

**NYALGRO Executive Board Meeting
January 24, 2022 – 10AM
Longfellows, Saratoga Springs**

In Person: Desiree , Karen , Jessica, Colleen, Wendy, Dave, Kerri Ann, Matt, June, Dina

Virtual: Louisa, Rose, Gina

MIA: Donna

I. Administrative Business:

a. Welcome New/Re-Elected Board Members - Desiree

b. Acceptance of Minutes –

Motion made by Dina, seconded by Karri, to accept the minutes of the September 2021 Board minutes. President Potvin called for a roll call, adopted unanimously

c. Approval of Treasurer’s Report - Rose

stated she sent the report- overall total - 17032.31 -Jessica sent membership fees - \$7600 from membership fees, sent a breakdown of income and expenses.

Motion to accept the treasurer’s cash report after no one had any questions – June and Karri

II. State Archives Update - Dave

Not a lot to report as of January 1 – service delivery model – local government type not by region. Still receiving calls from Hudson Valley region – and they have a new RAO.

RAO new member Monica Hawuck-Wilton – has been with the state archives for 2 years. She is a bright woman and has a lot of experience helping state agencies. Kerry Lynch works in grants unit- left at the end of the year – job posted and she decided to come back and they are thrilled. They are doing a lot of hiring, due to the governor lifting hiring restrictions. So they plan on filling a lot of voids. Jennifer O’Neil got promoted to Grey 26 and expanding the unit. Desiree asked about the Grants. Dave said They hope to have a deadline by late March, but unfortunately, he has no update at the time. Gina stated she is curious as to what changed the idea to change by region. A number of things changed – they used to have 9 regions and have widdled down to 5. It was difficult to deliver services to the region. So they decided to change it up by Towns and expanded what the RAO was responsible for. Every county clerk will have the same RAO. Still traveling and making site visits, but there will be areal need to be there and there will still be onsite training but there will still need to be a need for it.

III. Committee Reports/Establish Committees for 2022:

a. Newsletter/Publicity – Rose/Matt/Wendy

Rose stated the newsletter is at the printer for our winter addition and will be out by the end of the week. New board for 2022 is in the newsletter. Presidents message, state archive update and presidents newsletter, Jess sent her an updated email list. Wendy stated the website is all up to date, however she still needs the January 2021 minutes

b. Membership – Jessica

D

c. Scholarship/Awards – Wendy/Donna

One scholarship and one award application

Desiree stated we are revamping our awards, and going forward we are only doing the Wheeler award. Wendy stated she received an application for the Guy award. Desiree stated the deadline is April 15th. Wendy stated that it was April 8th. Desiree requested that we change it to April 30th. May 29th is the last day to make a reservation at the Hotel. Desiree stated that we give away 2 scholarships. Wendy stated we changed it to unlimited. Desiree stated she likes that better, due to more people attending the conference and being part of our organization.

d. Nominations/Elections - Desiree

Desiree stated that the Election buddy is fantastic, and has been working out very well.

IV. 2022 Conference Planning:

a. Conference Timeline Review – Karen

Desiree stated there is 6 months away, finalize special events, timelines, plan topics. First question about Tuesday and the timeline. 2 late morning sessions don't work till 1030. Desiree stated that we were giving people time to do Hotel Checkout. A conversation was had about time frames and classes Virtual/ Hybrid/ In person conversation due to most conferences are still having hybrid conferences. Town Clerks are in person, NYCOM is in person. Desiree stated she doesn't want to go full virtual. Schedule will have to change to one class at a time. Cost will be involved, with the Whova app as well as the AV that will be provided.

Gina stated she looks at things more rigid, it is hard to have an objective opinion, and she doesn't see things improving, she thinks it's best to have Hybrid, she loves in person, but she thinks it should be HYBRID. Rose stated she would like to see in person, HYBRID was good for the time being, she thinks the concern has become less and less and people are ready to go out. Louisa likes the in-person aspect, but she felt really bad for Karri Anne and Jess who were monitoring the Virtual Aspect. If we offered both, we wouldn't end up with a lot of in person, however being that it's in Albany there may be more people showing up. She stated she thinks that it may be possible to have a paid dedicated individual to have someone responsible for what Karri and Jess were doing the whole time. Desiree stated we need to use the hotel AV and work with them. Karri is the point of contact for that.

Dina stated she wants to have an in person, from a business perspective.

Matt- hard not to react- on the fence – summer gets better, not a medical expert, but he sees the value of in person. Record the session – and send it out later. Get the information that they would have to learn.

Dina and Jess agreed with Matt

Wendy likes what we have,

Middle of the road, we will make it work. Same as Matt and Lou – a lot of interaction, however it was on the social aspect of it. Loves recording every single session and available after the fact. Every presenter is always available after the fact. Likes the idea of being

Dave read an online article stated that OMICRON might be the end of the pandemic, a lot of extra work and money. Understands that a lot of people have reservations, but by June we should be back to normal.

Karen asked how much WHOVA cost – Rose stated \$2500. Karen likes Matts idea but likes if we charged people for the virtual webinars. Desiree stated we could do the Virtual Webinars throughout the year.

Karri - CMI is the audio /visual for the Desmond –

Karen - when would we tell them that the Webinars are available.

Desiree stated

Karri – monitoring on YouTube – send it to people with a viable link

Karen – stated she felt *

Created as items are generated. Thank you for attending the conferences – here is the link

Rose loved the idea

Conference registration is 30 bucks in person and virtual record all sessions, YouTube viewing option, and all attendees in person will have the option of seeing the virtual sessions in their packet

Networking, free gift, and vendors in person.

Timeline discussed and Ironed out and finalized the schedule

Insert school Schedule

– by Desiree

Karen stated she needed a description from June for New Member – June stated she would still use what was stated in the packet brousher is fine. No changes needed.

Panels were discussed and which board members would be present for the panels.

Desiree, Karri and Matt discussed pricing and A/V companies that the hotel uses as well as the not using Whova anymore.

For speaker purposes – she would prefer if all speakers were told to bring their presentation on a USB so across the board we will be using the same thing. Karri said the only thing that is different how we are recording and providing the recording to the members that will attending the conference in person/ online registration is.

Gina stated she went to the Desmond twice a year for ten years, there is not a bad space for audio visual in the whole building. The sound system and how things are set up are great, everything is set up very professionally. It is a unionized hotel.

b. Conference Committees Update:

1) Vendor – Dina/Colleen/Donna

Passed out – followed up with phone calls, - 5 confirmed to attend the conference – marketing it- Henderson, Eimage Data, General Code, Donnigan Systems, Williamson, and the Archives.

Desiree stated she will reach out to Lucas from Accelerated. Matt stated he will get Dina

information for a company he uses. Desiree and Karen gave Dina more names to try and call –

Desiree stated she will reach out to Laurie and Reed since she is surprised they haven't got back to Dina. Desiree then stated we need to follow up and update our website – if companies are

not paying we need to remove them from the website. Everyone threw out company names. Desiree stated vendor bingo has been a thing in the past – ask them to give away their giveaways on Tuesday. Everyone decided – Monday Lunch – Vendor introduction / 5 min vendor discussion and have them talk about their company
Tuesday lunch – they can give away their giveaway

2) Registration/Conference Give-A-Way – Colleen/Wendy
Pens, post-it notes, staple remover

3) Board Member Prize – Louisa/Donna/June
Plastic Cell phone water proof mini bag

4) First Time Attendee Welcome – June/Louisa/Matt

5) Activities/Networking – Jessica/Wendy/Kerri

Jeopardy at the reception – Treasure chest and keys throughout the conference – chests will be out during the meeting on Tuesday

c. Miscellaneous Issues/Concerns - Karen

V. Old Business/New Business:

a. Review – Position Descriptions/Duties

Speakers – Regardless we will pay for their hotel room limiting to

Motion was made by Kerri Ann, seconded by June to reimburse speakers for traveling over 75 miles.

Motion Failed

Motion was made by Kerri seconded by Matt to be reimburse speakers for hotel pending a 75 mile radius, if requested by the speaker. All overnight accommodations per speakers more than 75miles will be decided at the discretion of the board, upon the request of the speaker.

b. Discussion – Reimbursement Policy – Distance for Hotel Accommodations

c. Discussion Locations Ideas – 2024 Conference

Saratoga, Syracuse, Hudson Valley, Copperstone, Skateatelous, Lake Placid

VI. Board Member Comments

Gina – HR officer – Looking at retirement next year

Rose – Sent vouchers to everyone for reimbursements, upset that she missed everyone in person.

Dina, June, Matt, Kerri, Jessi, Wendy, Colleen, Karen – doesn't have anything to say

Dave updated on the Saranac lake hotel

VII. Next Meeting Date/Location

Monday, April 4, 10AM – Harbor Hotel, Watkins Glen – Board Meeting

Sunday, June 12, 1PM – Crowne Plaza – Desmond, Albany - Conference

Wednesday, June 15, 8AM – Crowne Plaza - Desmond, Albany – Board Meeting
Sunday, September 25, 1PM – Radisson, Corning (not confirmed) – Board Retreat

VIII. Adjournment

Motion was made Kerri, Seconded by June to end the meeting at 1:25 PM to adjourn the meeting.