

## NYALGRO Executive Board Meeting Minutes January 23, 2017

*The following members attended this meeting at the Gideon Putnum in Saratoga Springs:*

Desiree Potvin	Gina Doty	Wendy McConkey
Michele Rowe	Rosemary Switzer	Kathy Montemarano
June Patterson	Angela Arasim	Mary Ellen Beams
Jessica McClennan	Bennie Giles	Karen Sweeting
Dave Lowry	James Tamaro	Donna Mumbulo

*Excused:* Diane Muscoreil

The meeting was called to order at 10:15am by President Desiree Potvin. A birthday card is being sent around for Lillian Barton's birthday which is next week.

1. Welcome to new board member: A big welcome to City Clerk Bennie Giles from New Rochelle. Everyone introduced themselves. Congratulations to the newly re-elected board members also.

2. Acceptance of the September 25-26, 2016 meeting minutes: Approved by Donna M. and 2nd by Angie A. and all approved.

### **3. Old Business/New Business:**

A. Amendment changes (Desiree): The changes being proposed to the by-laws which are:

*Amendment #2: Article II Members:* Create a new "Student Membership" as follows- any individual enrolled as a full-time student in a program involving records or information management.

*Amendment #3: Article III Finances-Section 2* and change the wording to be as follows:

Association dues: Regular membership \$30, Student membership \$15, Corporate membership \$250, Honorary membership \$0, and Emeriti membership \$0.

Karen S. made a motion and Mary Ellen B. 2nd and all approved for these changes to be voted on at the June 2017 business lunch meeting for approval.

B. Education Scholarship update (Jim): About two years ago, a discussion to have a scholarship designed and given to new people coming into the Records Management career was created for a college student and the first scholarship was given in spring 2016.

-- The number of applicants were too low and broadening the scope of this scholarship was changed. Sent out this scholarship information to ARMA in case someone is pursuing online courses to use this scholarship for. May 5, 2017 is the deadline for submission. If we don't have more apply this year, we may have to revisit this.

--The reason ARMA was sent this information, this one association has intense webinar courses that are defined in this topic of records management. Jim did look at AIM and they don't have routine courses on a regular basis.

--The documentation about the Education Scholarship will also include course titles for the ARMA Webinars which would be covered by the scholarship award for a recipient who is not a student pursuing records management training in a library school.

-- Jim had an article in our newsletter about this and will have it run again in the next NYALGRO newsletter.

--At the September 2017 retreat this topic will be brought up to brainstorm. In the meantime email Jim with ideas on who else we should be allowing to apply for this.

--The people to review applications are: Cindy Bendroth from PA State Archives, Mary Mannix from Frederick, MD County Public Librarians, and our board members Donna M, Kathy M, and Rosemary S.

#### **4. State Archives update (Dave L):**

--A record of 128 applications for grants which is \$7.5 million in requests. This number is low.

--March 23, 2017 is the review of the grants. Hoping with the approval process people will be notified by July 1, 2017 or sooner.

-- Kent Stutz retired November 2016 and rehiring his position is in work. Gail Fischer retired June 2016 and Sarah Durling, who has been with the Archives for ten years, is going to take Gail's Buffalo position. She will relocate in the spring.

--Ron Schurnhow, the author of "Hamilton" was given an Empire State award.

--Dave solicits feedback: Strategic Planning for the next five years is starting. Looking at stakeholders and looking at forming focus groups around the state with a list of questions and ask in small groups questions such as: how are we doing in the archives, should we be doing something else, and more. Start to think about people doing this who will give honest feedback and ideas for improving things. Wanting to steer things for the archives in a direction for the next 5 years. Probably the groups will be set up in large city locations.

--LRAC: The question was asked are there more appointments coming soon for this group? Dave said this is being discussed now.

--Status of a bill (Jim was asking): the Governor taking money from the fund and it was vetoed. Desiree will get more details on this bill number.

#### **5. Committee Reports**

##### **A. Budget/Finance: (Rose/Kathy)--**

Rose handed members a report. The overall total is \$22,451.60

--The copy and printing for membership not shown on this report yet.

--\$150 board meeting for High Peaks in Lake Placid

--Budget to be made for 2017-18. Last year we spent a bit more, but Rose will send an update on budget to all by email.

--Motion to approve the Treasurer's Report was made by Karen S. and 2nd by Donna M. and all approved.

**B. Membership (June P):** We have 157 regular members, 16 new members and 1 Associate member as of today. Corporate 1 (\*BAS) and they want to do vendor space for 2 days

--Confadata Company (ask June spelling): they sent a membership and paid the wrong amount, like a regular member when they are a company. June will call them and explain the different form to use for corporate management.

--Corporate does not have to pay a membership, they can pay a non-member fee to vendor.

When a Corporate company wants to be our vendor at the school, they 'also' need to send a hotel registration form to register.

- Gina needs to know so they have a name tag and packet.
- In April 2016 we had 253 members. The membership and the fiscal year is January to December.
- Michelle to send our corporate members notification to renew their membership for this new fiscal year

#### C. Scholarship /Awards (Wendy)

- So far we have one Cheryl Steinbach scholarship application.
- Awards to give out: Dave Lowry suggests Dutchess County Historian, Will Tatum, who is doing great things. Dave will get in touch with us. Dave does not know if he is a NYALGRO member or not.
- We discussed that it would be respectable if the award winner is a member of our organization.
- Carol Davidson, retired and a prior NYALGRO board member is a person who deserves an award due to her work mostly with fire districts. Michelle R. will submit her name for an award.
- We are trying to get more fire districts involved.

#### D. Newsletter (Rosemary and Kathy):

- We need to the winter issue out and the deadline to send information to Rose is February 13th so that it can be sent out late February.
- Include a photo and bio of Bennie Giles, our new board member, and also explain the school information. Please send an article to Rosemary by this deadline February 13.
- Rosemary attended a Town Clerk meeting for her area and she gave an announcement there about the June school. She sent an email to the historians in her region.
- Please use Facebook more often. Desiree is making a point to use it more often.
- Talked about the word "state" was not in our name NYALGRO and Jim talked about it and why we are not a state initiative and that is why the word state was not chosen.
- Wendy will update the website with the classes.

#### E. Nominations and Elections (Donna): The process went well. We had some candidates that were tight in getting re-elected.

- One person on the ballot was not a member, so we slipped up on that.
- Someone asked what are the final numbers. Donna calls Desiree with the numbers on who won the election.
- We are still getting a poor turn out of the election with less than 50 voting. Would like to improve that number.

### **6. Annual Conference Planning: Education Committee (Gina, Karen and Desiree):**

- #### A. Conference 2018 in Lake Placid at the High Peaks Hotel: The hotel let Desiree know that we would have to handle the hotel reservations ourselves, which according to Donna M. this has not been done before. It is asking for problems and complications. Everyone on the board was against our doing this. We don't have the means to do this as a board.
- Desiree will speak to the High Peaks Hotel and see if they will change their mind about this matter.
  - We don't have the ability to handle credit cards and so on.
  - The Crowne Plaza in Lake Placid was more money when we checked into it.

- Desiree will speak to Mark, at the Gideon Putnum where we are now about coming here in 2018 if the High Peaks Hotel will not change their mind.
- We have already signed a contract at the High Peaks Resort in Lake Placid so we will still have our retreat there in September 2017.

**B. Conference in 2019:**

- Use the RFP (request for proposal) that Michele R. created on the Alexandria Bay Area or wherever you are interested. If you prefer not to do this step and know of a place, call Desiree and give her the hotel name and city to use.

**7. Around the Table:**

- Email your reimbursement form to Rosemary if you choose to not give her your forms here.
- The Sales Table at the 2016 school raised \$400, so we will do the sales table again.
- Our next meeting is Monday, April 10<sup>th</sup> at the Double Tree Inn in Syracuse. This is our last meeting before we meet for the June school in Geneva.
- The Ramada Inn in Geneva is going through renovations and Karen S. will go down and check on how it is going and let us know later.
- Retreat Sept 24-25, 2017 at High Peaks Resort in Lake Placid. Mark your calendar to attend and this association pays for this meeting.

A motion to adjourn was made at 1:20 p.m. by Donna M and 2<sup>nd</sup> by Angie A. and all approved.

*Meeting minutes by Gina Doty due to Diane's absence.  
Edits welcome*