

NYALGRO Board of Directors Minutes - March 14, 1989

The NYALGRO Board of Directors meeting was called to order at 10:44 a.m. by President C. Raymond LaFever at the Turf Inn in Albany. Present were: Bebe Morehead; Mary Kakely; Peter Scheibner; Kathleen Muzdakis; Patty Bryce; Mary Vines; June Lee Davidson; Laurie Beecroft; Richard Hogan; Robert Arnold, III; and Rachael S. Pierce. President LaFever opened the meeting with introductions. Secretary Pierce was asked about the balloting for the newly expanded Board of Directors. Although the ballot deadline was not until the following day, March 15, sufficient ballots were received to name Tyrone Butler, CRM (Assistant Manager in the New York City Department of Records and Information Services), Mary Kakely (Records Manager, City of Saratoga), and Peter Scheibner (RMO/Archivist of Rockland County) to two-year-terms on the Board of Directors. Named to one-year-terms were Bebe Morehead (RMO/Town of Colonie) and Jim Olson (City Clerk of Jamestown).

The minutes of the January 10th regular meeting presented by acting secretary, Kathleen Muzdakis, were approved. The treasurer's report filed by June Lee Davidson showed a balance of \$2,302.49 and is attached to these minutes for reference.

COMMITTEE REPORTS

Legislation

Rick Hogan reported the records management fee bill number A2400 & S1900 lobbying is ongoing and we are optimistic. It is imperative that the bill reach the floor of the Assembly before or during the budget approval process. [It's passed on the Governor's desk]

Programs

Patty Bryce reported that we already had six vendors who want convention space and that we need four more. She said she was looking for corporate sponsors for coffee and/or cocktails. Possibly vendors might be found to sponsor name badges and the conference program. She said she would receive the conference reservation forms. Kathy Muzdakis has arranged various NYALGRO members to chair panels for the seminars at the June conference. Dutchess County Executive, Lucille Pattison will be our luncheon speaker. A discussion was held regarding to whom to mail conference registration packets. SARA reports that some 2,700 RMO's have now been designated. Of the potential attendees there are 932 towns, 500 villages and 740 school districts.

Membership

June Lee Davidson, reported that as of December 31, there were 189 members. All 1989 paid members are being considered charter members and received a charter member certificate along with an application to renew which were mailed on March 3. Solicitation of both new members and conference attendees by judicial districts was suggested. This discussion evolved into a decision to use this opportunity to attract membership by conference attendance using mass

mailing targeted to all the 2,700 named RMO's to be generated from a SARA disk. June Lee Davidson agreed to design the mail-out, and on April 7th at Ulster County a group will meet to prepare the mailing. The benefits of this mass mailing it is hoped will justify the costs.

Publicity - Newsletter

Mary Vines reported that 1,000 copies of the "Network" were distributed. The ZAP courier service distributed these to the State Legislators without labels. Mary welcomed contributors to the newsletter and asked for assistance with the lay-out.

Standards and Technology

Ray LaFever indicated that a letter had been sent to Larry Hackman, SARA, inquiring as to why RMO's were not involved beforehand in the decision to re-number some sections of the CO1 which could prove problematic. Bob Arnold responded on behalf of SARA that only four counties might be affected. The State proposes the creation of a statewide numbering system on each of the five schedules.

Peter Scheibner, Chair, said that his Committee was developing vault standards, for conditions like humidity, ideal for records storage. He reiterated the goal to promote professional standards for RMO's including salary and stated that data was being collected on existing programs. Rick Hogan recommended we send someone to talk with the Civil Service Commission regarding RMO classification. Peter discussed the need for a survey on the compatibility of computer systems and also FAX machines.

Old Business

- Local Government Records Week named to coincide with our conference June 4th through June 10th.
- Ray LaFever will contact SARA regarding a Fall Archives Week.
- Suggested that a special "Records Management Day" be named in the spring for budget lobbying.
- Decry the OCA schedule of Retention as not useful.
- Ray LaFever is serving on a Board of Elections task force to develop retention schedule for their records, currently records are covered by CO2.
- LGRAC sent NYALGRO to be listed after one of our members currently serving on LGRAC.
- Bob Arnold has been designated official SARA liaison to NYALGRO.
- An Awards Committee is to be developed. Laurie Beecroft will serve as NYALGRO Board representative on the Committee.
- President LaFever reminded us that we needed to establish a joint committee with groups not wanting to affiliate officially.

New Business - New meeting set for Monday, May 9, at 10:30 a.m. The meeting adjourned at 12:45 p.m.

Rachael S. Pierce

