

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

Board of Directors Meeting
April 4, 2003 – Syracuse, New York

Meeting was called to order by President Stan France at 10:55 a.m.

PRESENT: Stan France, Kathleen Newkirk, Benjamin Cobb, Donna Mumbulo, Adelia Pearson, Charles Michaux, Richard Geer, James Koury, Barbara Sechrist, Eileen Weishan, Patricia Wisniewski.

ABSENT: Wendy Roberson, Hans Finke.

MINUTES : *Motion by Kathy Newkirk, seconded by James Koury, to approve minutes of the January 24, 2003 meeting, as presented. Carried.*

TREASURER'S REPORT : Michelle Henry distributed copies of the 2003 Income report. Total Income/Expense for the period is \$4,793.58. Net assets for the period amount to \$38,375.74.

Motion by Donna Mumbulo, seconded by Adelia Pearson, to accept the Treasurer's Report as presented. Carried.

COMMITTEE REPORTS:

By-Laws - Wisniewski

Motion by Adelia Pearson, seconded by Donna Mumbulo, to approve the amendments to the By-laws as included with the notice for this meeting. Carried

Budget and Finance – Geer

Rick Geer distributed copies of the amended budget, with fund transfers as reflected in the minutes of last meeting. *Motion by James Koury, seconded by Kathy Newkirk, to approve the amended budget, as presented. Carried.*

Nominations and Elections - Newkirk

Kathy Newkirk noted the offices up for election this year include President, Vice President, Secretary, Treasurer and four Board seats. Those currently holding those seats informed Kathy of their intentions to run again this year.

Legislation – Sopak

Jim Koury stated there is legislation currently pending which would require every

municipality receiving items for filing, to post those items electronically, a costly matter of significance to the municipalities. Stan France agreed and noted that the CIO and Office of Technology has opposed the proposed legislation.

Membership – Michaux

Charlie Michaux stated there are currently 252 paid memberships, with 3 corporate and 6 associate members. Membership is down so far this year by approximately 40, but he noted that there are a number of applications waiting to be processed. Reminder postcards will also be sent.

Publicity – Roberson

Donna Mumbulo stated they are working on the next issue of the newsletter which will contain conference and scholarship information.

The Town Clerks conference is scheduled for April, but the Board decided against having a table at the conference due to lack of people available to man the table. Also, the display boards are not yet available. If membership brochures are ready by then, they can be placed on the State Archives table. Eileen Weishan stated that the Local Government Conference is scheduled for May 8th and she would like to have brochures available for that event. Stan will handle the printing of the brochure.

Scholarships – Geer

Rick Geer stated that two applications for the Wheeler E. Melius award have been received; one nominating Rose M. Kleman, Farmington Town Clerk/RMO, and the second nominating Laurie Beecroft-Hancock, RMO for Ulster County. Board members discussed the backgrounds and nominating letters of both candidates, noting that both come highly qualified. Following discussion, it was the decision of the Board to award the Wheeler E. Melius award this year to Laurie Beecroft-Hancock. Stan also emphasized the importance of the award recipient being present in June to accept the award. Stan also reminded Board members that the award recipient information must not be announced prior to the school.

No applications have been received to date for the scholarship awards.

Regionalization – Pearson

Adelia Pearson stated there was nothing new to report at this time, as the committee has been busy with preparations for the June school.

RECORDS AND INFORMATION MANAGEMENT SCHOOL

Ben Cobb distributed copies of the proposed school schedule. Bob Freeman and Dr. Alasdair Roberts from Syracuse University, Maxwell School of Citizenship, will be co-speakers for their session which promises to be very good. The remaining classes and speakers were reviewed by the Board.

The court records session, at this point, is up in the air. Rick Hogan will be unable to travel to the school this year, due to budget cuts. The Office of Court Administration would also prefer doing a 7 hour session. Stan France stated he also heard from Vinnie who wanted transportation out of NY City and move the class to Tuesday with a minimum class time of 4 hours. Stan felt there wouldn't be enough court people there to justify those changes to the schedule. Kathy Newkirk suggested contacting a County Clerk who might be able to cover the basics of court records. Ben Cobb felt we would have a problem finding a program speaker on a county level. In his county, he prepared all the grants. Adelia Pearson stated she wrote and directed the court record initiative grants for Onondaga County and Oswego County, but felt the speaker should be a good court clerk. Ben Cobb will speak to Barbara Sechrist for ideas and updated material, and Kathy Newkirk will check with her court clerk.

The Monday break is being eliminated. The Tour will run about 2 hours and should be enjoyable.

Ben Cobb stated he has secured two excellent speakers for the acetate microfilm session. The speakers will require fees. Barb Sechrist is setting up the 1972 flood session, which will have a slide show. The speakers are from Corning Glass who actually dealt with the records.

Ben reminded Board members that he will need information on the other speakers within the next couple of weeks, together and any equipment needs.

Michelle Henry will be taking charge of registration. Kathy Newkirk suggested placing a list of registrants in the packets of attendees, so that attendees can check on who else is attending the school. Stan France noted he also needs to be provided with an updated list of those registered for school on a regular basis.

Facilities:

Ben Cobb stated the Board is scheduled to meet in the Cohoxen Room. Stan stated the meeting would be on June 1st at 2:00 p.m. Registration will take place from 4:00 – 5:30 p.m. The complimentary reception on Tuesday probably will not work, as many people

will be checking out on that day. Donna Mumbulo will check to see if the hotel will pay for the wine tasting on Sunday, or make some other arrangements with the hotel. The hospitality room will be open on Sunday, Monday and Tuesday. Charlie will handle the basic hospitality room supplies.

Vendors:

Three are committed, with payment received from two. The vendors' drawings will be held on Tuesday at noon. Stan France will get an update from Hans. Donna Mumbulo offered to purchase items for NYALGRO to offer for drawings.

Travel Costs:

Stan France stated Dr. Roberts is requesting a \$300.00 speaker fee, plus meals; but other costs are unknown at this time. *Motion by Charlie Michaux, seconded by Jim Koury, to authorize speaker fees, not to exceed \$2,000. with vouchers required, and .35 per mileage allowed.*
Motion carried

Complimentary 15th Anniversary Gift.

Charlie stated the cubes have been ordered. He has some label pins left over from previous school sessions.

NEXT MEETING: June 1, 2003 at 2:00 p.m. Corning
Wednesday, June 4, 2003 at Corning
October 3, 2003 at 10:30 a.m. Syracuse

ADJOURNMENT: Motion by Kathy Newkirk, seconded by Jim Koury, to adjourn (1:30 p.m.).

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary