

NYALGRO Fall Board Retreat Meeting held on September 29, 2019 at the Radisson Corning, NY.

Board Member's Present:

President - Desiree Potvin

Vice President - Michele Rowe

Treasurer - Rosemary Switzer

Secretary – Mary Ellen F. Beams

Members Present: Angela Arasim, Jessica McClennan, Karen Sweeting, Erica Linden, Dave Lowry, Donna Mumbulo, James Tamaro, Louisa Ingrassia, Kerri

Absent : Wendy McConkey

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

General Announcements:

President Potvin made the following announcements:

Theme Suggestions

The Board members discussed many theme options and decided on Magnifying Records Management in 2020.

Give-a-ways The Board discussed doing a key chain with a magnifying lens attached to it. Mary Ellen and Louisa will work on getting prices.

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

Sunday June 7

4pm-6pm Registration

6pm-7pm Paint with Angie

7:30pm-9pm Welcome Reception

Monday, June 8

7am-8:30am Breakfast

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

9am-10am Village of Barker Getting speaker Karen/Speaker: Amanda

1030am-11am Vendor Break

11:00am-Noon RMO 101 Getting speaker Rose/Speaker: Board Members Rose/Donna

11:00am-Noon Taking a Leadership Role with RM Getting speaker Jim / Speaker: Board Member Jim

Noon-1pm Lunch Vendor Introduction Michelle

1pm-2:30pm Files with Multiple Retention Periods (Case File) Getting speaker Donna/Erica/ Speaker?

1pm-2:30pm Inventory of Records Schedule or Checktowaga

8:00am-8:30am Vendor Break

3pm-5pm Round Table Getting speaker Desiree/Speaker: Desiree/Denis

6pm Presidents Cocktail Hour

7pm Annual Banquet/Award Ceremony

Tuesday, June 9

7am-8:30am Breakfast

8:00am-8:30am Vendor Break

8:30am-9:30am Inventory of Records Schedule or Checktowaga

8:30am-9:30am Verifying your Digital Records Getting Speaker Dave Speaker: Dave Lowry

9:30am-10:00am Vendor Break

10:00am – 11:30am Inventory of Records Schedule or Checktowaga

10:00am – 11:30am Dealing with Borne Digital Records in a Cloud Environment Getting Speaker Karen/Speaker?

11:30am-Noon Hotel Check -Out

Lunch-Business Meeting

1:30pm-3pm Creating Social Media Policy Getting speaker Kerri Speaker: Kerri

3:00pm-4:30pm Tour

Wednesday, June 10

8am-Noon Board member Meeting-Board Conference Room

Conference Committees:

Vendors – The Board agreed to next conference the vendors tables would be assigned to them instead of letting them pick their tables. Vendor certificates will be given out at lunch on Monday for some vendors do not attend lunch on Tuesday assign tables to the vendors.

Angie will work on a vendor raffle for visiting the vendors. Attendees will visit the Vendor's then the Vendor will stamp their card once it is full you place it in the basket to be entered into the raffle.

Surveys- Erica reviewed the surveys and over all we good responses for the conference.

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

Registration table - Mary Ellen will send out sign up list for Board Members at the March meeting.

Board Member Prizes Board Member's give your completed basket to Donna & Mary Ellen.

First Time Attendees Welcome Committee – Louisa will put together the items for the first-time attendee's bags.

Scavenger Hunt Mary Ellen will work on this and present her ideas at the next meeting. She will put together a mock scavenger hunt for that meeting.

2020 School/Location – Board Members discussed the 3 locations Albany area, Syracuse area and the Geneva area for the 2021 conference. The Board Member's will decide a location tomorrow.

Adjournment: President Potvin adjourned the meeting.

NYALGRO Fall Board Retreat Meeting held on September 30, 2019 at the Radisson Corning, NY.

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

Administrative Business:

2021 School/Location – Board Members discussed the 3 locations Albany area, Syracuse area and the Geneva area for the 2021 conference.

2021 School Location

A motion by Karen Sweeting, seconded by Angie Arasim the following was

Adopted Ayes 13 Nays 0

Acceptance of the Geneva area as the school location for the 2021 conference.

Acceptance of Minutes

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

Adopted Ayes 13 Nays 0

Acceptance of the NYALRGO Board meeting of June 6, 2019.

Budget/Finance/Treasurers Report- Rose

Rose submitted a summary of spending by category and income for 2018 and spending by category and income year to date for 2019.

Acceptance of Treasurers Report

A motion by Angie Arasim, seconded by Donna Mumbulo the following was

Adopted Ayes 13 Nays 0

Acceptance of the Treasurers report submitted by Rosemary Switzer account balance as of today is \$16,901.01.

Establish 2020 Meeting Dates/Locations

The following dates and locations were established for 2020.

January 27, 2020 Saratoga/Albany area.

March 16, 2020 President Potvin is looking into the Syracuse area

September 27th-29th 2020 for the retreat for conference of 2021 for Geneva, NY.

Education Scholarship

Jim and Donna reported on the Records Management Scholarship. It's been tried but it's just not working, even after we modified it. Jim suggested maybe we offer more scholarships to the NYALGRO conference. Desiree stated we now give our two scholarships we could make it three. After discussing the financial part of doing that it was decided that we would offer no more than 3 scholarships. In the application we will remove the number of scholarships being offered and just put scholarships.

By-Laws Amendments/Updates

The Board discussed a by-law amendment in regards to page 8 of the by-laws changing voting procedures to include voting will be done online using Election Buddy. Jess will get members emails to Donna. An

email will be sent out on November 1st with the candidate's bio's and a link to Election Buddy for voting, voting will end on December 1st 2019. Results will be posted on the website.

By-Law Amendment

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

Adopted Ayes 13 Nays 0

Acceptance of By-Law change on page 8 Article V-Nominations and Elections Section 3 to change election procedure of voting to voting online.

Election Buddy

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

Adopted Ayes 13 Nays 0

Acceptance for online voting for elections to be done by Election Buddy.com. Cost of \$19.99 per year.

State Archives Update

Dave Lowry reported that the 5 regions are staffed at this time but we will be going down to four regions and will take about a year for a replacement.

Dave spoke about the NY State Archives attending the State Fair and that their booth was well attend.

There is going to be changes to the guideline for imaging verification and the retention schedule will roll out the end of March.

The money for Demo grants has been reduced and single grants have been increased putting more emphasis on stating what the problem is and the methodology. It's grant time from November 1st through January 21st when grants are due.

Committee Reports

Publicity-Rose/Kathy

The next newsletter will go out in January after election so get any material or articles you have for it to Rosemary and Angie by January 10th 2020. Wendy has everything on Facebook and update the website.

Vendor Passport- Angie/Erica/Donna

Angie will work on a vendor raffle for visiting the vendors. Attendees will visit the Vendor's then the Vendor will stamp their card once it is full you place it in the basket to be entered into the raffle.

Amend the Election Buddy Resolution

A motion by Kerri Harrington, seconded by Jessica McClennan the following was

Adopted Ayes 13 Nays 0

Acceptance to amend the Election Buddy resolution to reflect the change of cost from \$19.99 to \$89.00 per year for online voting for elections to be done by Election Buddy.com.

Membership- Jessica

Jessica will redo the membership application.

Scholarship/Awards-Donna/Wendy

It was discussed to start looking now for award recipients. The Board felt that maybe the RAO's might be able to give us some names for each award. President Potvin asked the board members to start networking with your groups to come up with names.

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. Donna will design the ballot for Election Buddy.com and attach the candidates Bio's to the election email.

Sunshine Committee- Donna

No report

Board Member Jim Tammaro announced that he will be retiring after our conference in June 2020.

Adjournment: President Potvin adjourned the meeting.