

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

Board of Directors Meeting
September 28, 2001 – Syracuse, New York

Meeting was called to order by President Stan France at 10:15 a.m.

PRESENT: Stan France, Kathleen Newkirk, Charles Michaux, Richard Geer, Wendy J. Roberson, Hans J. Finke, Benjamin Cobb, Sandra Sopak, Donna Mumbulo, Michele Henry, Ron Lagasse, Patricia Wisniewski.

ALSO PRESENT: Bob Arnold

ABSENT: Amanda Walsh

MINUTES : *Motion by Kathy Newkirk, seconded by Donna Mumbulo, to approve minutes of the June 13, 2001 meeting, as presented. Carried.*

Kathy Newkirk noted from the minutes that thank you letters to first time attendees were to be sent following the conference. Stan France stated that was the intention, but work constraints prevented Gretchen from accomplishing that task.

TREASURER'S REPORT : Sandy Sopak reported that the organization is financially stable. Additional profit of \$4,207.00 was realized (1/1/01-09/30/01), bringing the balance of assets, including bank accounts and CD, to \$27,942.00. She also has additional bills for mailings to be paid.

Sandy also reported that NYALGRO was successful in its attempt to gain 501-C3 tax status. She noted that the attorney spent 15 hours on the project. The agreed upon fee for legal work was \$500.00, which she felt was very generous on the part of her attorney. The next step is the accounting aspect. 990 forms need to be filed in the future, in place of corporate income tax forms. She also spoke with the accountant who will be requesting a refund for prior years. *Motion by Ron Lagasse, seconded by Ben Cobb, to approve the treasurer's report, as presented. Carried.*

Bob Arnold noted his long tenure, along with Stan France, with NYALGRO and complimented Sandy Sopak, along with Stan France and the rest of the Board, for the dramatic improvements to the organization in recent years.

CORRESPONDENCE: None to report.

COMMITTEE REPORTS:

- **Education and Training Programs. Walsh, Wisniewski, Michaux.**
Stan France stated he had a conversation with Andy Raymond at an indexing session on the topic of core competency skills. Bob Arnold stated there is a State Archives team working

on core competency skills. He expects to have something ready by the first of November for review by the various regional advisory groups and this group.

- **Nominations and Elections – Newkirk, Balliet.**

Kathy Newkirk stated she is waiting for a response to e-mails sent to various board members concerning their interest in staying on the board. Stan France agree to stay on as President. Pat Wisniewski stated she will continue as Secretary, and Richard Geer and Wendy Roberson stated they would also continue in their positions. Sandy Sopak stated she will probably have to resign after one more year, since she will be taking office as president of the state-wide Association of County Clerks in 2003. There are three people interested in running for board seats, including current board member Ben Cobb, Jim Koury, City Clerk of Oneonta, and Diane Tarity, RMO for Cornell Cooperative Extension in Saratoga County.

- **Legislation – Sopak.**

Stan France stated that the funding for records management grants was stable and untouchable, despite the legislature's concern for tax increases or layoffs at the State level. He felt there was no items currently before the legislature that would impact the LGRMIF.

Bob Arnold stated the "Rediscovering New York" initiative pushed by State Archives over the past two years is on hold and may not be brought to the forefront for awhile. As far as the State budget itself, it was his opinion that New York City will be given preference for funding.

- **Membership – Michaux.**

Charlie Michaux reported that we have 303 active members; 250 non-active. Print-outs of active and non-active members were distributed. He suggested that Board members contact non-active members they know, to determine what they intend to do, or to let him know if any of those listed are not currently in office. There are 4 corporate members. This is down somewhat from last year.

- **Budget & Finance – Geer.**

Rick Geer noted he had reviewed the financial statements presented by Sandy Sopak and stated the organization appears fiscally sound.

- **Bylaws – Wisniewski, Michaux.** Nothing to report.

- **Publicity – Roberson, Mumbulo, Lagasse.**

Wendy Roberson stated the committee would like to move forward on publicity, but needs to know what her budget is for publicity. Rick Geer noted there is \$2,800. in that code. Wendy stated she still needed to know what amounts were allotted to the different categories, i.e., paper, postage, etc. Rick stated it would basically encompass paper and postage.

Wendy discussed the deadlines for this year and future issues. She and Donna have discussed other outreach materials, as brochures, the NYALGRO banner, possible changes to the website (more information needed), and advertising NYALGRO in other State publications.

Charlie Michaux stated that the Board did vote to put NYALGRO advertising in State Association news publications, but eventually it fell to the wayside. He noted that the charge is usually minimal in the various State Association newsletters. It was noted that the Association already has a banner.

The publicity committee also discussed a quarterly target mailing by region with copies to non-member RMOs, along with brochure, letting them know what our organization is about. They would also like to revisit the brochure for purposes of bringing it up to date, with more photos. Exploring ad copy revenue was also reviewed by the publicity committee. The Board noting that corporate members are given an opportunity for submission of free ads as part of their membership. Wendy stated she has contacted the corporate members, urging them to take advantage of the free ads, but they usually do not respond.

Other goals include developing strategy for how we make our presence known; increasing membership of publicity committee, in order to lighten the load now being carried by the current people working on the committee. Stan France suggested that Wendy use the next newsletter in an effort to attract members interested in working on the publicity committee.

The next deadline for the newsletter is October 15th, followed by January 15th and tentatively April 1st. Wendy reviewed the articles already submitted by Board members and some topics she would like to see covered in future articles.

- **Scholarship and Awards – Geer.**

-Rick stated he would like to see more first time attendees apply for scholarships this year, but the Board may have to consider giving a scholarship on basis of need. There was enough money to give out two scholarships, but waiving 20 registration fees for first-time attendees actually caused some confusion, even though it was designed to attract attendance.

It was noted that the scholarship amount was changed to a flat \$250.00 award at the last meeting. After discussion, the Board decided to eliminate waiving the registration fee for the first 20 registrations. Sandy Sopak also noted the discrepancy in scholarship awards, where one scholarship amounted to \$393.00 and another one was \$273.00. Further discussion following on the actual amounts to be distributed under scholarships, with the Board deciding, on the recommendation of Charlie Michaux, to present 5 scholarships at a flat amount of \$200.00 each.

Rick Geer discussed the three awards given by NYALGRO; the Wheeler B. Melius, Cheryl Steinback, and Paquin award, all of which will be offered again this year. He will prepare an article for the newsletter.

- **Technology – Finke, France.**

Hans France stated the Board should be aware that there is pressure on to make internet sites accessible to the physically handicapped. Stan France noted there are web browsers available that will actually read what is on the page. He has the software and they have made their site handicapped accessibility.

- **Regionalization – Cobb.**

Ben Cobb stated that there will be an article submitted for the newsletter on regionalization, asking for comments on what the members feel is important and encouraging members to become involved in a plan of action, hopefully for March, i.e. mini conference, regional meetings, etc.

PLANNING FOR JUNE 2002 RECORDS & INFORMATION MANAGEMENT SCHOOL

Ben Cobb distributed price handouts from Riveredge Resort in Alexandria Bay, site of the 2002 Records & Information Management School. He noted a 2 – 4 % increase from last year. He has had meetings with Barbara from the Riveredge and most of the issues and concerns have been ironed out. The significant change from last year involves the registration area which will be located in the front. Signs will be made for the registration area and session information.

Arrival will be on Tuesday, June 4th with departure on Friday, June 7th. The Riveredge will be blocking off 60 rooms, based on last year's attendance. \$500.00 deposit is required. Commuter prices remain unchanged and cocktail party prices remain the same, with the first night complimentary. Three-day inclusive is \$408.90 for a single occupancy. There will be a Friday/Saturday night option available, although expensive, and noted there are other comparable hotels in the nearby area which may be more economical. The Riveredge can accommodate classes on Friday, if needed. Charge for the boat is \$650.00 per hour, "bare-boned". Barbara will attempt getting a better rate, since we will need at least two hours for the boat cruise. The charge for an independent cruise is \$12 - \$15 per person for a three-hour tour, with cash bar. Charlie felt it may be more economical on an independent basis, if only twenty or so persons were interested.

Stan France noted there may be some interest in an integrated conference with the IT people, if enough common ground is offered with a technology tract.

Charlie Michaux reported there will be beer, wine and snacks provided in the hospitality room. He suggested the first night (Tuesday) to be designated as the "President's Reception".

PROGRAM:

Suggested Theme, *"Your Records – Your Responsibility"*, The Role of the RMO in the 21st Century.

Kathy Newkirk suggested contacting Sidney Hurlburt, speaker at the NYS Town Clerks Conference, who gives a presentation on professional development. It was also noted that from comments at the conclusion of the last school, attendees were requesting classes on such topics as developing skills, handling people and customer service.

Target Groups: RMO's, Town Clerks, Village Clerks, Schools, Court Clerks

In light of recent events, emphasis should be placed on disaster situations and how municipalities are prepared to meet a threat to records (Town of Macedon fire in town hall as an example). Discussion followed on grouping individuals together on a regional basis or by type of municipality for group discussion on what type of "holes" a municipality may have in its disaster preparedness. Planned for Monday afternoon, with a vendor break, and followed by the groups returning to report back on the progress of their session.

Management Issues:

- Building Support
- Budgeting
- Specs, Bid writing
- Bringing in \$\$
- Staffing Issues
- Choosing Right Vendor (Is this product what I really need?)

Bob Arnold noted that State Archives will be prototyping a workshop on the management of blueprints, maps, etc. which has suddenly emerged as an important topic in light of this month's events. They are planning on prototyping the workshop in October and will be ready by the June school dates.

Wednesday	Thursday	Friday
<p>TRACKS ON MANAGEMENT</p> <p>STATE ARCHIVES</p> <p>Disaster Preparedness</p> <p>ID & Protection of Vital Records Brenda (SARA), State Emergency Management Office</p> <p><i>Lunch</i></p> <p style="text-align: center;">Afternoon Sessions</p> <p>Regional Groups (by type of municipality to discuss individual risk assessments)</p> <p><i>Vendor Break</i></p> <p>Report-back of Groups</p> <p style="text-align: center;">Evening</p> <p>Boat Cruise?</p>	<p>TRACKS ON TECHNOLOGY</p> <p>STATE ARCHIVES</p> <p>Systems Protection Web Site Development Imaging</p> <p>Vendor demo?</p>	<p>WILD CARD</p> <p>State Archives/Mgt of Maps/Blueprints?</p> <p>Files Management BPA School Records FOIL (may not be a topic that will draw interest across the board) OCA</p>

NEXT MEETING: January 25, 2001 at 10:30 am, at the Sheridan University Hotel and Conference Center, Syracuse. (Snow Date – February 1st).

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
 Secretary