

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS

Board of Directors Meeting

January 14, 2000 - Syracuse, New York

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

PRESENT: Stan France, Kathleen Newkirk, Kathy Sickler, Patricia Wisniewski, Hans. J. Finke, Richard Geer, Charles Michaux, Wendy Roberson, Sandra Sopak, Michelle Henry, Benjamin Cobb.

ALSO PRESENT: Robert Arnold

ABSENT: David Shenk, David Carmichael, Amanda Walsh.

President Stan France welcomed the newly elected officers. Self-introductions followed.

REVIEW OF BYLAWS:

The Constitution and Bylaws were reviewed in general. Stan explained to new Board members the recent debate over membership classes stemming from a problem which arose when a board member whose job position of consultant technically precluded her from holding office in NYALGRO. That issue was subsequently resolved. Stan also noted that currently many associate members work on staff for local government and more correctly belong in the regular membership class.

It was pointed out that corporate members are charged a \$200.00 annual membership fee, but this status carries with it the right to receive publications and the newsletter.

Stan also reviewed for the new and current Board members the duties and responsibilities of Board membership, terms of office and the different committees. It was noted that NYALGRO attempts as much as possible to have its Board of Directors represent the entire State equally on a geographic basis, but that is not always possible.

The whereabouts of the NYALGRO seal was discussed. It was also noted that the term "annual meeting" should be inserted in the program for the June Conference to meet the notification requirements under the Bylaws.

Stan also noted recent revisions to the Bylaws allowing for the transaction of business by mail and e-mail which has been proven useful when a prompt and timely response is needed to an issue, especially one involving legislation.

The official address for NYALGRO is currently the Albany County Hall of Records which acts as the official repository of the organization's records. With their anticipated upcoming move, the Board will need to arrange for a new central address. Charlie

Michaux noted that the official address was changed last year to PO Box 208, Buffalo, New York 14201. That address is currently being used on membership applications, etc. It was unclear whether this change had been voted on. Motion by Stan France, seconded by Kathy Sickler, that the official mailing address for NYALGRO be changed to PO Box 208, Buffalo, NY 14201. On the question, it was noted that this mailing address change should also be reflected on the web page and all brochures and program books. Carried.

MINUTES: Motion by Kathy Newkirk, seconded by Hans J. Finke, to approve minutes from the September 24, 1999 meeting as presented. Carried.

TREASURER'S REPORT : Sandy Sopak presented the Treasurer's Final Report for 1999. A balance of \$15,478.07 was reported in the savings account and \$979.05 (\$10.00 check remaining outstanding) in the checking account. Income for 1999 amounted to \$9,476.05 and expenses \$8,472.25, leaving net income for 1999 in the amount of \$1,003.81. Outstanding bills include \$859.20 to Valley Stream Central High School and \$82.14 to Amanda Walsh and Bebe Morehead, and \$156.00 to Bryan Cleversley for preparation of the 1997 tax return.

Sandy noted that the tax records are available at Bryan Cleversley's office for pickup upon delivery of the payment to his office. Pat Wisniewski will pick up the records and make arrangements for their delivery to Sandy. Motion by Charles Michaux, seconded by Hans J. Finke, to approve the Treasurer's Report, as presented. Carried.

It was noted that the corporate tax return must be filed by March 15th. Sandy will make arrangements with an accountant in her area for preparation of this year's returns and will also transfer the accounts to an M & T branch in Mayville. Membership dues received by Charlie Michaux will either be sent directly to Sandy, or he will deposit the checks in a Buffalo branch of M & T and then send the deposit slips to Sandy.

CORRESPONDENCE:

Stan stated he had received a vendor inquiry on the June Conference which was given to Hans for handling.

An invitation to participate at the Town Clerks Conference in Saratoga Springs, April 30th-May 3rd, was received. Kathy Sickler will handle completion of the vendor application, etc. Bob Arnold offered space on SARA's table at the Association of Towns in New York City in February for any NYALGRO brochures, etc. Stan mentioned that he has possession of the NYALGRO banner.

Stan also noted that the County Clerks have changed their conference dates so as not to coincide with the NYALGRO Conference. The spring symposiums have been problematic in the past, although there was some interest from Long Island in hosting a spring program. The issue of spring symposiums must be discussed at greater length at some point.

COMMITTEE CHAIRS: President Stan France explained the functions of the various committees and made the following assignments:

Budget and Finance – Richard Geer.

Rick Geer distributed copies of the 2000 NYALGRO proposed budget, noting membership was proposed at 350 in 1999 based on figures from 1998. The actual figure was quite a bit lower, affecting the cash flow. Bills unpaid in 1999 were included in the 2000 budget. Kathy Sickler also questioned whether it was realistic to budget 4 corporate members when there was only 1 in 1999. Other budgetary issues were discussed. Motion by Kathy Sickler, seconded by Wendy Robertson, to accept and adopt the 2000 NYALGO budget. Carried.

By-laws - Wisniewski

Education and Training Programs – Walsh, Geer, Michaux, Finke

Nominations and Elections – Walsh, Geer

Legislation – Sopak, Henry, Selkirk

Bob Arnold gave an update on a recent State budget initiative. The State Archives and NYS Council on the Arts have been promoting the “rediscovery of New York history and culture” which deals with creating historical resources for research purposes, the cost of which will be in the area of \$7 million. There is a suggestion in the Governor’s budget that the State Archives, the State Library and the State Museum be broken out of the Education Department and placed under the control of a nine-member board appointed by the Governor. The Assembly has already voiced its opposition to this proposal.

Stan brought the Board up to date on the progress of the team that was put together to develop regulations on electronic signatures. There have been regional meetings on this topic and there remain issues to be resolved. He felt that the groups most likely to be impacted should be involved in upcoming discussions.

Membership – Michaux

Charlie Michaux reported membership at approximately 193 and stated that he needed the support from everyone on the Board to increase membership. Mailings have become

expensive and time consuming and he felt the main reasons for not joining have been membership in another association or the inability to attend NYALGRO conferences. He felt any unpaid members should not be allowed access to the web page and was concerned with the possibility that an unpaid member could activate themselves via the web page with a password. Stan agreed that this is a possibility but the problem can be corrected. He also noted that the program can be set so that invoices can be e-mailed which may be a workable plan for next year.

Bob Arnold indicated that there are a number of governments currently without a records management program and 20% of the records management officers change each year through elections, appointments or attrition.

Hans Finke suggested a change to the by-laws with a classification of a corporate membership to include a number of individuals within the organization as members. This would be much easier than sending out a number of invoices to individual members and the dues for this type of corporate membership could be assessed at a higher rate. Discussion followed on the potential problems that can occur in this set of circumstances, i.e. information being mailed to the organization itself and then never disseminated to the individual members. Stan France felt the more important issue was finding a way to attract more members through some type organizational classification, either through size of municipality or changing the organizational codes.

Bob Arnold also suggested taking a fresh look at the brochure for possible redesign. He will also attempt identifying people County by County for possible membership.

Publicity – Roberson, Wisniewski

Scholarships and Awards – Geer, Shenk

Technology – Finke, France

Regionalization- Cobb

SPRING SYMPOSIUM:

In the past have been semi-regional sessions either a half-day or full day in length. Michelle Henry suggested Chautauqua as a site for a regional event in the Fall.

**JUNE RECORDS and INFORMATION
MANAGEMENT SCHOOL:**

Stan distributed information packets on the June school in Ithaca to Board members. The Program Chair is needed to coordinate the people and panels, making sure everything fits together. Typically, sixteen to seventeen sessions are scheduled, including the SARA

sessions. Whoever takes this chair has the responsibility of making sure the program comes together. Bob Arnold has some people locally in Ithaca who may be of help.

Stan can handle any local printing requirements for the June conference.

Arrangements Chair deals with the hotel and hotel negotiations.

Hans has agreed to handle the vendors. The fee is \$250.00 for two days and includes space and lunch tickets (2 per day for 2 days). If the vendor joins NYALGRO as a corporate member they also receive two free ads in the *Network* and a \$50.00 booth cost reduction. Stan would have no objection to a vendor session for display of wares. Previously, vendors have sponsored breaks. Sessions generally run one and a half hours.

Success Stories Charlie Michaux	SARA Programs (AM Classes) - Business Process Analysis - To be chosen	RMO Basics Pat Wisniewski	Basic Grant Writing Hans Finke
Planning PR for Archives Week Kathy Newkirk	Needs Assessment (Panel Session) Michele Henry	Managing Records Storage Ben Cobb	Electronic Signatures Stan France
Cost Benefit Analysis Sue Conklin, Pam Vogel (suggested)	RFP Stan France Bob Arnold will also check with Laurie Hancock or Pam Vogel to assist	Indexing Bob Arnold suggested Adelia Person	Archival Outreach (Tour of Cornell)
Active Records Management Kathy Sickler and Wendy Roberson	Records Retention Bob Arnold stated the new MUI retention schedule are due out soon	Court Records (Barrie Silver?)	NYT, RMO & IT Stan France will chair and arrive at title

Organization to Organization (Developing a Records Network Among Municipalities)

Board decided to combine this with the Technology Session chaired by Stan France

Stan noted that those Board members chairing a session have the responsibility to talk to potential speakers/presenters for panel or presentation. It is also the chair's responsibility to develop a title for the session with a brief synopsis (2-3 sentences) for inclusion in the program.

SESSION ROOMS - Stan gave a brief outline of the hotel structure in terms of room sizes, etc. There are three rooms for classrooms: one round Board room (accommodates 25 -30); one small room (25-30); and one large room. Discussion followed on whether to offer NYALGRO items for sale at the June conference. Charlie noted his general dissatisfaction with the amount of sales at previous conferences.

The Board then discussed problems at previous schools with a hospitality room and the confusion created when there is a cocktail party prior to the dinner. Suggestion was made to change the format and dispense with the reception party prior to the dinner, retaining the hospitality room as a gathering point for attendees.

NEWSLETTER: Stan stated that the Network traditionally is published four times per year with Esther Sokol putting the articles together and Ed Egan doing the printing. Board members were encouraged to provide articles for publication. Articles from membership cover such topics as the June school, Archives Week events and membership, among others.

BOARD MEETING Next meeting: March 24th

SCHEDULE: June meeting during Conference to be announced
September 22nd

ADJOURNMENT: Motion by Kathy Sickler, seconded by Hans Finke to adjourn (1:45 p.m.). Carried.

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary