

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT  
RECORDS OFFICERS  
Board of Directors Meeting  
September 22, 2006 – Kaatskill Mountain Club, Hunter, New York

President James Koury called meeting to order at 10:45 am.

**PRESENT:** James Koury, Steven Geurds, Charles Callari, Wendy Roberson, Kathy Newkirk, Adelia Pearson, Patricia DePasquale, Geof Huth, Dianne Tarity, Eileen Weishan.

**ABSENT:** Donna Combs, Bonnie Page, Pamela Brown, Donna Mumbulo, Lila Hall

**SECRETARY'S REPORT** *Motion by Pat DePasquale, seconded by Adelia Pearson to approve minutes of the June 4<sup>th</sup> and June 7<sup>th</sup> meeting, as presented. Carried*

**TREASURER'S REPORT** Chuck Callari presented a report for Income & Expenses. There is a current overall Balance of \$33,432.35. Board discussed the CD's and interest. Chuck Callari recommended using the interest for the scholarship fund.

*Motion by Adelia Pearson, seconded by Kathy Newkirk to approve Treasurer's Report as presented. Carried.*

**NYS ARCHIVES REPORT:**

Geof Huth reported on changes in the New York State Archives. Because NYSED is trying to get all grants similar to each other, this years LGRMIF grant application will have a complete new look. The narrative has become a form and there is a budget narrative form. Points will be given for each item. All of this will affect how the reviews are completed. Training for grant writing and the reviewers will be extremely important this year.

The grant application deadline has been changed back to February 1, 2007.

Staff changes on the state level have included: David Lowry – head of the RAO's; Dennis Meadows - RAO #4; Geraldine Reed – Head of Grants Unit; Kathleen Roe – Director of Operations; and 4 new positions to be filled in the near future.

A listserv for the RAC members is coming soon.

**COMMITTEE REPORTS:**

**Budget and Finance – Mumbulo/Callari**

Chuck Callari noted that this is the first detailed budget for this year. The Quick Books software program was not purchased. The current Quicken system was used instead. He also commented on items in the budget including increase accounting firm fees under Legal & Accounting costs and unpaid vendors from the June School.

**Technology – Geurds**

Steve Geurds would like to have someone else chair the Technology Committee and handle the website by the September meeting.

**By-Laws – Depasquale**

No Report

**Education & Training – Mumbulo/Weishan**

See 2007 School

### **Nominations/Elections – Newkirk**

Kathy Newkirk reported that the following positions are up for election this year: Vice President of Membership and five Board positions (Kathy Newkirk, Bonnie Page, Dianne Tarity, Lila Hall and Pam Brown). Kathy and Bonnie will not be running again. There will be a separate mailing for the elections that Jim Koury will put together.

### **Membership - Geurds**

Steve Geurds reported that current membership now stands at 402 with 380 Regular, 10 Associate, 3 Corporate and 9 Honorary members. Steve has been doing a great job with record number of members. For the 2006 School targeted mailings were used to increase attendance and membership. The Board agreed to do the same mailings for counties surrounding the Hunter, NY area this year as well.

### **Publicity – Roberson/ Mumbulo**

Wendy Roberson announced articles that would be in the next quarterly newsletter. Board agreed that municipal historians could be included in the mailings. There have been major problems with the quality and standard of the vendor ads – making the size fit, clarity, etc.

Chuck Callari discussed quotes he received from printing vendors in the Canandaigua area for the newsletter and the brochure. NYALGRO can save significant money by switching to another printer. Chuck will look at timing of the issues and quality before choosing a printer. He will also get samples of brochures from the different printers before choosing a company. Wendy Roberson will check on any copyrights for the Brochure cover layout, which was created by the current printer.

### **Scholarships – Pearson**

Adelia has agreed to be the new chair for the Scholarship committee.

### **Technology – Geurds**

Steve Geurds would like to be relieved of the technology committee. However, he will continue the website if no one else will handle it. Steve recommended placing association minutes on the website. *A motion was made to put a one year span of minutes onto the website with the most current minutes noted as pending approval per Steve Geurds, seconded by Wendy Roberson and carried.*

### **Legislative – Page**

No Report

### **OLD BUSINESS:**

#### **Minutes Conversion to CD:**

No new information.

### **NEW BUSINESS:**

#### **Technology Chair:**

Pam Brown expressed an interest in the committee. *A motion to appoint Pam Brown as the Technology chair contingent on her acceptance was made by Steve Geurds, seconded by Pat DePasquale and carried.*

#### **2007 School:**

Board reviewed the school agenda, menu, program room locations and vendor locations. There was much concern about having the vendors in one building and programming in another location. Morning programs will be held in the Copper Tree. Lunch and afternoon programs will be held in the Kaatskill Mountain Club. A tour of the facility was held and after adjustments to lunch locations, the program schedule was approved.

The Board reviewed the contract and discussed it with the Hotel representative. Vendor tables have a \$50 electric fee and Internet charge, which will be included in the Vendor Fee. A group discount internet access fee is \$9.95 per day. The board inquired into possible packages for the Spa and elimination of the \$25 cancellation fee for cancellation 48 hours or more before the conference. They will offer a NYALGRO package special for the Spa but the \$25 fee couldn't be changed. The hotel will give us a registration form and vouchers will be acceptable as payment.

*A motion was made by Steve Geurds, seconded by Kathy Newkirk and carried to sign the contract for the 2007 NYALGRO School at the Kaatskill Mountain Club.*

Steve Geurds suggested that for gift drawings by the vendors, a specific time is given for the drawings, any registrant who is present qualifies, the gift be between \$25 & \$75 and photos of the drawing winners be placed in the newsletter.

Board reviewed suggestions for attendee gift – post it pad, insulated mug or insulated bag. Board members agreed on the bag.

**2007 Budget:**

Chuck Callari and Donna Mumbulo will work on the 2007 budget for the January meeting.

**2008 School Material:**

Lila Hall presented information from the Radisson Hotel in Corning. Other information will come from Adelia Pearson at Old Forge and Diane Tarity from Saratoga. This will be reviewed at the January meeting.

**Other Events:**

The next E-Symposium by the NYS Archives will be held in Latham on September 27<sup>th</sup>.

Kathy Newkirk announced the Capital Region Dinner to be held at the Governors Mansion for NYS Archives Week.

**Next Meeting:**

The Board will meet next at a location to be determined in Syracuse, 10:30 on January 26, 2007.

*Meeting adjourned at 2:30 p with many thanks to Kathy Newkirk for her years of service. This would be her last meeting.. Carried.*

Submitted by

Eileen R Weishan  
Secretary