

**NEW YORK ASSOCIATION OF LOCAL GOVERNMENT
RECORDS OFFICERS**

Board of Directors Meeting
September 23, 2005 – Canandaigua, New York

Meeting was called to order by President Ben Cobb at 10:30 a.m.

PRESENT: Benjamin Cobb, Kathleen Newkirk, Richard Geer, Wendy J. Roberson, Adelia Pearson, Eileen Weishan, Michelle Henry, Steve Geurds, Chuck Callari, Patricia DePasquale.

ABSENT: Charles Michaux, Donna Mumbulo, Jim Koury.

MINUTES : *Motion by Kathy Newkirk, seconded by Chuck Callari, to approve minutes of the June 14, 2005 meeting, as presented. Carried.*

TREASURER'S REPORT : Michelle Henry distributed copies of the financial statement. A \$200.00 deposit was made by Charlie, and most likely represents membership, but because Michelle had no information on it, that amount was listed under "uncategorized income". Steve Geurds stated it was his understanding it was corporate dues, but was unaware of the particular corporation. Michelle noted the negative figure of \$7,432.01, but stated this was due to a withdrawal of \$5000.00 in order to purchase a second CD. Overall assets are \$32,925,89. Ben Cobb noted that this was also the year that folders, letterheads, and brochures were printed, as well as the purchase of satchels and folders. Michelle also noted that these expenses are not ones usually seen in the course of one year. She also received a receipt from the State confirming approval of the financial statement submitted. *Motion by Pat DePasquale, seconded by Steve Geurds, to approve the treasurer's report, as presented. Carried.*

CORRESPONDENCE: None to report.

COMMITTEE REPORTS:

- **Budget & Finance – Geer.**
Rick Geer noted that he is all set with Michelle's report and will make any necessary changes which appear to be significant.
- **Bylaws – Wisniewski.**
Nothing to report.
- **Education and Training Programs - Mumbulo, Weishan, Koury**

Donna and Jim were unable to attend today's meeting, but Ben reported that they looked at the Katskill Mountain Club for 2007. The facility was very appropriate and met the needs of NYALGRO. Although at this point it is too early to look at prices, the ballpark figure should be somewhere around \$400.00. Donna and Jim will begin to work on negotiations at the appropriate time. The location is good and will most likely draw people from the surrounding area.

- **Nominations and Elections – Kathy Newkirk**

Kathy queried the Board members up for re-election as to their intentions. Pat DePasquale stated she would run for the Board but declined to run again for secretary. Eileen Weishan agreed to run for that office. Barb Sechrist is retiring at the end of the year. Rick Geer has indicated he will not be running for re-election to VP-Budget. There will be a total of five seats, including one one-year seat. Other seats that will be up this year are President, Vice President-Budget, and Treasurer.

Ben requested that if any of the Board members knew of potential candidates, to have them contact Kathy. Ben also noted that Bob Arnold will continue to be the State Archives liaison for NYALGRO. His position with the State Archives will now be Public Information Officer and will be submitting an article to Wendy on the change-over in his positions.

- **Membership – Steve Geurds**

Steve reported that he has received a list of paid members from Charlie. He used his own database and merged that with Charlie's information for a report. Currently, there are 321 regular members, 5 associates, 2 corporate members, and one honorary (Bob Arnold), for a total of 329 members. He has cleaned up the list which now appears to be accurate. There are 165 members listed as active but that have not paid dues. He would like to send out invoices and keep them on the newsletter mailing list for the time being. Steve also reported on his plans relative to his database and the issue of possibility linking corporate members on the website was discussed. It was also noted that all Melius award winners are given life membership in NYALGRO. Ben also noted there is a new mailing address for NYALGRO which is listed on the agenda and the new brochures.

- **Publicity – Wendy Robertson**

Wendy reported that she is working on the newsletter. The Melius award winner will be on the cover. Adelia will provide information on George Williams. Bob Arnold has submitted an article on his change of position with the State Archives. Jim Koury received an award and there will be an article on that as well, together with the

NYALGRO scholarship winners. Wendy stated everything is going well with the printing vendor. There is a new logo design. The color change brings some freshness to the logo.

Ben Cobb displayed the new banner which will be used at the State Archives Symposium on managing electronic records scheduled for October in Amherst. NYALGRO will be sponsoring the breaks. Wegmans offers a full catering service and will deliver. The total cost will be \$365.65, based on 100 people, for the morning and afternoon breaks on the first day and the morning break on the second day.

- **Scholarships – Rick Geer**

Rick Geer stated that the current criteria used for scholarships is not completely understood by applicants. People have been allowed to double dip in the past and this practice is unfair. Michelle Henry stated that three out of the five award winners this year turned the money over to the municipality because the municipality paid their way, so basically NYALGRO is simply subsidizing the trip. They weren't paying out of pocket; they were turning the money back to the municipality, what the application specifically says we're not doing. If we're going to continue doing that, then the application should not state that the applicant has to pay his/her own way.

Rick Geer noted that the supervisor must sign off on the bottom of the application, confirming that the municipality will not pay the applicant's expenses in attending the NYALGRO school, but then they take the money anyway. The statement on the application specifically stating that the applicant will not be reimbursed by the local government cannot be made any clearer.

Michelle stated two recipients were schools and one was a County. She was contacted and told that budgets were closing at the end of June and they needed the money which was included in their budgets. The scholarship was designed to assist those with a financial need.

Suggestions were made to either decrease the number of scholarships given and increase the amount of the scholarship itself, and make the criteria more specific and comprehensive, i.e. two scholarships given for the full cost of the school, or eliminate the financial need and base the scholarship on educational need or merit. Ben Cobb was familiar with one of the applicants and felt that the person was not deliberately deceptive on the application and may not have understood the criteria or ignored it unintentionally. There must be a good solid statement in bold that the criteria for this award is that the applicant will not be reimbursed by the municipality and no funds will be given to the municipality. He felt the stipulation on not being reimbursed by

the local government should remain. If taken out, the larger governments familiar with the grant process will take advantage of the situation.

Adelia Pearson suggested looking at the municipality itself to determine how isolated it is from other opportunities for learning records management. In her own set of circumstances, coming from a small town, she has had to choose between the Town Clerks conference or the NYALGRO school. To attend this school, she has had to pay for her own expenses. Ben Cobb stated this was a good point; on the other hand, he has seen some small towns with excellent records management programs and large municipalities with poor programs. Suggestion was also made for contact with the regional RAO to see what type of program the municipality has and its commitment to records management.

Discussion followed on a specific amount, versus actual expenses incurred. Michelle Henry preferred to set a specific amount, rather than tie it to an anticipated amount. Two \$400.00 scholarships were suggested, letting the recipient use the award for whatever expenses are incurred, and in whatever combination of one-day, two-day or full package the applicant desires. Award winner is still obligated to pay the registration fee.

Wendy and Adelia will work on the scholarship criteria.

- **Technology – Koury, Geurds**

Steve Geurds updated the Board members on cyber security. CSCIC is attempting to establish guidelines for electronic security, basically geared towards smaller towns without established IT programs, in order to make people aware of spyware, virus protection, backing up information, etc.

This is a topic that few are well versed in and suggestion was made for this to be the subject of an upcoming class at a June school program. Steve Geurds will handle.

- **Other Business**

NYALGRO History Ben Cobb is interested in getting a handle on the organization's history, including previous award winners. Ben distributed copies of a listing of all award winners, the annual training school locations with dates, and history of the Board of Directors. Bob Arnold will also be providing him with additional information. Ben asked the assistance of Board members in providing missing information on previous Boards. Kathy Newkirk thought she could fill in most of this information. Pat DePasquale stated she still retains the box of previous minutes. Kathy Newkirk stated that General Code may be interested in scanning and

then placing all the minutes on a CD for us. The minutes can then be searchable without the aid of an index.

Document Heritage Program Ben Cobb stated that the 501-C filing status of the organization allows us to apply for a Document Heritage Program grant for the organizing of our archives. However, there are three criteria and NYALGRO does not meet the first two and barely meets the third, but he wanted the Board to be aware of the program.

Travel Policy After discussion on the current mileage rate and in light of escalating gas prices, a *motion was made by Pat DePasquale, seconded by Michelle Henry, to adjust the mileage rate of NYALGRO from \$.325 per mile to \$.485 per mile, commencing October 1st, 2005, for travel over 160 miles one-way to a meeting, excluding school. Carried.*

- **2006 NYALGRO School (June 4- 7) – Canandaigua**

Tour of Hotel Completed.

Hotel Questions Ben reported on what the hotel would be providing in terms of class equipment, i.e. podium, microphones, screens, and what we would need to provide, i.e. lap tops, etc. Occasionally there are special requests from speakers and those will be addressed on an “as needed” basis.

Placement of Vendors Vendors will be set up in hallway. This setup works the best, giving vendors a better opportunity to display their wares and make personal contact with attendees passing by. Wendy Roberson suggested that vendors also be introduced at lunch and given an opportunity to explain what products and services their companies provide.

Registration Table Main lobby.

School Packages & Prices Ben distributed information provided by Canandaigua Inn on the Lake.

- 3 Day (Sunday-Wednesday) Package \$429.00 Single occupancy
- 3 Day (Sunday-Wednesday) Package \$289.00 each Double occupancy

Breaks are included in the package prices. School prices have been held at the \$400.00 level for the past five years and the quoted package prices are fair. Ben will look into the other package option prices and commuter prices.

The hotel will provide a one-hour cocktail reception. Alcohol is separate and not included. Vendors may be contacted to sponsor a Sunday/Monday night reception. The hospitality room in the past has been seldom used.

Hand Outs/Gifts for School

- Notebooks \$3.79 each
- Lanyards \$1.29 each
- Pens .49 each
- Pins \$1.39 each (200), plus \$60.00 setup \$338.00
 \$1.72 each (100), plus \$60.00 setup

Ben noted that the satchels were well received at the last school and there are 71 satchels left.

Following discussion, *motion was made by Kathy Newkirk, seconded by Steve Geurds, to purchase 200 NYALGRO pins for the total price quoted of \$338.00. Carried.*

School Schedule

- Suggested speakers:

Michael Martin – Hybrid solutions between imaging and microfilming (panel discussion). Biel's to be included in panel discussion.

Managing email and voice mail as records – possibly an Archives workshop session.

Placing a designation of 101 – 301 on courses to differentiate beginner programs from advanced courses.

Relationship between town records and court clerk records – Role of RMO - Whose responsibility is it and how do we work together? Rick Hogan was suggested as a possible speaker on the topic.

Inactive Records/Basics for RMO – certification program.

Ethics in records management – Kathy Newkirk will follow up, based on guest speaker at local archival dinner in Albany on October 6th.

Success stories, similar to the program offered several years ago, i.e. using town/historical records in publication of annual town calendar; creativity in budget preparation when funding cuts occur; Rose Kleman, Melius award winner with a presentation on her records management program.

Dr. Preston Pierce, Ontario County Historian, is scheduled to speak at the Monday evening dinner.

Identify theft – Adelia Pearson offered to handle.

Robert Freeman – Pat DePasquale will handle.

Other School Business

Chuck Callari will contact Finger Lakes Travel for boat tour options.

Joe Degnan, Browns River Binding, may sponsor fireworks for Monday evening. Eileen Weishan stated this was possible, depending on weather conditions and will report back to the Board at the January meeting.

NEXT MEETING: Friday, January 27st 10:30 a.m.
Hampton Inn, Syracuse

ADJOURNMENT: *Motion by Eileen Weishan, seconded by Adelia Pearson, to adjourn (3:15 p.m.). Carried*

Respectfully submitted,

Patricia C. DePasquale,
Secretary