

**NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS**  
Board of Directors Meeting  
January 23, 1998 - Syracuse, New York

**PRESENT:** Stan France, Richard Geer, Bebe Morehead, Kathleen Newkirk, Kathy Sickler, Debra Dlugosz, Charles Michaux, David Shenk, Janis Colarusso, Joseph Carnevale, Patricia Wisniewski

**ABSENT:** Frederick Grevin, Amanda Walsh, Richard Hogan

Meeting was called to order by President Stan France at 10:30 a.m. New members were welcomed, followed by self introductions.

**MINUTES:** Moved by David Shenk, seconded by Kathy Sickler, to approve the minutes of the September 29, 1997 meeting, as presented. Carried.

**TREASURER'S REPORT :** The Treasurer's Final Report ending 12/31/97 and Treasurer's Report as of January 23, 1998 were presented. A check in the amount of \$10,881.30 was received from Cheryl Steinbach, from which two accounts were opened at Manufacturers and Traders Trust Company:

1. Checking account in the amount of \$1,881.30; and
2. 3% interest bearing account in the amount of \$9,000.00.

The Bank requires executed signature cards and resolution. Motion by Bebe Morehead, seconded by Kathy Sickler, to accept Treasurer's Report and authorize execution of the required resolution. Carried.

**CORRESPONDENCE:**

1. Legislative Gazette (ad solicitation), received and filed.
2. Request from State Empire Report for a copy of the NYALGO mailing list in return for a complimentary one year subscription. Following discussion, motion was made by Kathleen Newkirk, seconded by Kathy Sickler, to provide the State Empire Report with a copy of the NYALGO mailing list diskette with the stipulation that it be used for their purposes only, and not passed on to any other organization. Carried.
3. New York State Town Clerks Association invitation for NYALGRO to participate with an exhibition booth at its conference in Saratoga Springs April 19-22. If banner cannot be located, arrangements will be made for a new one. Pat Wisniewski was appointed to handle details in connection with the exhibition booth.
4. Bebe Morehead reported that orientations packets were distributed to new members, along with an officers and director roster for any corrections.

**COMMITTEE REPORTS:**

**BYLAWS.**

Article V. Nominations and Elections, Section 3 states "Elections shall take place by mail." Debbie

Dlugosz stated that a question was raised during the last election whether fax or electronic transmittals are acceptable methods for members to cast ballots. It was noted that a fax transmittal carried with it sender identification, but electronic transmittals become more problematic in terms of authenticity. President France felt more comfortable with the Board voting or communicating via these methods than with electronic voting by the membership in general. It was also noted that these methods would create a problem for the person responsible for vote tabulation if that person's municipality did not have access to the Internet and e-mail. In that event, votes cast by those methods would be lost. David Shenk suggested comparison of signatures on membership applications with ballots, but it was noted that ballots are not signed. It was agreed that Board transactions would be acceptable by either fax or electronic transmittal. Additional changes to the By-laws will be drafted by Bebe Morehead and presented at the next meeting.

**BUDGET AND FINANCE:** Richard Geer submitted the 1998 NYALGO budget, noting that expenditures for 1997 are incomplete because books remain in the possession of Cheryl Steinbach. Figures for 1998 are based on membership of 300 and this may increase to 400 by the time of the June conference. Adjustments will be made to the figures once all amounts have been brought up to date. Motion by Kathleen Newkirk, seconded by Kathy Sickler, to submit the report for audit upon receipt of final figures. Carried.

Debra Dlugosz requested clarification on specific procedures on the treasurer's responsibility for payments and reimbursements. There are outstanding bills submitted by Esther and Charlie has incurred expenses for membership mailing. Charlie Michaux noted that normal business expenses within budget limits do not require Board approval, all others do. Regions are not a budgeted item. Motion by David Shenk, seconded by Janis Colarusso, to accept the tentative budget pending receipt of final figures and authorize the treasurer to pay outstanding bills based on budgeted figures. Auditor will be requested to prepare tax returns. Carried.

**INSURANCE:** Kathy Sickler presented background on the subject of insurance for directors and officers of NYALGO. It was her past understanding that when booking a Conference at a hotel, NYALGO came under the auspices of that entity's insurance. A problem arose at the NYC symposium when a certificate of insurance was requested, which NYALGO did not have. Three requests for bids were sent out to agents and one company responded. A proposed contract was submitted to President France for review and Kathy will be recontacting the agent to clarify certain aspects of the policy which were unsatisfactory. She noted that we do not need a policy for officers and directors as we do not make the kinds of policy decisions which create liability for us. A liability policy, however, is required.

**EDUCATION & TRAINING :** *Spring Symposium.* Decision on location, committee and topic needed. Vicky Evans, Long Lake, has expressed interest in holding the spring symposium in Sarasota Springs. An April date might conflict with the Town Clerks Conference, also to be held in Sarasota Springs during the third week

in April, but with the membership diversity of NYALGRO, a topic geared toward education, i.e. organizing and prepping for microfilming of student files, might draw people in that field, as opposed to local Town Clerks. Once the details have been worked out, mailing will be directed to members in Regions 3 and 4.

***NYALGRO Conference - June 7-10, 1998.***

**FACILITIES:** Charlie presented preliminary information received from the Comfort Inn "The Pointe", Niagara Falls. There is one meeting room on first floor and two meeting rooms on lower level. Microphones to be provided, no charge for screens. There is a large separate area for vendors where coffee breaks will be located. Charlie felt the location was good, the hotel clean and attractive, with affordable pricing. Room block for 75 rooms will be held until one month prior to arrival. Would like to do one luncheon outside.

**PROGRAM:** Bebe Morehead stated that complaints have been received in the past on the Monday morning opening session lending a slow start to the day and should be replaced with a program. Past banquets have not been very well attended and may need an added attraction, i.e., a comedian. Discussion followed with suggestions for changing the format of the Conference. Brochure on options for sightseeing can be included in packets distributed at time of registration.

Two sessions will run concurrently; one for beginners, one more sophisticated. Two morning sessions and two afternoon sessions with half hour break to visit vendors. Lunch runs one to one and a half hour. Suggested topics: STAR program and its increase in paperwork, Is Your Plan in Place?, Indexing Minutes, Managing Electronic Records and Best Practices, Office Filing System, Court Retention Schedules (overview), Procedure Manual Development. Various topics were assigned to time slots and Bebe will submit a finalized program with moderator assignments for the next meeting.

**NOMINATIONS & ELECTIONS:** One vacancy created with Debbie moving up to the Board which needs to be filled. Currently, two regions remain under represented. President France noted that there is no longer any link between our Board and LGRAC Board.

**LEGISLATION:** Legislators will be contacted for any new legislation affecting records management.

**MEMBERSHIP:** Charlie in process of updating membership list which will be provided at next meeting.

**PUBLICITY:** Articles welcomed for submission to the Network.

**REGIONALIZATION:** Kathy Newkirk noted that efforts to secure a Chairman in their region is an ongoing problem.

**SCHOLARSHIP & AWARDS** : Richard Geer reported on decision to no longer award a scholarship. One award will be given to a first time attendee to the Conference where the local government cannot afford the cost (\$331.00 plus \$25.00 registration fee). Must be a member of NYALGRO. General discussion followed and will be discussed further at next meeting.

**TECHNOLOGY:** Membership information with address, e-mail, etc. will be added to Internet Web Page via disk.

**REQUEST FOR REIMBURSEMENT:** David Shenk outlined the circumstances of his situation leading to a last minute cancellation of plans to attend the previous Conference. Policy issue of reimbursement for conference registration and meals was discussed. Suggestion was made for registration reimbursement on one week's notification, or in case of emergency, reimbursement at discretion of President or Board. Further discussion followed and the decision made that the past practice of no reimbursement will remain the policy of NYALGRO.

**NEXT MEETING:** Friday, March 6, 1998 at 10:30 a.m. Location to be announced.

**OTHER BUSINESS:** Kathy Sickler stated she will be contacting David Shenk on the exhibition booth at the Association of Towns meeting in New York City. Charles Michaux will be developing an ad for the Town Clerks *Recorder* and City/Village Clerks publication on the upcoming Conference and membership.

**ADJOURNMENT:** Meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Patricia C. Wisniewski, CMC