

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS

Board of Directors Meeting

June 13, 2001 – Alexandria Bay, New York

Meeting was called to order by President Stan France at 9:30 a.m.

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

ALSO PRESENT: Bob Arnold, Gretchen Randazzo, Schoharie County, Kathy Sickler.

ABSENT: Hans Finke, Michelle Henry.

CONFERENCE EVALUATIONS: The evaluations were generally favorable. A summary will be prepared.

Winners of the \$50.00 vendor raffle were drawn.

Bob Arnold noted that the sessions were heavily presented by Board members and suggested more of a variety of guest speakers. Pat Wisniewski noted Bob Freeman's popularity at previous schools.

Discussion followed on the length of the conference and location. Comments were overwhelmingly favorable on Alexandria Bay, in spite of the poor weather conditions. It was suggested that the conference be extended to a fourth day, with the popularity of the site. Charlie Michaux stated that four days may be an option, but it would increase the conference cost and remove attendees from their offices for an additional day. He suggested that the conference start mid-week, ending on a Friday, allowing attendees to extend their stay on their own for the weekend.

Stan France will negotiate a four-day package with the hotel. Ben Cobb is planning a third choice class to be held on a boat, possibly incorporating a project of some type. Also suggested was the opening session held on the boat with attendees returning to the hotel for scheduled classes, and the business meeting on the boat.

Wendy Roberson stated that it would be helpful if the details could be worked for inclusion in the next newsletter. This will allow for people to plan ahead for budgets, etc. Bob Arnold noted that most organizations know where they will be three years out and it may be beneficial for NYALGRO to do the same.

It was noted there was some confusion on the registrations with individuals registering as NYALGRO members when, in fact, they were not. Non-members registering for the conference at the higher rate automatically become members with their registration.

Bob Arnold noted that NYALGRO's conference rates made attendance economically feasible. Charlie Michaux remarked the lack of buying from vendors on the part of most attendees. He expressed surprise that Williamson Law Books and General Code continue to participate as vendors since most attendees lack purchasing authority.

Wendy Roberson suggested sending thank you letters to the first-time attendees as a way to promote future attendance.

Sandy Sopak commented on problems associated with the discrepancies in room payments for scholarship recipients. She stated one scholarship amounted to \$393.00 and another one was \$273.00, and suggested giving a certain flat amount. Discussion followed and it was decided to award scholarships at a flat amount of \$250.00.

Dates for next year's conference were discussed. Ben Cobb stated he was speaking with the Riveredge on availability for May 19, 20 and 21, 2001 or June 4, 5 and 6, 2001, both being Tuesday through Thursday. It was noted that the May dates presented scheduling conflicts with another conference. He would also check on the availability of an extra date on June 7th. Barb from the Riveredge confirmed the availability of the hotel for June 4th, 5th and 6th, 2002. June 7th is also available, making a four-day session feasible for those attendees who would like to extend their stay on their own for the weekend. The Board also expressed its appreciation for the excellent service provided by the Riveredge, having heard many compliments from attendees as well.

NEWSLETTER: Wendy Roberson requested conference details as soon as possible for inclusion in the winter edition of the *Network*. Waiting until the spring issue presents a problem because of the time constraints prior to the conference. Vendors need some advance time as well. Charlie Michaux noted that vendor/corporate members pay \$250.00 and are entitled to four ads per year, but don't always send their ad copies in. Amanda Walsh suggested sending complimentary copies of the newsletter to non-members who attended the conference. Suggestion was made to place comments on the NYALGRO website.

Bob Arnold asked if NYALGRO could look into State rates. Amanda Walsh was in agreement, noting the helpfulness of RAO's at the conference in interacting with the attendees. NYALGRO should do everything possible to make it economically feasible for the RAO's to participate.

Stan France will post a list of conference attendees on the website. Compliments were received on the listing of classes prepared by Gretchen for inclusion in the packages. Ben Cobb stated he would like to see registration out front in the lobby area for the first day. He also felt the need for more signs.

Sandy Sopak brought up the confusion with fees listed on the registration forms. As the registration forms came in, the fees were spread out in different amounts and there appeared to be some confusion on the part of the applicants with respect to their member/non-member status. She felt there needed to be some clarification on fees, late registration, etc. before next year's conference. Details on registration fees, etc. need to be included in the *Network*. Stan stated the response was not very good in light of the 1500 mailings for the conference. Charlie Michaux noted that Village clerks normally are allowed one conference and most often opt for the NYCOM conference. The same is true for town clerks, many of whom opt for the Town Clerks conference in April. Getting the information up on the web prior to the mailing would help.

Amanda Walsh reminded Board members of the importance of having class information together by the January meeting.

Ideas for future classes were offered, including an e-government track with additional training, court clerk classes, and more "hands on" training, management of the records management program, including personnel management, how to estimate costs for a program, etc. NYALGRO also needs to bring in "new speakers" to the conference. Biel's had brought equipment in for one conference and it was suggested that a vendor(s) be offered the opportunity to present a class on the benefits of using their particular technology on the condition that it be presented as a practical demonstration, and not be used for commercial purposes. It could possibly be worked into the general theme of the conference and offered as part of the corporate membership.

Amanda Walsh stated that a decision must be made at some point where to store the official records of NYALGRO, once the Albany Hall of Records is no longer available. NYALGRO should ensure that its records are intact and preserved.

HOSPITALITY ROOM: Charlie Michaux noted the difficulty in planning for the conferences. He suggested that the first night be called the "President's Reception". The cocktail hour could be eliminated in an effort to cut costs and replaced with a vendors reception, "Meet your SARA Staff reception", or a Board members reception. He suggested that liquid refreshment be limited to beer and wine. Any other type of liquor can be brought in by the individual Board member.

ELECTIONS: Kathy Newkirk noted the following seats are up for election this year: President (Stan France); Board members Richard Geer, Pat Wisniewski, Sandy Sopak, Ben Cobb, Michelle Henry, Wendy Roberson and Amanda Walsh, and Cliff Balliet's vacancy. She has heard from one interested party and will prepare an article in the *Network*.

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NEXT MEETING: September 29, 2001 at the Sheridan Conference Center.

ADJOURNMENT: Motion by Amanda Walsh, seconded by Kathy Newkirk, to adjourn (10:30 am).

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS
Annual Business Luncheon/Meeting
June 12, 2001 – Alexandria Bay, New York

Meeting was called to order by President Stan France with a welcome to all attendees and introduction of Board members and Joanne Wilder, Jefferson County Clerk.

MINUTES: Secretary Patricia C. Wisniewski read the minutes from the June 13, 2000 meeting. *Motion by Donna Mumbulo, seconded by Amanda Walsh, to approve the minutes as read. Motion carried.*

TREASURER'S REPORT : Treasurer Sandy Sopak presented report from 1/1/01 to 05/31/01 with an ending balance of \$2,940.61 in the checking account; \$13,488.34 in the savings account; \$10,000.00 in the CD account, for total assets of \$26,428.95. *Motion by Sandy Sanfillipo, seconded by Richard Geer, to approve the Treasurer's Report, as presented. Motion carried.*

Scholarship Chairman Richard Geer presented the Cheryl Steinbach Scholarship awards to Darcy Daniels, Records Management Coordinator, County of Niagara, and Elizabeth Neville, Southold Town Clerk. The scholarship awards, developed in honor of Cheryl Steinbach, are presented to first time attendees of the annual school. Cheryl Steinbach served on the Board of Directors for NYALGRO and at the time of her death was the Chautauqua Town Clerk.

Wendy Robertson presented a special award to Gretchen Pandazzo for her assistance in putting the conference together and her "behind the scenes" help at the conference.

Peter Scheibner, Rockland County, Bob Arnold and Tom Clingan presented the Wheeler B. Melius award in recognition of outstanding service by a professional in the field of records management to Mary Wallen, Director, Albany Hall of Records. Ms. Wallen's contributions to the field of records management in the first inventory and automated records system for the Albany County Hall of Records were noted, as well as her past service to NYALGRO as a member of the Board of Directors.

ADJOURNMENT: *Motion by Charles Michaux, seconded by Kathy Newkirk, to adjourn (1:15 pm). Carried.*

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary