

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

Board of Directors Meeting
September 27, 2002 – Corning, New York

Meeting was called to order by President Stan France at 10:30 a.m.

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

ABSENT: Amanda Walsh, Jim Koury.

MINUTES : *Motion by Adelia Pearson, seconded by Hans J. Finke, to approve minutes of the June 7, 2002 meeting, as presented. Carried.*

TREASURER'S REPORT : Sandy Sopak distributed copies of the Treasurer's Report. Total income of \$14,095.47 was reported; less deduction for expenses of \$4,687.73 left a net income of \$9,407.74. Motion by Donna Mumbulo, seconded by Charles Michaux, to approve the Treasurer's Report, as presented.

Sandy noted the past ambiguity on the travel reimbursement policy of NYALGRO. She researched the issue and distributed copies of the policy as garnered from past meetings.

CORRESPONDENCE: None.

COMMITTEE REPORTS:

Budget & Finance – Geer. Richard Geer reported that NYALGRO appears to be in good financial condition after a review of the Treasurer's Report.

Bylaws – Wisniewski. Nothing to report.

Nominations & Elections – Cobb. Ben reported that incumbents are running again. Other interested parties include Barbara Sechrist and Eileen Weishan. A total of six candidates are running for the five open slots.

Sandy Sopak reminded the Board that she will be assuming the duties of President of the State Association of County Clerks in February and may not be able to continue as Treasurer of NYALGRO. Although it has been her pleasure to act in this capacity for NYALGRO, she is unsure if she can handle both duties adequately. Sandy noted the many accomplishments made over the past few years with Stan France as President and suggested that perhaps Michelle Henry could take over the duties as Treasurer based on

her familiarity with the organization. Michelle could offer the continuity needed at this point.

Legislation – Sopak. Nothing to report.

Membership – Michaux. Charlie reported a total of 315 members: 312 active, 2 corporate and 1 honorary. He distributed a listing of all members, noting that he is also carrying a number of non-active names who weren't paid as yet, despite sending out notices. He questioned whether we should purge them from the list or keep them on. Stan France felt they should be purged.

Publicity – Roberson. Wendy distributed a marked up copy of the proposed brochure. She also felt the colors should be changed on the newsletter to blue. Discussion followed on the brochure and it was agreed that it was overall a very attractive publication. Some members felt the newsletter color should remain the same. Stan France felt the current colors are distinctive to NYALGRO and new colors will tend to change the organization's scheme.

Board members offered to prepare the following articles for publication in the next newsletter:

- “Archival Records on a Budget” – Ben Cobb
- Niagara County historian appointment
- Writing a successful SARA grant – Adelia Pearson
- “Not by Food Alone” – Hans Finke

Scholarship & Awards – Geer. Rick noted that five awards are available, but rarely are five applications received. Applicants must be 1st time attendees whose government/agency will not pay for hotel expenses associated with attending a conference. The recipient is responsible for all other expenses, i.e. registration.

Suggestion was made to award a flat fee, assign applicant a certain number of points for first time attendees and for returning attendees, and whether active in the organization.

Rick Geer will review and also submit the application for publication in the fall publication of the *Network*.

The Wheeler B. Melius Award will remain the same. An application for this award should also appear in the fall issue and again in the winter issue of the *Network*.

Technology – Finke. Hans reported on recent developments in archival technology involving TIF files. He noted that most departments in his county are not pleased with keeping electronic files permanently. Permanent records now on computer

can be converted to film. They have started with the County Clerk's office and plan to extend the process to the County Attorney's office and District Attorney.

Stan France noted that there are significant changes taking place in the Office of Technology, strongly involving the role of local government. He anticipates seeing significant changes in the electronic signature law in the near future.

Regionalization – Cobb Ben reported that despite putting an article in last year's *Network*, there has been little interest exhibited in pursuing the issue. Stan France noted this was an attractive idea several years ago, but the interest has waned since then. He would like to see something additional to the one annual school event, but realizes there is a lot of work involved in putting on a regional meeting.

Charlie Michaux suggested NYALGRO sponsoring a larger SARA session with a coffee hour and membership presentation. The enhanced workshop could be held in various regions. Stan France will contact Bob Arnold on this issue. It was generally agreed that NYALGRO needs to get more name recognition among governmental and other agencies across the State. Regional sessions could possibly be held in Town Halls with available foyers for use as a membership presentation of NYALGRO, with refreshments. Charlie also felt there should be a consistent script used at each such presentation. This could be accomplished in part through a three or five panel presentation board with conference photos, quotes extracted from comments received after the school, etc. It was further noted that all Board members should have name tags at the annual school sessions.

The Board members adjourned for a tour of the Radisson Corning Hotel, classrooms and lodging.

Education & Training – Walsh

Charlie Michaux brought up the topic of certification and felt this should be discussed again at the Business Meeting of the 2003 school.

Theme: Kathy Newkirk reminded the Board this is an anniversary (15th) year for the conference and perhaps the theme could be worked around this. At the last evaluation meeting, Bob Arnold had suggested Greg Hunter from LIU or Bill Saffody as speakers for a day long session, focusing on a specific theme. Saffody is more technical – may be difficult for beginners to relate to. Topics discussed at last meeting were reviewed.

It was noted that Bob Freeman is a definite draw to town clerks/RMOs. Rick Hogan, as immediate past president of NYALGRO, would serve as a draw to court clerks, who also have records management issues, but most of whom are unaware of NYALGRO or its school program. If Rick Hogan is available, we need to obtain an up to date mailing list

from the court clerks association. The Board discussed a theme revolving around bridging the gap in technology. *“Records Management: 15 years in Transition”*

Keynote speaker in the field of journalism vs. Robert Freeman was discussed. The journalist on one hand wants to know everything, while Bob Freeman’s position is “everything except ...” Debate could center around information sharing, Patriots Act, debate on public access issues, changing perspectives from both sides. Transition issues/how much to make public pre/post 911.

Stan noted the Newhouse School of Public Communications in Syracuse is well known in the field of journalism. He will contact them to possible engage a professor of journalism to participate in the debate.

Topics discussed for 2003 school:

RMO Basics

Court Records

Ken Sheer (flood damage/ Corning flood)

Corning Glass Tour – Archives – with speaker

Teaching with historical records

Using Internet to access historical records. Adelia Pearson stated that Oswego County received a grant last year to place town historical records on the web.

MBLA session to market librarian/school groups

Office of Technology

SARA sessions

Microfilm

Electronic records

Map indexing

Using Internet to access government information

Facilities – Will be handled by Jim Kourny and Donna Mumbulo.

Next Meeting – January 24, 2003, 10:30 a.m., Syracuse

Respectfully submitted,

Patricia C. Wisniewski,
Secretary