
Postage	231.49	0.00	231.49
Taxes-State	355.00	0.00	355.00
TOTAL Administrative	1,310.66	256.30	1,054.36
Board Meeting	250.00	0.00	250.00
Lunch And or Refreshments	0.00	443.85	-443.85
Overnight Hotel Stay	333.00	240.00	93.00
Travel Reimbursement	1,221.20	2,361.76	-1,140.56
TOTAL Board Meeting	1,804.20	3,045.61	-1,241.41
Conference Expense			
Door Prizes	595.00	0.00	595.00
Give-Aways to Conference Attendees	0.00	511.77	-511.77
Postage	0.00	298.20	-298.20
TOTAL Conference Expense	595.00	809.97	-214.97
Sponsorship Fee - Non NYALGRO Conference	0.00	200.00	-200.00
TOTAL EXPENSES	3,709.86	4,311.88	-602.02
OVERALL TOTAL	7,040.14	5,723.12	-1,317.02

Account Balances - As of 3/30/2016

3/30/2016

Account	3/30/2016 Balance
Bank Accounts	
Community Bank	12,566.28
Community Bank Savings	11,243.30
M&T Bank-CD1	6,722.37
M&T Bank-CD2	0.00
TOTAL Bank Accounts	30,531.95
OVERALL TOTAL	30,531.95