

**NYALGRO Executive Board Meeting held on March 19, 2018 at Doubletree, Binghamton, NY.**

Board Member's Present:

President - Desiree Potvin

Vice President - Michele Rowe

Treasurer - Rosemary Switzer

Secretary – Mary Ellen Beams

Members Present: Wendy McConkey, June Patterson, Jessica McClennan, Karen Sweeting, Dave Lowry, James Tamaro, Donna Mumbulo, Erica Linden

Absent: Angie Arasim

**Acceptance of Minutes**

A motion by Donna Mumbulo, seconded by Jessica McClennan the following was

Adopted           Ayes 12                           Nays 0

Acceptance of the NYALGRO Board meeting of March 19, 2018 subject to the following corrections: page 1. Take out pledge of allegiance and under general announcements second sentence change die to due, page 4 under old business correct spelling of MARMAC is MARAC.

**State Archives Update**

Dave Lowry reported that the grant review process has started. LGRAC meeting is this Friday where they will review everything then give a final approval with letters going out early June. This Friday's LGRAC meeting will be a first video conferencing meeting.

**Committee Reports**

**Budget/Finance/Treasurers Report- Rosemary**

The Board discussed the budget. Rosemary passed out a chart she has done on how the Board spends money. The last time the Board made money was in 2015. Rosemary reported that last year she moved money from the savings to cover the year but feels year to date we are doing ok.

The Board discussed doing a by-law change for dues, changing the membership dues to \$50.00 and conference registration to stay at \$30.00. President Potvin suggested a change to the number of Board members from sixteen down to fourteen which would also be a by-law change.

**Acceptance of Treasurers Report**

A motion by Donna Mumbulo, seconded by Karen Sweeting the following was

Adopted           Ayes 12                           Nays 0

Acceptance of the Treasurers report submitted by Rosemary Switzer account balance as of today is \$18,880.44.

**Membership-Jessica/Mary Ellen**

Jessica gave a report for membership NYALGRO has 28 new members and 322 paid members. As of now we have received two corporate checks one from accelerated and the other from BAS who overpaid. They told us to put the overpayment toward a coffee hour.

### **Scholarship/Awards-Donna/Wendy**

Three applications for the Cheryl Steinbach scholarship were received, they are all from Town Clerks. Jim reported that at this time we have one nomination for an award but the application it is incomplete as of now. Scholarships and award winners will be awarded April 13<sup>th</sup>.

Jim reported as of now we have had no response for the education scholarship. He suggested that maybe we broaden the potential nominees to non-masters students. He would like to brain storm at this falls meeting on how we can promote the education scholarship.

The reviewers are Donna, Rosemary and June with Jim as the administrator if we get an application.

The Board discussed promoting NYALGRO and it was suggested doing a one day workshop in different regions on a Monday and hold the Boards meeting the day before. This will be discussed at the falls meeting.

### **Publicity-Rose/Wendy**

The winter newsletter just went out and the next newsletter to go out will go out in April so get any material you have for it to Rosemary by April 15<sup>th</sup>. Corporate advertising goes from June to June. The following newsletter will be after the conference.

### **Standards/Technology- Wendy/Desiree**

Wendy reported that the website was updated including the Board members page. Jim and Wendy will work on setting up our conference for this app.

### **Nominations/Elections-Donna/Bennie**

President Potvin read the list of names of the members whose position on the board is up for reelection Michelle, Rosemary, Karen and June.

### **Conference Committees:**

**Sales Table** – Sales table sign up list and registration sign up list will be combined.

**Vendors** – At this time we have three vendors confirmed and two verbal commitments. It was discussed to make sure that vendors who sell the same product not be next to each other. It was said to let the record show Jim will help Michelle.

The Board discussed allowing craft vendors for a fee to sell their crafts on Sunday during registration. This topic will be discussed at the fall retreat.

**Registration table** – Sales table sign up list and registration sign up list Mary Ellen will go over and combine so everything is covered.

**Board Member Prizes** - Mary Ellen will get raffle tickets. Board Member's give your completed basket to Donna, Rosemary or Mary Ellen.

**First Time Attendees Welcome Committee** – June and Michelle are working on a gift bag to be given to first time attendees along with a NYALGRO pin. They will meet with the first time attendees before the opening ceremonies and go over the conference with them briefly. More first time attendees need to be ordered.

### **Theme Suggestions/Give-a-ways**

Jessica showed the Board the wonderful thumb drive she created as a giveaway for the conference. Mary Ellen will order 200 cellphone wallets with a kickstand in blue with NYALGRO imprinted on them.

The Board discussed and decide to give the speakers their certificate of appreciation and a gift bag containing all our giveaways to them at the end of their session.

President Potvin informed the Board that no one from FEMA got back to her so she has filled that slot with a class on Citizen Preparedness the class will be taught by Lt. Kevin Valent from Citizen Preparedness Corps.

Karen discussed the checklist for the class monitors which each class should have two board members. Wendy will print out any handouts that need to be printed. Please have the material to her no later than May 21<sup>st</sup>. She asked anyone who got a speaker to please email them in regards to their needs if any for projectors and AV equipment as soon as possible. Please have the speakers email their PowerPoint presentations to Wendy.

Wendy has stared the guidebook and Jim will write a brief article for the newsletter about the guidebook app.

The Board discussed the welcome packets:

President Potvin will do the presidents letter and the business agenda done at lunch.

Karen will do the speakers bios.

The vendor contact form Michelle and Wendy are taking care of.

Erica the conference surveys.

Mary Ellen the minutes and the extra activities information for the Lake Placid area.

The Board members are all to meet at High Peaks Hotel, Lake Placid on Sunday, June 3<sup>rd</sup> at 1:00pm.

The fall retreat is October 14<sup>th</sup>-15<sup>th</sup> in Alexandria Bay at the Bonnie Castle hotel.

The Board discussed the 2020 conference to be held in Corning. President Potvin will look into hotels in that area for pricing.

The Board discussed by-laws amendments regarding dues and the number of members that sit on the Board.

**Proposed Amendments to the NYALGRO By-laws pertaining to Membership Dues and Board of Directors and Officers.**

A motion by Rosemary Switzer, seconded by Michelle Rowe the following was

Adopted           Ayes 12                           Nays 0

Acceptance of proposed amendments to the NYALGRO by-laws pertaining to:

Membership's dues Article 3, Section 2 to increase dues from \$30.00 to \$50.00.

Board of Directors and officers Article 4, Section 1 remove phrase up to 9 elected directors and then add up to 7 elected directors.

**Adjournment:** On a motion by Jessica McClennan, seconded by June Patterson the meeting was adjourned.

Submitted by:

Mary Ellen F. Beams

Secretary, NYALGRO