

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

Board of Directors Meeting
March 12, 2004 – Syracuse, New York

Meeting was called to order by President Ben Cobb at 10:30 a.m.

PRESENT: Benjamin Cobb, Stan France, Kathleen Newkirk, Wendy J. Roberson, Hans J. Finke, Donna Mumbulo, Adelia Pearson, Richard Geer, James Koury, Barbara Sechrist, Steve Geurds, Michelle Henry, Patricia Wisniewski.

OTHER: Robert Arnold, NYS Archives

ABSENT: Charles Michaux, Eileen Weishan.

MINUTES : *Motion by Donna Mumbulo, seconded by Kathleen Newkirk to approve minutes of the January 23, 2004 meeting, as presented. Carried.*

TREASURER'S REPORT : Michelle Henry distributed copies of the Income/Expense Report for 1/1/03-12/31/03 and 1/1/04-3/1/04. Total of M & T CD, checking and savings accounts is \$36,565.65. Membership dues amounted to \$6,386.34, for an overall total of \$41,916.92.

Michelle noted that the M & T CD matured on March 12th and was rolled over. She has purchased accounting software for \$19.94. A bill was also received for storage of records in the amount of \$45.00. Stan France stated that he had talked to Mary and the bill was just a formality and should be ignored.

Bob Arnold noted the healthy financial status of the organization and credited this to the leadership of Stan France, former Treasurer Sandy Sopak, and this Board. He also suggested that NYALGRO consider putting some of this money to good use.

Motion by Adelia Pearson, seconded by Stan France, to approve the Treasurer's Report, as presented. Carried

CORRESPONDENCE: None

COMMITTEE REPORTS:

Budget and Finance – Geer.

Rick Geer distributed copies of the amended NYALGRO budget for 2004, reflecting the changes as requested. He spoke with Charlie Michaux who informed him membership

was actually 307, rather than 304. Charlie will be sending out postcards to those members who remain unpaid.

Bylaws – Wisniewski. Nothing to report at this time.

Education and Training Programs – Mumbulo, Weishan, Koury.

Donna Mumbulo stated there are a couple holes remaining in some of the classes which will be discussed later. She needs bio's and a brief description of classes, together with equipment needs of speakers, if known. Stan France stated there is information on the web concerning the school and hotel registration, with basic core information on classes. He suggested the possibility of online registration with payment going to Michelle, noting there were some problems with this last year but he can work on it. Ben Cobb stated that the hotel registration must be done by mail or fax, as the hotel will not accept registrations over the phone.

Nominations and Elections – Pearson. Nothing to report at this time.

Legislation – Sechrist.

Barb noted some new legislative developments concerning records management and asked Bob Arnold to comment.

Bob Arnold stated there were three concerns to address on records management.

- (1) Sunset Provisions of LGRMIF. The sunset provision is due to expire December 31, 2005. Support of local governments for the elimination of the sunset provisions of the Local Government Records Management Improvement Fund and the Cultural Education Fund is vital to the continuation of funding for local records management programs, as well as technical assistance provided by State Archives. Background material and sample copies of a resolution in support of elimination of the sunset provisions were distributed to board members.
- (2) New York Institute for Cultural Education. Help is needed to turn back this latest challenge to the LGRMIF as well. Bob indicated this is basically a power struggle and in the last days of the Legislative Session when everyone wants to go home, anything can happen especially if there is an attempt to make a trade of some sort. Background information on NYICE and its potential to dip further into LGRMIF and CEF funds to maintain itself and leave less money available for the grants programs was distributed.
- (3) Office of State Comptroller and AG review of grants \$15,000 and over. There is a ruling that any grant \$15,000 or over will be required to go through the contract process. Bob distributed a copy of the Albany Times Union article concerning the procurement process in the State of New York. The additional review steps

proposed for future grants could have a devastating effect on the records management programs of local governments. The process is so lengthy that many grant cycles will have expired by the time approval is received from these two agencies. Neither agency is expected to hire additional people for the purpose of reviewing contracts and with the number of grants awarded to local municipalities across the State of New York, this could deal a death blow to grant programs everywhere. There are attempts being made now by key people to have the State Comptroller change his mind on this issue, but local governments need to oppose the contract process. The State and local governments have always enjoyed a good partnership in the past and in the event the contract route is enforced, it will cause many changes to occur, including elimination of workshops, etc. Bob also noted that half of the approximately 6300 grants awarded are for a minimum of \$15,000.

Stan France also noted that the contract route will cost more to administer than the savings realized and local governments may wind up not applying for a grant in the future.

Motion by Adelia Pearson, seconded by Wendy Roberson, that NYALGRO pass a resolution in support of the elimination of the sunset provisions in a form similar as what has been presented to the Board. Carried.

Ben Cobb stated he will send the resolution on to the list of legislators provided by Bob.

Membership – Michaux
See Rick Geer report.

Publicity – Roberson, Mumbulo

Wendy Roberson distributed a draft copy of the current newsletter. The next newsletter will deal with the 2004 school and related information. Stan France noted problems in the different printing formats between he and Wendy and suggestion was made to outsource the printing of the newsletter. This issue will be revisited at the next meeting for pricing and further research. After discussion on the tight time-frame between the current newsletter and the school issue, it was decided that both issues would be combined, with the school issue as an insert.

Scholarship and Awards – Geer

Melius Award – Donna Mumbulo nominated Amanda Walsh for the Melius Award and provided Rick with bio information on Amanda. Rick noted there

were no other nominees at this point, but there was still time remaining to submit nominations. Ben Cobb also reminded the Board that all the recipient's school expenses, including mileage, will be paid by NYALGRO. Rick will provide the Board members with all nominations by April 1st.

Guy Pacquin Award – being presented to the State RAO's this year. Bob Arnold suggested inviting his Deputy Commissioner. It was noted that some of the RAO's are scheduled to be speakers, but if not, any RAO not already a speaker should be reimbursed for mileage and meals. Details will be worked out.

Technology – Finke

Hans distributed articles on Web Archival, HIPPA and E-mail Archive issues.

2004 SCHOOL

Hotel Arrangements

- Kathy Newkirk stated she had met with the hotel on last minute arrangements. NYALGRO can bring wine in, but the hotel would have to serve, at \$1.00 per person.
- State rate is \$96.00
- Hotel will run extension cords for the vendors. Any other additional electrical charges will be absorbed by NYALGRO.
- Hotel will handle the meal tickets. Individual tickets can be purchased at the hotel office. Hotel will keep track of dinner banquet count.
- Looking for vendors to sponsor breaks. Michelle Henry mentioned that IQS would be interested in sponsoring something and it was suggested that they be contacted to see if they would be interested in sponsoring the Sunday night reception, leaving the hotel to sponsor Monday night. Vendors would be allowed to put up signs if sponsoring a break.
- The new amended contract has not been returned to Kathy yet.
- Registration desk will be located on 2nd floor with a sign downstairs directing people where to go. Stan France felt the area designed for this on the 2nd floor is tight and may have to be changed. Adelia Pearson felt it important to have NYALGRO Board members available to greet attendees downstairs. Stan noted there is a substantial distance between the door and the registration table and it would not be possible to know if someone entering the door was an attendee or simply a hotel patron. Wendy will handle the signs for outside classrooms.
- Hospitality room is downstairs next to the pool.

Speaker Reimbursement

Ben Cobb distributed a draft of what had been previously discussed on this issue. Bob Arnold noted that any State agency speaker will most likely be from the Albany area and a meal would be sufficient. Stan France felt that if a speaker is also participating in the school, then reimbursement should not be given. If coming in for the specific purpose of speaking, then reimbursement is warranted. The Board member arranging for a speaker should let the Program Director and the President know if mileage/meal will be necessary.

School Session

The open slot on Tuesday afternoon was discussed. Grant writing will be moved up to fill this open slot. Bob Arnold suggested this session also have a speaker on other types of grants (Federal, Documentary Heritage, etc). Kathy Newkirk is making arrangements for a bus for the Albany County Hall of Records Tour.

The special "C" fund collected \$3.50 from this meeting.

NEXT MEETING: June 6th 2:00 p.m. – Holiday Inn – Turf, Albany

ADJOURNMENT: *Motion by Adelia Pearson, seconded by Jim Koury,
to adjourn (2:00 p.m.).* *Carried*

Respectfully submitted,

Patricia C. Wisniewski,
Secretary