

1-27-2020

**NYALGRO Executive Board Meeting held on January 27, 2020 at the Saratoga Inn, 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 Tammaro, Erica Linden, Angie Arasim, Louisa Ingrassia, Kerriann Harrington

Absent: Donna Mumbulo

President Potvin called the meeting to order.

President Potvin congratulated the Board members who were re-elected to the Board. President Potvin spoke about the use of election buddy stating that the Board was happy with the results on using it the program. It is actually cheaper than mailing ballots.

President Potvin announced who is up for re-election in November: Michelle Rowe, Rosemary Switzer, Karen Sweeting, Louisa Ingrassia and Kerriann Harrington.

**Acceptance of Minutes**

A motion by, Angie Arasim seconded by Kerriann Harrington the following was

Adopted           Ayes 11                           Nays 0

Acceptance of the NYALGRO Board meeting of September 29<sup>th</sup> – 30<sup>th</sup> 2019 held at the Radisson Hotel Corning, NY. Approval is subject to an addition to the minutes on page 3 to reflect June 12<sup>th</sup>-14<sup>th</sup> 2022 Conference to be held at the Desmond Conference Center in Albany.

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

Rosemary Switzer reported that the bank account overall total is \$17,590.46. The Board discussed the CD which matures in September of 2020.

**Acceptance of Treasurers Report**

A motion by Mary Ellen Beams, seconded by Wendy McConkey the following was

Adopted           Ayes 11                           Nays 0

Acceptance of the Treasurers report submitted by Rosemary Switzer account balance as of today is \$17,590.46.

**State Archives Update**

Dave Lowry reported grants are finally out with a submission date of March 13, 2020. Notification of grant awardees will be May 4<sup>th</sup> 2020 for Shared services and May 6<sup>th</sup> 2020 for individual grants.

He reported that the 3<sup>rd</sup> winter webinar will be on electronic records. They are seeing more attendance at webinars than in person class attendance. The State Archives are currently doing a review of their website information for future updates. He reported that this fall there will be a big family history conference in the Albany area. The archives will also have a booth again at the State Fair this year,

1-27-2020

Governor Cuomo is also looking to extend the fair this year. Board Member Rosemary Switzer asked if there are any changes or new developments this year for the grant process. Dave Lowry reported that they dropped the GIS funding and made some changes to the point scoring.

Retention Schedule Update target date is now August 2020. The Board discussed the class on the updated retention schedule to be a class on how to use the schedule and the cross referencing, with tips on updating an office schedule. Along with a Q&A portion of the class.

The Board discussed sending out with the conference registration packet a form that attendees could ask questions ahead of time enabling the speaker to have the answers on hand at the conference. It was also discussed to send out an email blast if you have any questions send them in prior to the conference so we can have an answer for you when you attend that. Board member Jess McClennan also suggested putting a bucket on the registration table that attendees could put their questions in.

### **Committees Updates**

President Potvin went over the description of committees and what committees the Board Members sit on.

**Newsletter:** Rose, Wendy Angie

The articles are put together Angie is the proof reader then the articles are sent to Donna her BOCES prints the newsletter.

**Membership:** Jessica

**Scholarship:** Wendy, Donna, Jim

Wendy sends out a blast email seeking nomination for the awards along with the applications, then she collects the information.

**Awards:** Donna, Jim, Karen

Karen suggest that the description of the awards needs to be simplified a little more. We need to look at this in the near future.

Jim will work on rewriting and revising the bio parts for the awards, Erica will revise the qualifications. They will have a draft put together for the March meeting.

**Education:** Jim, Donna, Rose

Jim spoke about the drop off in applicants over the past 5 years for the education scholarship award. The Board decided in lieu of the education scholarship, we would offer another conference scholarship.

### **Discontinue Education Scholarship**

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

Adopted            Ayes 11                            Nays 0

Approval to discontinue the education scholarship and use the money from that for the membership.

The Board discussed doing another basket like we did at the last conference by hiding the frogs and having membership find them. The last basket was put together by Jessica with the money Gina a former Board Member donated. The Board set an amount of \$100.00 for a basket.

1-27-2020

**Nominations:** Donna, Mary Ellen

The Board held a discussion on running for office in regards to specific positions opposed to everyone running and positions chose by the Board Members after the election.

**Sunshine Committee**

No update

**Publicity-Rose/Wendy/Angie**

The next newsletter will introduce the new member and please have any articles to Rosemary by 1<sup>st</sup> week of February so she can get the newsletter out by the end of the month. Dave will do an update article from the State Archives. The Board asked Jim to do an article on himself highlighting his career. He will get the article to Rosemary by 1/29/2020.

**Membership-Jessica**

Jessica gave a report for membership stating she sent out 500 plus mailings and at this time she has received 200 memberships with 20 of them being new members. At this time there has only been 1 corporate

**Scholarship/Awards-Donna/Wendy/Jim**

At this time 1 application for the scholarship award has been received but nothing for the awards. The Board asked Dave to check with his staff to see if there is anybody award worthy.

**Education:** Karen informed the Board that being Chairperson is a large undertaking she would like to breakdown some of the tasks. Erica has taken somethings off my plate. Erica, Kerriann and Louisa will help Karen out. Karen did state that she has some concerns with the projectors for Corning. She also stated that if anybody would like to take over education chair feel free to do so.

The Board worked on 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 Cheektowaga

2:30pm-3:00pm Vendor Break

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

6pm Presidents Cocktail Hour

1-27-2020

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

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

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

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

Karen would like all bio information bio no later than February 20,2020.

Desiree needs title, speaker and course description no later than February 7, 2020. Speaker sheet needs to be emailed to Karen.

**Tour**

Erica looked into the tour of the archives for Corning Glass it consists of special collections, documents and glass. She will arrange for a 1-hour tour. The sign up for the tour will be on the registration form.

**Vendor**

Michelle has sent emails out to the vendors and at this time has only heard from one. Michelle will do physical mailings. Henderson & Johnson has already paid, she will reach out to NYSID to see if they are still interested in coming. Vendor certificates will be done at lunch on Monday. The vendor raffle has been put together by Angie. The members will visit the vendors and get their sheet stamp by them. Once the sheet is completed it gets turned in at the registration desk no later then Tuesday 11:00am. Two prizes of \$50.00 gift cards will be given out at Tuesdays lunch at Noon, member must be present to win.

**Sales Table – Angie/Wendy**

Angie did an inventory for the sales table:78 totes, 42 coolers, 109 stick drives, 4 water bottles, 16 travel cups, 69 wine stoppers. It was agreed for the Board giveaways one item of each merchandise will be put in a basket to giveaway.

**Giveaways**

Mary Ellen reported that 4 All Promos has the magnifying glasses \$433.00 for 200 of them.

1-27-2020

**2020 Conference Giveaway Purchase**

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

Adopted           Ayes 11                           Nays 0

Approval to purchase 200 magnifying glasses in the amount of \$433.00 from 4 All Promo for the 2020 conferences give away.

**First Time Attendees Welcome Committee –Michelle/Jim**

Michelle, Erica and Louisa will put together a budget for the next meeting for the contents of the first-time attendee's welcome bags.

**Scavenger Hunt**

Mary Ellen recommend that we scrap the scavenger hunt at this time.

Karen discussed her concerns that our projectors may not be compatible. The Board decided to buy one new projector. Research will be done for prices for 1 new projector in the mean time Karen will double check the set up at Corning.

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

President Potvin announced that the next meeting will be for folding and stuffing of envelopes meeting. She will let the Board Members know of the location shortly.

**Adjournment:** President Potvin adjourned the meeting.