

NYALGRO Executive Board Meeting held on January 14, 2019 at the Gideon Putnam, Saratoga Springs, NY.

Board Member's Present:

President - Desiree Potvin

Vice President - Michele Rowe

Treasurer - Rosemary Switzer

Secretary – Mary Ellen Beams

Members Present: Wendy McConkey, Jessica McClennan, Karen Sweeting, Dave Lowry, James Tamaro, Erica Linden, Angie Arasim, Louisa Ingrassia

Absent: Donna Mumbulo, Elizabeth Larkin

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

President Potvin congratulated the Board members who were re-elected to the Board and welcomed and introduced our newest member Louisa Ingrassia to the Board, the other new Board member Elizabeth Larkin is attending the County Clerk's conference in Albany and will be joining us later.

Acceptance of Minutes

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

Adopted Ayes 12 Nays 0

Acceptance of the NYALGRO Board meeting of January 14, 2019.

State Archives Update

Dave Lowry reported that hoping within the next month to receive a waiver so they can hire to replace Linda Bull and a waiver to appoint someone in grants review. The Winter Webinar Basic records Management Program Skills had about 250 attendees. The first draft of the consolidation if the MU1 schedule is done and they are looking for key people to review it, with hopes of the formal approval by the end of the year. The Syracuse office is now up and running and the Poughkeepsie office is now gone and that office is now based out of Albany. Grant season is now under way and they are expecting a higher amount of applications. Applications are due on or before January 28, 2019.

Committee Reports

Budget/Finance/Treasurers Report- Rosemary

Rosemary Switzer reported that the balance for the Community Bank as of 1/10/19 is \$4,724.00, Community Savings Bank is \$4262.75 and the M&T Bank –CD1 is \$6,749.33 brings the total to \$15,736.56.

Acceptance of Treasurers Report

A motion by Louisa Ingrassia, seconded by Erica Linden 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 stating that the past list of membership was between 500-600 members but after going through the list it's more like 350-450 members.

Jessica discussed the 700 membership packets that were sent out, as of now 145 membership payments have been received with 16 of them being new members.

10:42 Elizabeth Larkin arrived at the meeting. President Potvin introduced and welcomed the newest member of the Board

Scholarship/Awards-Donna/Wendy/Jim

President Potvin discussed the 3 awards and asked the Board members to think about nominees for the March meeting.

Jim discussed the history of the education scholarship. President Potvin asked can the education scholarship be used for IMC, Town Clerk's Association, Association of Towns and NYCOM. Jim said yes as long as the application states what education sessions pertain to records management. The Board decided that Jim will draft guidelines for the reviewers for the next meeting. The scholarship reviewers are as follows: Board members Rosemary, Donna and Erica. The scholarship applications are due by May 3rd at which time Jim sends them to the reviewers to be completed on May 17th.

The Board discussed the possibility of doing one day seminars and will continue this discussion at the fall retreat.

Standards/Technology- Wendy/Desiree

Wendy reported that she will update the website with the minute's school schedule and scholarship information.

Publicity-Rose/Kathy

The next newsletter will introduce the new members and please have any articles to Rosemary by February 15th so she can get the newsletter out by the end of the month. Wendy and Donna will do a write up on the award winners for the newsletter.

Nominations/Elections-Donna/Bennie

President Potvin read the list of names of the members whose position on the board is up for reelection. Mary Ellen is up for re-election so in March the Board will pick a Board member to be on the elections committee.

Sunshine Committee

No update

At this time President Potvin went over the committees and its members.

1. Treasurers Committee: Switzer, Arasim
2. Membership Committee: McClennan
3. Scholarship Awards Committee: Tamaro, McConkey, Mumbulo
4. Education Committee: Tamaro, Mumbulo, Switzer, Linden
5. Publicity Committee: Electronic Potvin, McConkey Newsletter: Switzer, Arasim
6. Nomination Committee: Mumbulo
7. Sunshine Committee Mumbulo, Beams

Conference Committees:

Education: Karen gave an update on the school schedule and informed the Board the following, there is a modification to the first session on Tuesday morning we are in good shape with the topics and speaker. Grants: Jeremy and Erica Linden still waiting to hear on two other people. Jim is good with Evaluating Your RM Program. Steve Goodfellow is onboard for Implementing an ECMS & Working with IT. Jeremy Linden is good with Mold Mitigation & other stuff. Dave stated that Sara has to check permissions with Cheektowaga so we may need a backup. It was discussed contacting Shelia Almonds from Orang Ulster BOCES as the backup. Everything is set with Noon Making a Disaster Plan Speaker Lillian and Retention Schedule Consolidation Speaker Jennifer O'Neil. Social Media is Michael Martin's and Elizabeth will look into contacting Carrie Ann Harrington from the City of Oneonta.

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 Cheektowaga 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

Tour Options-Mary Ellen reported that the boat tour companies do not open until May. After a discussion it was decided to put tours and local events in the welcome packet and let the attendees choose what they would like to do during that time frame.

Vendors - Michelle sent out a save the date email to the vendors and two have replied they are attending. NYSID stated that they will come this year.

Registration table –Mary Ellen/Desiree/Louisa

Mary Ellen will send bring sign up list to next meeting so Board members can sign up to work the registration table.

Sales Table – Angie/Wendy

Angie will do an inventory list for the sales table. It was agreed that we keep the prices the same for the sales table. For the Board giveaways one item of each merchandise will be put in a basket to giveaway.

Board Member Prizes – Donna, Mary Ellen, and Louisa

Board Member's give your completed basket to the committee when you arrive at conference. Mary Ellen will get raffle tickets.

First Time Attendees Welcome Committee –Michelle/Jim

Michelle do the first time attendee's session. Jessica and Louisa will put together the contents for the first time attendees welcome bags.

Theme Suggestions/Give-a-ways

Give-a-ways The Board discussed a water bottle with the association logo on it. Wendy reported that online at Walmart 150 bottles @ \$4.88 per bottle and a \$30.00 set up fee would bring the total to \$732.00.

Water Bottle Giveaway

A motion by, Wendy McConkey seconded by Rosemary Switzer the following was

Adopted Ayes 12 Nays 0

Acceptance for Board members McConkey and Arasim to order 150 water bottles from Walmart @ \$4.88 per bottle for a total of \$732.00 which includes set up fee of \$30.00.

Mary Ellen offered to bring them to conference as long as they are delivered to the Walmart by her for pick up.

President Potvin discussed with the Board the schedule for the business lunch, vendors and giveaways as follows:

Introduction of Board members will be at the opening ceremony, Monday lunch vendor introductions Tuesday business lunch vendor's giveaways and board giveaways.

The Board discussed instead of hiring a DJ this year we will do a game night and have a few games available for attendees to play.

New Business

The Board held a discussion on the election of officers and procedures. Mary Ellen expressed her concerns of NYALGRO's election process. She asked if there is another way to do the voting where are the ballots they should be turned over to the secretary for record keeping and the election results should be posted on the website. Dave brought up Election Buddy .com as a possible alternative for voting.

Election Buddy .com

A motion by Angie Arasim, seconded by Erica Linden the following was

Adopted Ayes 12 Nays 0

Approval for the nominating committee to look into Election Buddy.com for future use for NYALGRO Elections.

Nominating Committee will be Donna Jim and Dave.

President Potvin stated if the bylaws change that those running this November term will go to April 2021 and in 2020 the election would take place in April instead of November.

Proposed bylaw change for Board members term would be July 1st – June 30th a two year term with Board of Directors voting at the fall retreat for the Board seats of President, Vice President, Treasurer and Secretary.

Proposed Bylaw Change

A motion by Jessica McClennan, seconded by Erica Linden the following was

Adopted Ayes 12 Nays 0

Approval for the by law committee to review and present proposed bylaw change for a vote at the June 2019 conference. Proposed bylaw change is as follows: Board members term would be July 1st – June 30th a two year term with Board of Directors voting at the fall retreat for the Board seats of President, Vice President, Treasurer and Secretary. The election would then be held in April instead of November.

Bylaw Amendment Committee is Desiree, Jim and Louisa and they will do a review of the current by-laws and report in March with the changes to be voted on at the June's conference.

Next Meeting Date/Location- Double Tree Binghamton, NY on March 25, 2019

President Potvin announced that this will be the folding and stuffing of envelopes meeting.

Adjournment: President Potvin adjourned the meeting.