

NYALGRO Fall Board Retreat Meeting held on October 14, 2018 at Bonnie Castle Alexandria Bay, NY.

Board Member's Present:

President - Desiree Potvin

Treasurer - Rosemary Switzer

Secretary – Mary Ellen F. Beams

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

Absent: Vice President - Michele Rowe

James Tamaro

President Potvin called the meeting to order with the Pledge of Allegiance.

Changing Venue to Rivers Edge Hotel for the 2019 Conference

A motion by Mary Ellen Beams, seconded by Angie Arasim the following was

Adopted Ayes 11 Nays 0

Approval of to change the 2019 conference venue from Bonnies Castle Hotel to Rivers Edge Hotel.

Tour Option- the board discussed the tour options and Mary Ellen will look into a boat tour/Boldt Castle.

Theme Suggestions

The Board members discussed many theme options and decided on Bridging the Islands of Records Management & Technology.

Give-a-ways The Board discussed doing a water infuser drink bottle. Wendy will be chairing the giveaways committee

Create Course Schedule

The Board discussed the plenary options and the Board decided for Desiree to reach out to Thomas Duffy to see if he is available to speak at the conference.

The Board worked together and created the Tentative School Schedule as follows:

Sunday June 2

4pm-6pm Registration

6pm-7pm Paint with Angie- Wine/Liquor/Beer tasting

7:30pm-9pm Welcome Reception

Monday, June 3

7am-8:30am Breakfast

8:30am-9am New Member/First Time Attendee Orientation

9am-10am Key Note Speaker Tom Duffy

10am-1030am Vendor Break

1030am-Noon Grants- Speaker Panel/Board Member Erica

10:30am-Noon Evaluating Your RM Program- Speaker Jim / Board Member Jim

Noon-1pm Lunch

1pm-2:30pm Implementing an ECMS & Working with IT Speaker Steve Goodfellow/Board Member Rose
1pm-2:30pm Mold Mitigation & other stuff Speaker Jeremy Linden/Board Member Rose
3pm-5pm Checktowaga Demonstration Grant/ Board Members Dave
6pm Presidents Cocktail Hour
7pm Annual Banquet/Award Ceremony

Tuesday, June 4

7am-8:30am Breakfast
8:00am-8:30am Vendor Break
8:30am-10:30am Social Media Speaker Panel/Board Member Karen
10am-1030am Vendor Break
11:00am – Noon Making a Disaster Plan Speaker Lillian/Board Member Desiree
Lunch-Business Meeting
1:30pm-3pm Retention Schedule Consolidation Speaker Jennifer O’Neil/Board Member
3:00pm-4:30pm Tour Board Member Mary Ellen

Wednesday, June 5

8am-Noon Board member Meeting-Board Conference Room

Conference Committees:

Sales Table - Angie will do an inventory list for the sales table.

Vendors – Donna will help Michelle with the vendors.

Registration table - Mary Ellen felt the registration went well everyone pitched in and helped. She will take a count of how many folders we have left for the registration packets.

Board Member Prizes- Mary Ellen will purchase raffle tickets for the board giveaway raffle.

First Time Attendees Welcome Committee – June and Michelle held the first time attendees meeting and June felt it was very successful and we should do it again.

The Board took a fifteen minute break.

The Board discussed doing a game night instead of having a music after the banquet.

Vendors – Donna will help Michelle with the vendors.

Karen is making a changes on the speakers form for the technical section of it, once done she will have Desiree review the form.

After the review of the form Desiree asked that all speakers’ forms get to her so she can make the hotel reservations and meals for the conference.

State Archives Update

Dave Lowry reported that Michael Martin has been hired as a Regional Advisory Officer and he will be attending the conference in June. Linda Bull retired in July and they have will not have a person to fill her position until late winter early spring.

Update LGRAC

Dave Lowry informed the board that November 1st there will be a grant webinar with fourteen workshops to follow. The grants deadline is January 14, 2019 with the review sometime in March.

Education Scholarship

Donna stated that the applicant really needs to be a member of NYALGRO if not preference should be given to them. The Board discussed on the application possibly flipping A&B and under bullet #3 list certificates IMC, RMC and ARMA. It was decided to incorporate these changes. It was discussed how much work is put in to the scholarships but if we are not fulfilling them then we might want to make amendments to the application. The Board decide to give it one more year and if it doesn't work then we will revisit the topic next year.

Jessica let everyone know that membership renewals would be going out Thanksgiving weekend.

President Potvin ended the meeting and asked all Board member's to return at 8:00am for a continuation of the meeting.

NALGRO Fall Board Retreat Meeting held on October 15, 2018 at Bonnie Castle Alexandria Bay, NY.

President Potvin called the meeting to order with the Pledge of Allegiance.

Administrative Business:

Acceptance of Minutes

A motion by Jessica McClennan, seconded by Angela Arasim the following was

Adopted Ayes 11 Nays 0

Acceptance of the NYALRGO Board meeting of June 5 & 6, 2018.

2020 School/Location – Board Members discussed locations for the 2020 conference and it was decided Corning. Desiree will get quotes from hotels in that area. The fall retreat dates for Corning will be September 29-30 2019.

Establish 2018 Meeting Dates/Locations

The following dates and locations were established for 2019.

January 14, 2019 Gideon Putnam, Saratoga.

March 25, 2019 President Potvin is looking onto the following areas: Syracuse, Courtland area

September 29th-30th 2019 for the retreat for conference of 2020 for Corning, NY.

President Potvin asked that the Board Members get any comments they have for LGRAC to her by October 26th.

Committee Reports

Budget/Finance/Treasurers Report- Rose/Kathy

Acceptance of Treasurers Report

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

Adopted Ayes 11 Nays 0

Acceptance of the Treasurers report submitted by Rosemary Switzer account balance as of today is \$16,007.41

Membership- Jessica

Jessica discussed the 2019 membership application which will go out in November it will reflect the new membership fee increase to \$50.00.

Scholarship/Awards-Donna/Wendy

It was discussed to start looking now for award recipients. President Potvin asked the board members to start networking with your groups.

Publicity-Rose/Kathy

The next newsletter to go out will go out in November 15th so get any material you have for it to Rosemary November 15th. Wendy will update the website.

Standards/Technology- Wendy/Desiree

Wendy reported that she will make the necessary updates to the website.

Nominations/Elections-Donna/Mary Ellen

President Potvin read the list of names of the members whose position on the board is up for reelection. The committee informed the member's up for reelection to get their bios to Donna. Ballots will go out the first week of November.

Sunshine Committee- Donna

No report

Adjournment: President Potvin adjourned the meeting.