

MINUTES
NYALGRO BUSINESS MEETING

January 10, 1989

On January 10, 1989 the NYALGRO held a regular business meeting at the Albany Turf Inn, Albany, New York. The meeting was called to order by Acting President Ray LaFever. There were 19 members present: Ray LaVever, Dutchess County; Mary Kakley, City of Saratoga; Elaine Rivenburg, Village of Ellenville; Mary Alice Gosell, Delaware County; Rose Marie Gregory, Washington County; Donald Stewart, Washington County; John Hilliard, Columbia County; Sue Howard Fox, Broome County; Patty Bryce, Albany County; Mary Vines, Albany County; Lynda Herbert, Albany County; Carolee Conklin, Monroe County; Laurie Beecroft, Ulster County; Kathleen Muzdakakis, Monroe County; June Lee Davidson, Ulster County; Patricia McCarthy, Monroe County; Peter Scheibner, Rockland County; Elaine Lytel, Onondaga County; Chris Shepherd, Onondaga County.

The first order of business was the swearing-in of new President Ray LaFever, Vice President Mary Vines and Board Members Kathleen Muzdakakis and James Tamaro. This was conducted by Albany County Clerk Thomas Clingan.

President Ray LaFever addressed the meeting, thanking NYALGRO founder and first President Robert Arnold for his contributions to the organization. Bob will remain active with NYALGRO in an advisory capacity as chief of the SARA Local Government Records Bureau.

President LaFever also thanked the New York State Association of County Clerks for allowing NYALGRO to hold its meetings as part of NYSACC sessions, since June of 1987. He then gave a brief update in NYALGRO activities over the past year:

- expended membership
- June '89 conference planning underway;
to be held at the Albany Quality Inn, June 8-9
- affiliations are growing with other local government organizations
- 3 newsletters published and distributed in 1988

These accomplishments would be discussed at greater length by committee chairs later in the program.

President LaFever then explained NYALGRO's 1989 goals, including:

- * passage of the local Government Records Management Improvement Act;
- * a successful June '89 conference
- * to continue increasing membership, expanding to the potential 4,000 municipal members in NYS;
- * to increase members involvement in NYALGRO planning and activities;

- * to expand non-county membership;
- * to work even more closely with the State Archives;
- * to produce job classification data;
- * to discuss questions of records access.

The minutes of the June 1988 meeting were handed out; a motion was made and seconded, and passed unanimously to accept the minutes.

TREASURER'S REPORT

June Lee Davidson, Treasurer, gave the Treasurer's report. As of January 1989, NYALGRO has 13 corporate members at an annual rate of \$200 each; 166 regular members at \$15 each, and 7 associate members at \$10 each. The Treasurer also reviewed Disbursements (see attached) and submitted a written report. NYALGRO has spent \$2,244.83 and, as of 12/8/88, has \$2,818.36 on hand. She noted that NYALGRO is now required to have a Federal employee ID number, and a State tax exemption number for tax purposes.

The Treasurer discussed the 1989 goal of producing a targetted mailing to municipalities in order to attract more paying members.

CHANGE IN BY-LAWS

A proposal was presented to expand the NYALGRO Board of Directors (currently numbering four) to nine, total. The new directors should be largely non-county officials. Article 4, sec. 1 of the By-laws would be amended to read "nine elected directors". All terms would be two years (except at start-up when some terms will be for one year, in order to ensure staggered expiration of terms). A motion was made to thus amend the by-laws; it was seconded and passed unanimously. President LaFever said that ballots to elect the new directors would be mailed out to members in February.

COMMITTEE REPORTS

- I. Affiliations: Patricia McCarthy, chair of the Affiliations Committee noted that NYALGRO is now an affiliate of the New York State Association of Counties, the New York Conference of Mayors, and the New York State Association of Supervisors and Legislators. A "commission" approach is being discussed to link NYALGRO with organizations such as the NYS Association of County Clerks, and the Association of Town Clerks.

- II. Legislative: Rick Hogan, chair of the Legislative Committee was unable to attend this meeting because of NYALGRO and NYSACC lobbying obligations at the Capitol; in his stead, Pres. LaFever reported that the Local Government Records Management Improvement Act, designed to generate funds for records programs and advisory services, will be re-introduced in the Legislature in early 1989. It calls for a \$5.00 surcharge per permanent document filed in the County Clerk's Office. Of this \$5.00 collected, 25 cents will stay with the county (75 cents to be retained in New York City) and \$4.75 will be remitted to a State fund, administered by the State Archives, for grants, advisory services and possibly regional offices. Assemblymembers Zimmer and Pilletere will sponsor the bill in the Assembly. NYALGRO members will be asked to help lobby for 1989 passage.
- III. Membership: Committee chair June Lee Davidson reported that her committee's goal is to recruit municipal members to alleviate NYALGRO's potential financial shortcomings and allow us to expand our activities. Membership renewals will be coming in, which will provide revenues, but the projected membership mailing to New York State's 4,000 municipalities will be expensive. Data entry for address labels, printing and postage will all cost money. June said her hope is to have strong regional NYALGRO committees within each Judicial district to help recruit members at the local level.
- IV. Program: Patty Bryce and Kathleen Muzdakis are working on program and arrangements for the June conference. A registration packet and panel presentation information will be mailed to prospective participants by April 1st.
- V. Public Relations: Committee chair Mary Vines reported that three issues (1,000 copies) of the "NYALGRO Network" were produced and distributed widely last year. She said that articles submitted have been informative, and other organizations (such as NYSAC and Mid-Atlantic Regional Archives Conference) have asked to reprint selected ones. New articles and photos are welcomed and encouraged, from members and vendors. Pres. LaFever thanked Mary Vines for producing an excellent newsletter; he said he has heard that other states (Georgia and Virginia) are following NYALGRO's example.

STANDARDS AND TECHNOLOGY

Committee chair Peter Scheibner reported that SARA is revising the CO-1 retention schedule for counties; CO-2 will be issued shortly. A major change affecting Records Managers is re-numbering of the records series. This could cause problems for

counties who entered CO-1 into database using the old series numbers. A motion was made, seconded and approved that NYALGRO send a letter to SARA requesting that we (and all RM's) be brought into the schedule revision process at an earlier stage, so that this kind of situation can be assessed in advance and perhaps avoided.

Regarding Office of Court Administration schedules, Peter reported that NYALGRO had sent a letter to OCA detailing questions and concerns about their proposed criminal and civil records retention schedules. No response has been received as yet.

Concerning standards, Peter reported that a Texas court had ruled optical disc image storage as acceptable for filing purposes, but that it must be backed up by microfilm or paper. The current life of an optical disc is approximately 10 years; there are no ANSI or other standards concerning production, storage, etc.

OLD BUSINESS: covered under committee reports

NEW BUSINESS: Pres. LaFever reported that NYALGRO is considering sponsoring a "Records Manager of the Year" award program, as a way to recognize resource allocators, or those who help pass useful legislation. He will appoint a committee to promulgate rules and standards.

The next Regular Business Meeting will be held on June 8, 1989 in Albany.

A motion was made, seconded and approved to adjourn the meeting at approximately 12:00 noon.

Respectfully submitted,



Kathleen Muzdakis
Acting Secretary

Minutes

NYALGRO

TREASURER'S REPORT
JANUARY 6, 1989

Cash Receipts:

Associate Memberships	(7 @ \$10.00)	\$70.00
Corporate Memberships	(13 @ \$200.00)	\$2,600.00
Regular Memberships	(166 @ \$15.00)	\$2,490.00
TOTAL TO DATE:		\$5,160.00

Disbursements:

Check # 1101	May 4, 1988	Smith Printing (letterhead, envelopes)	\$256.66
Check # 1102	May 18, 1988	U.S. Post Office (postage)	\$100.00
Check # 1103	May 18, 1988	Patricia Thompson (typing newsletter)	\$ 25.00
Check # 1104	June 1, 1988	Smith Printing (letterhead)	\$ 21.40
Check # 1105	June 2, 1988	The Letter Shop (newsletter printing)	\$240.00
Check # 1106	July 11, 1988	Coalition for New York Documentary Heritage (membership)	\$ 50.00
Check # 1107	Aug. 15, 1988	U.S. Post Office (postage)	\$100.00
Check # 1108	Aug. 15, 1988	Patricia Thompson (typing newsletter)	\$ 25.00
Check # 1109	Aug. 19, 1988	U.S. Post Office (postage)	\$100.00
Check # 1110	Aug. 24, 1988	KNE Printing (newsletter printing)	\$275.00

Check # 1111	Aug. 29, 1988	Green's Office & Business Supplies (gavel)	\$ 31.20
Check # 1112	Sept. 9, 1988	International Emblems & Identities, Inc. (membership pins) (1/2 total costs)	\$200.58
Check # 1113	Sept 15, 1988	Smith Printing (letterhead & envelopes)	\$174.50
Check # 1114	Nov. 10, 1988	NYS Sales Tax (late filing fee)	\$ 50.00
Check # 1115	Nov. 17, 1988	Eagle Printing (Newsletter)	\$240.00
Check # 1116	Nov. 28, 1988	Patricia Thompson (typing newsletter)	\$ 25.00
Check # 1117	Nov. 28, 1988	U.S. Post Office (postage)	\$125.00
Check # 1118	Nov. 30, 1988	Eagle Printing (certificates)	\$161.54
Check # 1119	Dec 27, 1988	Timely Signs (B. Arnolds Plaque)	\$ 43.95

TOTAL DISBURSEMENTS: \$2,244.83

BALANCE (CASH RECEIPTS MINUS DISBURSEMENTS): \$2,915.17

ACCOUNT BALANCE AS OF DECEMBER 8, 1988 BANK STATEMENT

*** \$2,818.36 ***

NYALGRO MEMBERSHIP

TOTAL NUMBER OF MEMBERSHIPS TO DATE: 186

ASSOCIATE MEMBERSHIPS - 7

CORPORATE MEMBERSHIPS - 13

REGULAR MEMBERSHIPS - 166

NYALGRO
Board of Directors Meeting

January 9, 1989

The Board of Directors of the New York Association of Local Government Records Officers met in Albany on January 9, 1989 with Acting President Ray LaFever presiding. Attending the meeting were Rick Hogan, Laurie Beecroft, June Lee Davidson, Pete Scheibner, Mary Vines, Kathleen Muzdakakis, Patty Bryce. A quorum was declared.

The Executive Committee voted to support Ray LaFever and Mary Vines for NYALGRO President and Vice-President. This will be confirmed at the January 10th General Membership meeting.

The reading of the minutes was dispensed with and Committee Reports were heard:

- * Legislative: Rick Hogan reported that the Local Government Records Improvement Bill will be reintroduced in 1989, and sponsored by Assembly Local Government Committee chair Mel Zimmer and former chair Joseph Billitera. The legislation now provides that 25 cents of the \$5.00 collected per document will be retained by the county. The remainder will go to fund grant and advisory programs through SARA; there will be equitable distribution of these programs among judicial districts. All advisory services will now be provided by SARA staff; not by consultants. The 1989 bill number will be distributed via "NYALGRO Network" as soon as it's published.
- * Program: The June 8-9 conference is now being planned, and will contain 9 sessions over one and a half days. It will include a luncheon and speaker and possibly some awards. Cost will be \$25 to NYALGRO members and \$40 to non-members. Vendors will be invited to exhibit equipment/services on the first day of the conference, and will pay \$100. Patty Bryce and Kathy Muzdakakis will be handling logistics, arrangements and programs.
- * Affiliations: NYALGRO is now affiliated with New York Conference Of Mayors and New York State Association of Counties, and the Association of Supervisors and Legislators. Rick Hogan reported from the NYSACC Executive Committee which had met and discussed NYALGRO affiliation. NYSACC would prefer to establish a "commission", composed of two NYSACC and two NYALGRO members who would meet and discuss like interests. It has been suggested that this be the procedure with the Association of Towns, and any other organizations that do not regularly accept affiliates. Rick Hogan said he would oversee setting up of such a commission; Ray LaFever said he would draft a letter to the appropriate organizations, inviting them to propose two members for the commission, whose primary purpose would be to ensure uniformity in legislative proposals and lobbying.

- * Membership: June Lee Davidson reported that NYALGRO now has 186 members, as of January 1989. The Board voted to extend all annual dues paid since October, 1988 to cover 1989 as well. June said that membership renewal notices will be mailed shortly, and will include an invoice and a certificate of charter membership. The renewals income could be used to offset the cost of a prospective member mailing to New York's 4,000 local governments. Costs to be covered include printing, postage and data input (for labels): total cost estimate to be \$3,000. Current treasury balance is approximately \$2,000. The shortfall would need to come from renewal income.

Another answer might be to distribute potential member lists to NYALGRO members in each judicial district, and ask these members to absorb the costs of these smaller mailings. A Membership Committee meeting will be scheduled to discuss these options further.

- * Under "Old Business" Ray LaFever reported that he has been invited to attend the next Local Government Records Advisory Council meeting; NYALGRO may be offered a permanent seat on the council.
- * A proposal will be made at the January 10 General Meeting to expand the Board of Directors to nine (by adding five names). Three of these members will serve for two years, and two for one year; after that, all will serve two years, with reappointments being staggered.
- * Ray LaFever proposed that an "Archives Week" be promoted for June 4-10, in conjunction with the NYALGRO conference. An alternate title could be "Local Government Records Week".
- * Under "New Business", the Board briefly discussed the idea of regional chapters; and Ray LaFever reported that former NYALGRO President Bob Arnold will continue working with us as the SARA Local Government Records Bureau advisor to NYALGRO. Ray also reported that the County retention schedule CO-1 is being revised; few of us knew in advance that this was going to occur. He recommended that NYALGRO take steps to help ensure that we are informed at an earlier stage in the event of any future revisions.

The next Board of Directors meeting will be on March 14 in Albany. A motion was made seconded and approved, the meeting was adjourned.

Respectfully submitted,

Kathleen Muzdak

Kathleen Muzdak
Acting Secretary