

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

Board of Directors Meeting  
January 23, 2004 – Syracuse, New York

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

**PRESENT:** Benjamin Cobb, Stan France, Kathleen Newkirk, Wendy J. Roberson, Hans J. Finke, Donna Mumbulo, Adelia Pearson, Richard Geer, James Koury, Barbara Sechrist, Steve Geurds, Patricia Wisniewski.

**OTHER:** Robert Arnold, NYS Archives

**ABSENT:** Charles Michaux, Michelle Henry, Eileen Weishan.

**MINUTES :** *Motion by Kathy Newkirk, seconded by Donna Mumbulo, to approve minutes of the October 3, 2003 meeting, as presented. Carried.*

**TREASURER'S REPORT :** Treasurer was unavailable due to inclement weather. It was noted that few changes occurred since the last report.

**CORRESPONDENCE:**

President Ben Cobb stated he received a note from Laurie Hancock, expressing her appreciation for being chosen as recipient of the Wheeler B. Melius award this year.

**COMMITTEE REPORTS:**

• **Budget and Finance – Geer**

Rick Geer distributed copies of the proposed budget for 2004. He stayed on the conservative side on membership and noted that this figure can always be adjusted. Charlie advised him there are currently 170 members who have paid dues for 2004. Conference expenses for the June 2003 school were \$5,324 and he anticipates an increase in expenses for the June 2004 school.

Stan noted that the line item for postage may be under-budgeted. There is a current bill for \$900.00 plus, representing the newsletter and mailing ballots, and suggested this line item be increased.

Motion by Stan France, seconded by Jim Koury, to approve the proposed budget with the changes. Carried

• **Bylaws – Wisniewski** Nothing to report

- **Education and Training Programs – Mumbulo, Weishan, Koury**

Eileen Weishan had provided the Board members with copies of speaker letter, exhibitor form and speaker forms used in the Southern Tier West Local Government Conference in which she is involved. It was also suggested having one point person to deal with vendors, registration, etc.

- **Nominations and Elections – Pearson**

Ben Cobb expressed his appreciation to Kathy Newkirk for her past services on this committee. Tally sheets of votes were distributed. Adelia Pearson will be handling the committee this year.

- **Legislation**

Ben Cobb stated he needs to appoint someone for this committee. The Board felt that Barb Sechrist would be an appropriate person. Barb stated she would be willing to handle this committee, but noted that she is no longer on the Board of Directors for the NYS Town Clerks Association and does not have the access she once had.

- **Membership – Michaux**

In the absence of Charlie Michaux, Rick Geer reported membership is currently at 170, per Charlie.

- **Publicity – Roberson, Mumbulo**

Wendy felt the Board should consider cutting the Network issues back from 4 to 3 per year. She has difficulty in obtaining articles. Ben Cobb suggesting tapping some of the Town, Village or City clerk members of the organization for specialized issues. Hans Finke suggested articles on HIPPA and public access to records. Barb Sechrist noted that the Town Recorder, put out by the NYSTCA, receives articles submitted by people in specialized areas, i.e., Bob Arnold, Bob Freeman, for publication in each issue. She felt each publication should contain an article from State Archives and other agencies. Barb also suggested targeting court clerks for this year's school. Bob Arnold suggested that the NYALGRO contact the Association of Towns and ask permission to reprint articles used in their publication in the Network, as another avenue for obtaining specialized articles. This suggestion will be researched.

- **Scholarship & Awards – Geer**

Rick Geer asked for any suggestions on future Melius award. The recipient will no longer be kept a secret. An article on the award should appear in the March newsletter. Rick suggested considering a previous candidate from Farmingdale. Wendy Roberson suggested presenting the award this year to the RAO's. Stan France noted that the Melius award is for local government people and the Pacquin award is

considered the "friend" award. The Pacquin award was then suggested for the State's RAO's as a group award.

Bob Arnold offered to submit the names of some qualified candidates for the Melius award. Wendy Roberson noted that there is no requirement to give the award each year in the event a good candidate could not be found in any given year. NYALGRO should be looking at each candidate and asking the question, "Has this person made a difference in the field of records management."

Ben Cobb stated he still has an issue with the recipient not coming to the school to accept the award in person. Rick Geer stated that once the recipient is informed of the award, that person should then be told they must attend the conference to receive the award. Jim Koury disagreed and felt that the recipient should not be required to be personally present. Other suggestions were made, including financial assistance from NYALGRO for the recipient to attend for one day. Others felt it should be left to strongly encourage the person to be present.

Motion by Jim Koury, seconded by Kathy Newkirk, that the Melius award recipient should be strongly encouraged, but not required, to attend the conference in order to receive the award in person.

Motion by Hans Finke to amend the motion to provide the recipient with two meals, and if necessary, overnight accommodations.

Discussion followed and motion by Hans Finke was withdrawn. The Board agreed that the Melius award carried with it all school expenses, including mileage. Carried.

- **Technology – Hans Finke**

Hans stated he had nothing new to report. Stan France stated he is part of a forum which is offering a Webinar on disaster planning and security in April, with a session on security for local government. Stan will be handling this. Stan also stated there was a problem with the list serve, but he has resolved the problem.

The Board discussed previous problem associated with the issue of regionalization. Following discussion, a motion was made by Wendy Roberson, seconded by Jim Koury, to eliminate regionalization as a committee of NYALGRO. Carried

#### **2004 RECORDS MANAGEMENT SCHOOL/CONFERENCE – June 6 – June 9**

- **Hotel** Holiday Inn, Turf on Wolf Road

Kathy Newkirk reported that the hotel prices remain the same as quoted at the last meeting. Equipment/Internet charges are \$295.00 the 1<sup>st</sup> day and \$150.00 each

additional day. Dial up service available for \$60.00 per day. The hospitality room will be provided with access to the Internet, if that is needed. Registration forms will be handled by Kathy.

- **Hospitality Room**  
Charlie and Rick will handle items needed for hospitality room. There is also a sports bar at the hotel and a shopping mall nearby. Kathy Newkirk will look into a Wine & Cheese social for Sunday night.
- **Meal Tickets**  
Ben Cobb distributed a draft of meal ticket procedures to be followed at the school in June. A final copy will be distributed at the next meeting, with changes.
- **Mileage, Meals and Hotel Reimbursement**  
The Board discussed reimbursement procedures for State Archives RAO's and professional speakers (fee plus mileage). A decision will be made at the March meeting on a specific reimbursement policy.
- **Vendors**  
Hans was concerned with charges for vendor electricity and felt any charge should be absorbed, as he did not want to see an increase in vendor charges. Kathy Newkirk noted that the mezzanine area designated for vendor will accommodate 8-10 vendors.
- **Registration Desk**  
Wendy will handle the conference signs. Stan France noted that his staff will most likely be able to organize the packets. If that is not feasible, they will be put together at the conference. The registration room can also double as the hospitality room. Stan felt the late registration fee should be dropped. Registration for the 2004 school will be \$25.00 for members and \$40.00 for non-members. It was also suggested to offer non-members registration for an additional \$5.00. Stan will work on this.
- **School Sessions**  
Ben distributed work sheets for the school schedule. Variety of classes were discussed and assigned time slots on the schedule, as well as monitor assignments. The need to offer more court clerk classes and more actively target court clerks for the annual school was discussed. Monday will be reserved for dinner, followed by the Albany County slide show.

**OTHER BUSINESS:**

Bob Arnold brought the Board up-to-date on the status of the sunset for State Archives grants. The next elimination date is currently set at December 31, 2005. Bob stated that he will need the support of the County Clerks Association, Town Clerks Association, and

NYALGRO. He also noted changes to upcoming grants, including contracts being necessary for all grants over \$15,000. This also means that every contract entered into must be reviewed by the Attorney General's office and the State Comptroller's office. This will affect most every grant program in the State of New York and he anticipates that there will be many grants unable to be completed within the allotted time frame because of the additional steps required. The outlook right now is grim.

**NEXT MEETING:** March 12<sup>th</sup> at 10:30 a.m.

Respectfully submitted,

Patricia C. Wisniewski,  
Secretary