

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT
RECORDS OFFICERS
Board of Directors Meeting
January 11, 2008 – Syracuse, New York

President Donna Mumbulo called meeting to order at 10:40am.

PRESENT: Donna Mumbulo, Eileen Weishan, Charles Callari, Dianne Tarity, Patricia DePasquale, Pamela Brown, Sue DiBenedetto, Jim Ranger, Daniel Karin, Gina Doty, Geof Huth

ABSENT: Steve Geurds, Amanda Walsh, Kathy Walgruth, Peter Scheibner, and Jim Koury

SECRETARY'S REPORT *Motion by Pat DePasquale, seconded by Dan Karin to approve minutes of the September 23-24, 2007 Retreat/Board meeting, as amended. Carried. On Page 3 change Amanda Pearson to Adelia Pearson.*

TREASURER'S REPORT Chuck Callari presented the treasurers report including Income/Expenses, Net Worth, 2007 budget comparison and 2008 budget comparison. *Motion by Pat DePasquale, seconded by Diane Tarity and carried.*

STATE ARCHIVES:

Geof Huth reported changes in regulations at NYS Archives as of January 3, 2008 including guidelines for saving records electronically and procedure for placing new items on the retention schedule.

WEBINAR – The beginning of January, three webinars were held on grant application procedures. These seminars are broadcast across the state through the Internet for viewing on a PC. It's free and interactive. There was good attendance for the first broadcast. There are plans for more one-hour programs on specific topics in the future.

February 1st is the grant application deadline. The department is expecting around 500 applications – less than last year because of the one grant per municipality limit.

The next Electronic Records Symposium will be held in Long Island and Ithaca this year.

The State Archives has been working on a Strategic Plan. It has been finished at the detail level. This plan begins in 2008 and goes for 5 years. Priorities include teaching with historic records, disaster planning and electronic records – how they are managed, stored & preserved.

The State Archives has been working with Ancestry.com to help with genealogy in the state. The company would digitize and index records including old land records. Ancestry.com will have to provide information free through the Archives website for New York residents only. The process has not been established yet.

Dan Karin had a question on the protection of paper records after they have been digitized. Geof Huth commented that paper is more stable but proper care must be taken to preserve the paper. The state does not encourage the destruction of permanent paper records after digitization has been completed. The State still has the regulation that any records created earlier than 1910 must have State Archives approval for destruction. Electronic records requirements are very stringent with accessibility for the required retention, backup, storage all key issues. It is a lifetime commitment to preserve electronic records forever and should only be used where it makes sense. Many records are being produced electronically first now.

LGRAC will be visiting with the State Legislators for general program discussion. Status of fees supporting the program is still being discussed.

Budget & Finance – Callari

Budget and finance reports were given in the Treasurers Report. Chuck is still trying to find an auditor for an annual external audit of the books. The Executive Committee will be the review committee for the fiscal records.

By-Laws – Walgruth

Kathy was not present to discuss By-Laws. There will be changes to discuss at future meetings.

Education – Weishan

See below for 2008 schools

Nominations/Elections – Tarity

Diane reported that the elections went well with 33% of the membership voting. A flyer on the organization was included in the election mailing.

Adelia Pearson was not reelected as Town Clerk. So, the person with the next highest votes was moved into her position – Jim Ranger. Amanda Walsh is now Vice President –Events. Peter Scheibner was asked to serve for one year to fill the remainder of her term.

The nomination committee for 2008 was formed with Dan Karin as Chair, Jim Ranger and Eileen Weishan on the committee.

Membership – Geurds

Steve Geurds was not present but emailed a report later. He sent out 4,000 letters to RMO's across New York State to help boost membership. He has received seven new paid memberships and 8 new "in progress" memberships. He also sent 140 letters to corporate entities, inviting them to join in 2008. Classified Shredding Services and Gee Yip have joined. He thanked Chuck, Diane and Geof for their help.

Publicity/Newsletter – DePasquale

Pat will be meeting with Wendy Roberson, former newsletter editor, to go over details. Pat needs articles on scholarships, school topics, the President's letter, new Board member bio's and pictures, and a State Archives update. It must go out in April.

Scholarships/Awards - DePasquale

The Steinbeck Award is a financial award given to a Records Manager in the field who wants to attend but the funds are not available. Supervisor/Mayor must sign off saying that they can't pay. Awardee will receive full payment for the school. The recipient must be decided ahead of time so the Board can pay the hotel directly. The application needs to be clear that it is based on financial need but there should also be a definite interest in records management.

The Bob Arnold Award is given to someone in the Records management field who is assisting others in the field. It is performance based. The Melius Award is for outstanding work in the records management field. The Pacquin Award is for an individual or group who support records management programs such as the legislators. It is not always given out every year. The recipients of these awards receive plaques.

Technology – Brown

There will be articles in the newsletter and on the website – Did you Know? Access to New Technology. School information needs to be on the web now.

Website – Tarity – Diane needs any suggestions or information for the site.

Accommodations – Callari -No Report.

2008 SCHOOL

Board discussed advertising possibilities including the Educational Office Professional newsletter, Court Clerks Assn, Town Clerks and Village Clerks newsletters.

Gina Doty will look into a “special event” such as the band that played last year. There is \$450 in budget for an event.

The Program schedule was reviewed and amended. (See attached). ALL PROGRAM DETAILS need to be submitted to Eileen Weishan by March 14th in order to get to print and in the mail.

Board discussed speaker fees. A speaker gets a meal and registration fee waived. Anything over and above that must be brought before the Board for approval.

Diane Tarity has been working on the vendors. Any suggestions are welcome.

Donna Mumbulo brought samples of a possible gift – a mini sized and medium sized umbrella. Mini Pads were also suggested.

Sue DiBenedetto and Pat Depasquale talk with Wendy Roberson about last year’s recognition gift for past board members. The following have not been recognized yet: Ben Cobb, Kathy Newkirk, Charles Michaux, Richard Geer, Lila Hall, Barbara Sechrist, Adelia Pearson, and Wendy Roberson.

2009 School: The 2009 school will be held in Utica. More discussion on the arrangements will be held at the April Board meeting.

NEXT MEETING: The Next meeting will be held on April 4, 2008, 10:30am at the Hampton Inn, Syracuse.

Motion to adjourn at 2:15 pm per Dan Karin, seconded by Chuck Callari and carried.

Respectfully submitted,

Eileen R Weishan
Secretary