

NYALGRO Executive Board Meeting
April 10, 2017 – 10AM
Doubletree, Syracuse

A Meeting of the NYALGRO Executive Board was held at the Doubletree Hotel, East Syracuse, NY, on Monday April 10th, 2017. President Desiree Potvin called the meeting to order at 10:00 am.

PRESENT: Desiree Potvin, Gina Doty, Bennie Giles, Rosemary Switzer, Kathy Montemarano, June Patterson, Diane Muscoreil, Donna Mumbulo, Jessica McClennan, Wendy McConkey,, Karen Sweeting, Dave Lowry, Jim Tammaro, Mary Ellen Beams, and Angela Arasim

ABSENT: Michelle Rowe

I. ADMINISTRATIVE BUSINESS:

APPROVAL OF MINUTES: The minutes of the January 23rd, 2017 Executive Board Meeting were accepted on a motion Karen, seconded by Kathy and unanimously carried.

II. OLD BUSINESS/NEW BUSINESS:

- a. Education Scholarship Update- Jim reported that there is a May 5th deadline for submissions, but even though we have expanded possible candidates, we still have no applications He suggested we brainstorm this issue at the September retreat and find a new way to promote it. Donna suggested we might go more toward business candidates, state agencies, BOCES or IT people. Desiree asked if we could open it up to CMC/IIMC recipients. Jim thinks we need to be careful about what is eligible, he can rewrite it with the strict criteria we decide on.
- b. By-Laws Update – The board proposes making amendments to the bylaws Membership Options by removing the Associate Membership and adding a Student Membership. There was a discussion on possibly having a group membership. A motion was made to approve amendment as proposed by Bennie, seconded by Donna and carried. There was a motion to put the amendment to vote before the membership at our June meeting by MaryEllen, seconded by Jessica and carried.

Desiree reported that we received an invitation to the 24th Annual STW Local Govt. Conference held on May 10th at Houghton College. Donna made a motion, Bennie seconded to send \$200 for co-sponsoring the event, motion carried. Donna will attend and will contact them to see if we can have a booth, If anyone else wants to attend, contact Donna.

Jim brought up the Mid-Atlantic Regional Archives Conference (MARAC) in Buffalo October 26th – 28th. He suggested we place an ad in their program or have a booth. Pricing is not available yet. As soon as he gets the information, he will send it to us via email if it needs to be returned before our June meeting If the deadline is later than June, we will discuss it at our June meeting.

III. STATE ARCHIVES UPDATE – Dave reported that the grant reviews were done by March 23rd. They received requests for \$7,400,000.00, and were able to award \$4,000,000.00, over 55 % awarded.

Three waivers to fill positions were given – To fill behind Sarah, Ken Stutz, and Jeff Huth.

They are working on a strategic plan with one on one interviews asking questions such as what can we do better, etc., but there will also be focus groups. Dave recommended NYALGRO – We may have too many members for everyone to be involved, but possibly one from each of BOCES, village, town, city, fire district, and possibly done by video conferencing. Volunteers might be contacted soon.

The question of a NYALGRO member on ALGRAC is still on hold, waiting for an appointment.

IV. COMMITTEES REPORTS:

- a. **Budget/Finance/Treasurer's Report** - Rose/Kathy
 - a. Rose reported that the 2nd page shows the totals
 - b. There is a breakdown of 2015, 2016 and to date on 2017, and the current membership amounts look good.
 - c. Expenses – taxes have been paid for 2017, and the website renewed for 3 years.
 - d. Last year travel reimbursements costs were up
 - e. \$500 High Peaks Deposit was made. Also \$250 for a DJ at conferenceMotion to accept the Treasurer's report was made by Angie, seconded by Kathy and carried.
- b. **Membership** - June/Jessica/Mary Ellen
 - a. June reported that Bennie owes his membership, and registration and reminded us we do not pay registration fees.
 - b. Kathy, Dave and Donna have not registered yet.
 - c. Membership is currently 316 paid members, with 41 new members, 4 of the new members are attending so far.
 - d. There are only 18 people registered for conference, 8 of them board members.
 - e. We have 3 corporate memberships
 - f. We have 5 vendors
 - g. Last year 105 attended including the board members.
 - h. The hotel currently has 30 registrations as per the notice Desiree received from High Peaks. If you plan on going up on Saturday, they only have city side rooms for Saturday night, so you need to let Desiree know.
 - i. Jessica has a breakdown of where attendees come from.
 - j. We will need to know who the new members are as they will be given a different color ribbon to identify them.
- c. **Scholarship/Awards** - Donna/Wendy
 - a. There are currently 8 applications for the Cheryl Steinbach award, 3 for the Paquin Award and 1 for Melius Award. The deadline for applications in April 15th. There was a discussion on whether award winners need to be a member or have been a past members of NYALGRO. We will add language that states “preference will be given to NYALGRO members”. The Committee will meet and discuss applications after the 15th. At the September retreat we will discuss creating a form for the applications.
- d. **Publicity** - Rose/Kathy
 - a. The winter newsletter went out with very few returns.
 - b. The next one goes out after the conference, around June 21st-23rd.
 - c. Desiree reported that she want a list of exact photographs we want to have taken at the conference for the newsletter – award winners, classrooms, vendors, - we can do the list at 1:00 pm at our June 4th meeting. Facebook updates are being done.
- e. **Standards/Technology** - Wendy/Desiree
 - a. Wendy will put approved minutes up on website
- f. **Nominations/Elections** - Donna/Bennie
 - a. Nothing right now, and we will have a list of nominees at next meeting.

V. ANNUAL CONFERENCE PLANNING – EDUCATION CHAIR/COMMITTEE:

- a. **2017 - Ramada, Geneva** – Gina reported that everything is running smoothly, and thanked Karen for helping her. Wendy will do all printing (cc to Gina) right in order of packing - Desiree welcome letter, agenda, bylaws. June is handling the attendees list. Gina needs all speaker and vendor names and will make up a few extra packets. Wendy will do all room signs. Vendors are contacting Michelle and Jessica for bingo lists, and whatever they need. Everything will be on the Google NYALGRO site. There will be a signup list for monitoring classes. Gina will bring two laptops and microphones, and she has a list of all the details. We need to know if we need meal tickets. Ask all speakers if they can give us their presentation ahead of time for printing by Wendy as handouts if they can't print them themselves.

- Audio/Visual Needs to Gina – Let Gina know what your speakers needs are asap.
 - Sales Booth -The Sales booth went very well at our last conference, and Angie agreed to be the chairperson for setting up/arranging for coverage of the booth. Gina suggested we keep prices low enough to move the products.
 - Desiree asked Wendy to check on price for a new vinyl banner since we don't know where ours is.
 - MaryEllen volunteered to chair the registration table.
 - Donna & Bennie will chair the gift giveaways. Everyone was reminded to bring a board member gift to hand out at the luncheon
 - Giveaways –MaryEllen will order wine-stoppers in blue with a fleur-de-lis design, and NYALGRO, Geneva NY. She will order 200 of them at \$.98 each.
 - Desiree spoke about Donna's note on alcoholic gummy bears on Facebook, and Jessica and Desiree will make ones up with a pina colada flavor to hand out with the wine stoppers.
 - Vendor Update - Michele/Jessica – Jessica reported 5 Vendors at this point, and that they will be assigned areas when they arrive depending on their needs.
 - Entertainment – We booked a DJ for four hours, with Karaoke at a cost of \$400.00 for the banquet.
 - Desiree called regarding a cheese tasting – The hotel is working on a winery tasting setup by the registration table. Paint and Sip starts at 5-7 pm, registration runs from 4-7. Angela needs to order the glasses at least two weeks before. June will let Angela know as the registrations comes in on how many plan on doing the Paint and Sip, and Angela will order the necessary brushes, plates, paints, cups, table clothes.
 - Our menu is all set. The Tuesday break has been canceled due to the timing of our classes, and instead we'll have extra appetizers for our banquet.
 - Rose will get maps/info on the area for handouts at the registration table.
 - Desiree and Angie have been sharing information with their organizations press releases.
 - Speaker confirmations are all done as well as rooms/meals.
 - Tour Update - Details/Specifics – Gina reported that the Rose Hill Mansion will be available for the tour at a cost of \$8.00 per person, and we can pay when we show up.
 - After Conference Surveys – Karen is looking for comments/feedback on these surveys. She had problems with Survey Monkey, it went to spam folders, you can't save it and come back, etc. It was decided that we will hand out the session surveys at each class, then the overall survey will be handed out at Tuesday's lunch/meeting with time for them to fill them out, AND we will make it part of the handout package.
 - Attendees must be present to win the board baskets. Vendors Bingo is to be used for the board baskets, and is not available to board members. Board members CAN participate in the Vendor giveaways.
 - Jim wants to record snippets of the classes to Facebook Live after getting permission of the speakers. We tried a live video from our meeting. We need to advertise it in the letter Desiree makes up for the packet.
 - Rose asked about inviting Gail Fisher to our conference to be honored & Ken will also be invited.
 - Desiree has still not heard back from the City of Geneva Mayor. She will continue to work on it. She went over our School Timeline and everything is on schedule.
 - Our retreat is planned for September 24th-25th at High Peaks.
- b. **2018 - High Peaks, Lake Placid** ~ Copy of reservation forms were made available from Desiree. There is a problem with people not wanting the food with the package. We have to guarantee 50 people in attendance.
- c. **2019 - ????** We are looking at the 1000 Islands area for 2019. Gina will talk to Lillian about possibilities for that area. Everyone encouraged to let Desiree know of locations in that area.

VI. ADDITIONAL BUSINESS/BOARD MEMBER COMMENTS

- Rose – Any articles for the newsletter the deadline is June 23rd. June 3rd is her birthday, we should all be prepared!
- Karen – She and Rose will be touring to the Ramada Inn in May, and if there is anything you want checked, please let her or Rose know so they can look into it.

VII. NEXT MEETING DATE/LOCATION

Wednesday, June 7, 8:30 AM – Ramada Inn, Geneva

VIII. ADJOURNMENT A motion was made by Donna at 1:40 pm to adjourn the meeting. Seconded by Kathy and unanimously carried.

Respectfully submitted,
A. Diane Muscoreil, NYALGRO Secretary