

NYALGRO Executive Board Meeting
April 12, 2021
Fairfield Inn & Suites, Syracuse

Board Member's Present:

In person:

President – Desiree Potvin

Vice President – Karen Sweeting

Members Present: Jessica McClennan, June Patterson, Kerriann Harrington, Brie Novak, Wendy McConkey

Virtual:

Treasurer - Rosemary Switzer

Members Present: Louisa Ingrassia, Erica Linden, Dave Lowry, Gina Doty, Donna Mumbulo

General Announcements

President Potvin stated that Gina has asked for anyone speaking to state their name so everyone knows who it is.

President Potvin announced that the June conference will be MaryEllen's last and she won't seek re-election to the Board, which means we will need someone to run for Secretary.

Acceptance of Minutes

There are no minutes available so this was tabled until the next meeting.

Acceptance of Treasurer's Report

A motion by Kerriann Harrington seconded by Brie Novak the following was adopted

Ayes 13 Nays 0 Absent 1

Acceptance of the Treasurer's report submitted by Rosemary Switzer account balance as of 4/10/2021 is \$22,301.30.

State Archives Update

Dave Lowry reported that a series of six spring cleaning webinars have been recorded and can be found on the website.

4-12-21

Dave stated that the 20-21 grant cycle is backed up and because of this, it has been decided to forego the 21-22 cycle and concentrate on the 20-21. Dave said the hope is to fund, the 20-21 grants at a higher level.

Dave informed the Board that webinars have been recorded on how to write grants and the live grant workshops will begin when it is safe to do.

COMMITTEE REPORTS

Newsletter (Rose/Brie)

Rosemary stated that the winter Newsletter was sent out in mid-March and she hopes to get the Spring one out the first week in May. Rose asked everyone to get her information for the newsletter by April 28.

Kerriann asked if anything was put in the newsletter about people asking the Board questions.

President Potvin said there have been no questions submitted yet.

Publicity (Wendy/Desiree)

President Potvin said the mailings going out will have the welcome letter and class schedule. Desiree said all members will be directed to the NYALGRO website for conference/hotel reservations. Desiree also said there will be a blurb in the Town Clerk's Association newsletter about the NYALGRO conference.

Brie said she will bring the information to the Fire District Association.

President Potvin stated that NYALGRO is trying to get a representative to the Association of Fire Districts in May. President Potvin said Karen has offered to represent.

Membership (Jessica)

Jessica said there are 205 members paid, with almost 500 forms being sent out. Jessica said, at this time last year, there were 388 members paid. Jessica informed the Board that a lot of people send in their renewal with the conference registration.

4-12-21

Jessica reported that 10 members are registered for the conference with 6 coming in person and 4 attending virtually. Jessica said that includes 1 First time attendee and 2 new members.

Scholarship/Awards (Wendy/Donna/Erica)

Wendy reported that there were no scholarships submitted yet, but the deadline is April 15.

President Potvin stated that she would like to change the deadlines for the Scholarships and Awards to April 30. Desiree said the OSTCA is doing a \$250 scholarship and President Ingrassia will send the check directly to Rosemary.

Donna said there were no submissions for awards yet.

President Potvin said she would like to forego the awards this year and focus on education. President Potvin stated she would like to extend the deadline to April 30 and asked Dave if he had anyone in mind for an award.

Dave stated he would put out feelers.

Nominations/Elections (Donna/Karen)

Donna asked everyone who is up for election to please get her your bios in.

President Potvin said, because of MaryEllen leaving, we will need someone to run for Secretary.

CONFERENCE PLANNING – EDUCATION CHAIR/COMMITTEE

Vendor Update (Donna/Brie/Kerriann)

Brie reported that two vendors have paid, Accelerated and E Biz Docs, and both are coming to the conference.

Jessica informed the Board that the vendors usually send their forms in later.

Sales Table (Jessica/Wendy)

President Potvin said there is a lot of stuff that we need to get rid of.

Jessica asked Karen to bring a couple of the wine glasses for an idea she has.

4-12-21

The Board discussed different activities, i.e. a scavenger hunt, putting raffle tickets in the welcome packets and hiding “frogs” and giving a prize to whomever finds the most.

President Potvin recapped that the “frogs” will be hidden and a prize will be given to the person finding the most.

Registration Table (MaryEllen)

President Potvin was informed by MaryEllen that everything is under control.

First Time Attendee (June/Louisa/Erica)

Erica said she is going to help with the virtual session.

June informed the Board that she has a list of things she would like to put in the welcome bag.

Louisa stated we should wait until we find out the attendance before finalizing anything.

President Potvin asked June to email the list, she has, to Louisa, Erica and Rose.

Erica suggested getting something that is lightweight to mail to the virtual attendees.

President Potvin agreed with this and will work with Jessica to figure out something.

President Potvin asked if the Board wanted to put anything in the coffee mugs that were being ordered. Desiree said she purchased packets of different flavored hot chocolates that might be nice to use.

Board Member Giveaways (Donna/MaryEllen/Louisa)

Donna suggested using the wine glasses we have and add a bottle of wine to give away.

President Potvin suggested using the lunch totes and putting 2 bottles of wine in them to use as the Member giveaway.

4-12-21

Kerriann suggested a coffee mug with coffee.

Louisa suggested we put the NYALGRO logo on the wine glasses and put them on the tables at the banquet.

The Board threw ideas back and forth.

President Potvin, after the discussion was finished, recapped the following: Basket with goodies for the winner of the “frog” search, random raffle throughout the conference and wine glasses with logo on the dinner tables at the banquet.

Misc. Issues & Concerns

Karen asked if everything was set with the certificates.

Jessica said she would be mailing the certificates to the virtual attendees so they can have the it on the nicer paper.

Karen asked if everything was set for the speakers who will be presenting virtually.

Kerriann said yes and she will be able to monitor questions.

Karen would like to see if the speakers would send their presentations before conference so it can be uploaded.

President Potvin said some speakers don't like to do that, but we can tell them that it is just for our use and will no be released until the day they are speaking.

Kerriann said anyone attending will need to log into the conference before they will be able to see any of that information.

President Potvin stated, that as members pay, Jessica will send them an email to confirm and provide them with the log on instructions for the conference.

Karen asked Louisa if she is still willing to handle attendance sheets.

Louisa said she was hoping to attend and, if she did, she would handle that.

4-12-21

June offered to handle it if Louisa couldn't make the conference.

Karen talked about simplifying the survey and allowing more space for written comments. Karen said the surveys would be paper, with a scan code, for in-person attendees and on-line for virtual attendees.

President Potvin asked Brie and Kerriann to work on the survey.

Karen said someone will need to introduce the speakers and she would be asking for volunteers.

President Potvin will be introducing the speakers.

Karen talked about the gifts for the speakers and said it is usually a small gift and a certificate. Karen said there will be the NYALGRO mug and asked if anyone had anything else in mind.

President Potvin said the Board was supposed to do something for Jim at the last conference, but it was cancelled. Desiree would like to do something at this conference; maybe a plaque.

Everyone agreed that a plaque was a good idea.

A motion by June Patterson seconded by Louisa Ingrassia the following was adopted unanimously

Purchase a plaque to present to Jim for his retirement.

President Potvin said the plaque will be presented to Jim during his session.

President Potvin asked Brie to get the meal information from the vendors. Desiree said the vendors will be introduced at lunch on Monday.

Louisa asked questions about limitations on attendees, set up of rooms for social distancing and about, possibly having hand sanitizer outside the rooms.

President Potvin will confirm with the hotel on the maximum attendance allowed, the mask rule is you must wear a mask unless you are eating. Desiree said the hotel rules will be followed to keep our members safe.

4-12-21

Dave asked if speakers need to wear masks during their presentation. President Potvin said she will check and let him and Karen know, so they can advise the speakers.

Karen said she will get a large sanitizer for outside the room and she will bring pens. Karen suggested purchasing small water bottles and putting the NYALGRO logo on them to give to the attendees.

President Potvin said she would check with the hotel.

President Potvin asked Wendy when she would need the material for printing. Wendy said the week before would be fine.

President said anything that needs to be printed needs to be to Wendy by May 21st.

President Potvin said the retreat will be on September 26 in Albany, the 2023 conference will be in Corning and we will brainstorm for 2024.

UPCOMING MEETINGS

President Potvin said the upcoming meetings are: June 6 at 1pm – Geneva; June 9 at 8:30am – Geneva; September 26 at 1pm - Albany

Additional Business/Board Member Comments

Louisa said she is nervous, but feels confident.

Donna said she is busy and feeling great.

Brie is excited.

Wendy asked Brie if she wanted her to print the certificates.

Brie agreed.

Erica said she misses everyone and hopes everyone is well. Erica said she would be able to help monitor the virtual.

Dave said he hopes to attend in person.

Rosemary said she is looking forward to the conference and she has been trying to contact the Town Clerk's to get their interest flowing.

4-12-21

President Potvin said she misses everyone and thinks the Board is more productive when everyone is in person. Desiree said she hopes to see most of the Board in June at the conference.

Adjourn

Motion to adjourn was made by Brie seconded by Donna and approved unanimously.

Meeting adjourned at 12:00pm

Respectfully submitted,

June Patterson
Substitute Secretary