

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS

Board of Directors Meeting

September 18, 1998 - Syracuse, New York

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

PRESENT: Stan France, Bebe Morehead, Kathleen Newkirk, Debra Dlugosz, David Shenk, Amanda Walsh, Patricia Wisniewski, Joseph Carnevale, Robert Arnold

ABSENT: Richard Geer, Charles Michaux, Frederick Grevin, Richard Hogan, Janis Colarusso

MINUTES: Motion by Joseph Carnevale, seconded by Amanda Walsh to approve minutes from the June 7, 1998, June 9, 1998 and June 10, 1998 meeting, with the following corrections:

- June 7, 1998 Minutes: Meg Salvano was absent at that meeting;
- June 9, 1998 Minutes: should read Annual Business Meeting and remove "Present" section; "social" should read "associate" members; correct spelling of Barrie Silver's name; under New Business, "conference will go to the Albany area"; and correct spelling of Jim Tammaro's name;
- June 10, 1998 Minutes: Meg Salvano was absent; "also present" was Bob Arnold, SARA Liaison; and in last paragraph, "Bebe felt there should be some explanation on the difference between NYALGRO and SARA at the Conference and the Board discussed putting this in the Newsletter again."

TREASURER'S REPORT : Debbie Dlugosz reported a balance of \$1,286.99 in the checking account and \$13,809.24 in the savings account, as reflected on the annexed treasurer's report. Membership dues are still coming in. Debbie inquired on what was happening for the next mini-conference on fees, etc.

Bebe Morehead reported that Ruth Mazzei, Southeast Town Clerk, and Ray Lefever have organized the next mini-conference to be held October 13th in Southeast (Brewster), New York across the border from Danbury, Connecticut. Andrew Spano will be the keynote speaker. Mailing of notices was somewhat late, but they are anticipating a successful mini-conference, with few major expenses. Mailing will cost approximately \$120.00 with mailings to Region 9, southern counties of Region 3, Westchester and some of the larger agencies around New York City. Returns are being directed to Ruth Mazzei, and Bebe will be helping her with registration. Ray Lefever is supplying mailing labels to Region 9.

Motion by David Shenk, seconded by Pat Wisniewski, to approve the Treasurer's Report, as presented.

Carried.

CORRESPONDENCE: No correspondence received.

COMMITTEE REPORTS:

Budget and Finance - Geer, Dlugosz, Colarusso. Debbie Dlugosz stated that Rick Geer was unable to be here today due to his open house, but will be faxing information on the budget.

Bylaws - Sickler, Morehead, Wisniewski. Stan France reported that recent changes to the Bylaws will be added to the web page.

Education and Training Programs - Morehead, Walsh, Michaux. Bebe Morehead submitted the evaluation summaries from the June Conference. She was disappointed with the amount of survey returns, but the comments received reflected an overall satisfaction with the Conference. The board reviewed the comments on concurrent sessions for the school district attendees, scheduling earlier sessions, etc. It was also suggested Bob Freeman not be scheduled for the end of the conference, but it was noted that doing so ensures attendees remain for the duration of the conference. Vendors remarked that they were able to make good contacts, despite the smaller attendance this year.

Debbie mentioned that overall, the disk program worked well for the conference. The only problem is in membership because the number given her by Linda does not correspond with the money. She will continue working on the process.

June Conference. Bebe reported that she and Amanda have received information on hotels and will be doing an on-site visit. Concrete numbers are needed before final plans are made. Amanda noted that in speaking with the County Convention Center in Saratoga, she was advised that hotels are already booked to the year 2000. June and October are their busiest months and the board may want to consider moving the conference to May or another time of the year. The problem with moving it earlier is that the NYALGRO Conference will then conflict with the Town Clerks Conference in April and the IIMC conference in May. The other alternative is to move the Conference to Albany or Lake George and it was noted that Albany tends to draw more participants. Amanda and Bebe will be aggressively working on the June conference this next week.

Spring Symposium. Stan stated that he recently spoke with Brenda who stated there was interest in holding the Spring Symposium in the New York City area and noted that New York City tends to draw a greater number of participants. Bebe will be in contact with Brenda. Bebe noted that suggestion was made that the Board start planning at this meeting for the June conference so that the cost could be applied for under records management grants. This is problematic for several reasons. Bob Arnold noted that the conference topics must relate directly to the grant project. Even if all conference topics were known when grant applications are filed in February, recipients are not notified until June, either shortly before or following the Conference.

Amanda stated that in order to apply for conference attendance under a records management grant, it would then be necessary for the Board to plan two years ahead of time, so that grant applicants would have topic information necessary to determine whether to include the conference in the application. Standard SARA certificate programs would fall into the guidelines required under grant applications, but Bob Arnold noted that these courses are offered free of charge during the

year. Alternatively, grant recipients could amend the grant to request attendance at the June conference, providing funds remained after the completion of the grant project. The cutoff date to do so is generally May 1st.

LGRAC Micrographic workshop co-sponsor. Bebe stated that the micrographics committee on which she sits is attempting to put together a two-day intensive course in micrographics. Plans are to have the workshop sponsored by NYALGRO and another group.

Bob Arnold stated that this issue was discussed at the last LGRAC meeting and planning sessions are scheduled for October 9th meeting. He would like to see the course on an intermediate/advanced level, designed primarily for training of trainers in the field, combined with discussions on the relationship between micrographs and imaging. Funding the workshop could be achieved through a grant to a local government willing to act as co-sponsor. Invitations to 20-30 people are anticipated. A site has not been selected yet, but Bob will be in touch with Bebe once the details have been worked out.

Stan placed on record the support of NYALGRO to the concept, provided it will not draw substantially on its budget and suggested that the workshop be offered as a pre-session to another conference in his area.

NYT technology for training. Stan reported that he is working with the Office of Technology on upcoming state and local projects. One issue needing attention is state-wide training in records management technology and the use of the intranet capabilities in delivering that training for those unable to take advantage of conference training. SARA, the Governor's Office of Employee Relations and possibly some SUNY's are all good candidates for collaborating on the training.

Bob Arnold stated that SARA would be willing to participate in pinpointing specific topics and help implementing the training.

Stan noted that the Board also needs to enlist NYALGRO members willing to help in developing educational materials. One possibility is working with SARA to partner a grant to develop learning tools. Bob noted that Albany County recently produced a records management manual for Fire District from grant funds.

He also suggested the word "school" as a more appropriate term than "conference" and noted that other organizations are now using an educational term in describing conferences/seminars. Topics to be considered in the future and which require more intense training including Internet and data base training. Stan noted that a full day might be needed to discuss the issue of training in greater detail. The future of NYALGRO will be determined by how adequately the organization meets membership needs. Although the Board is already committed time-wise, Stan felt we need to become more dynamic in this area and suggested a group to meet with SARA and then report back to the Board. Bob Arnold agreed, noting that LGRAC has a long term planning committee and this would help toward its goals.

Stan noted this would entail a committee working a minimum of a day with SARA, and over a two month period of time studying the issues as to what other organizations will be involved, i.e., Town Clerks, etc., on the issues of educational content and delivery. Bob Arnold noted there are three clerks' organizations, the Court Administration Office, school business officers, and BOCES

which could add worthwhile input to the committee's endeavors. He also suggested inviting Rick Hogan, Ray Lafever, Jim Olsen, Patti Brice to become honorary members of NYALGRO. Motion by Stan France, seconded by David Shenk, to establish a committee to join with SARA and other organizations for the purpose of exploring the use of the NYT for training purposes. Carried.

Nominations and Elections - Hogan, Michaux, Walsh. Stan noted that Charlie Michaux' term is expiring and because he will be a NYALGRO candidate this year, Stan has asked Bebe to replace Charlie on the Nominations and Elections Committee. It was doubtful whether Fred Grevin would run again, and Stan was hopeful that candidates would emerge from downstate.

Legislation - Newkirk, Sickler, Walsh. Bob Arnold reported that Bill Kelly recently met with the Senate majority leader and the strategy is to work with State legislators to eliminate the sunset for records management grants altogether. It would have to be put in the budget bill and he anticipates another year before something concrete on the issue will be decided. Other legislation under consideration is electronic signature and value added resale of information.

Membership. Michaux, Newkirk, Grevin. Stan noted they are attempting to put the membership in one place and is working toward this end on the web page. Copies of "How to Join the NYALGRO Team" page developed by Stan were distributed. Stan explained the process of joining via the Internet and noted that this will also enhance the process of membership renewal, sending out the *Network*, and procedures for paying membership dues. The web page itself has the capability for Board members with a password to add information on local projects, etc. The newsletter will be on the web page and can be downloaded. Currently, Stan France, Debbie Dlugosz and Charlie Michaux have passwords to run the membership list, although anyone visiting the website can view the membership list.

Bob Arnold suggested the full name of the organization, rather than NYALGRO, be inserted on the invoice and adding a brief statement on the organization's mission on the foot of the invoice. Other suggestions were made for minor changes. The Board expressed its appreciation to Stan for the professional manner in which the page was developed and his work in general on the website.

Motion by Kathy Newkirk, seconded by David Shenk, to invite Rick Hogan, Ray Lafever, Jim Olsen, to become honorary members of NYALGRO.

On the question, the Board discussed including Patti Brice as an honorary member based on her past performance on behalf of NYALGRO, but declined to do so at this point in the hopes that she may return to service on the Board at some time in the future. Carried.

Publicity - Wisniewski, Walsh, Grevin. Board members announced their municipalities' plans in October for Archives Week. Pat Wisniewski stated that the Town of West Seneca will be holding an Archives Dinner on October 9th, followed the next day with a genealogical workshop, comprised of various genealogy groups and vendors in that field. The theme this year is "*Genealogy - It's a Family Affair*" and an additional feature is a 1999 historical calendar with dates from the history of West Seneca with old photographs. Events are publicized locally.

Kathy Newkirk stated that on October 13th the Capital Region Archives Dinner will be held

at the Century House. This year's event has a Civil War theme with speakers from the State Education Department with regard to a new finding aid for NYS Civil War records. There will also be a performance by the Blue & Grey, a high school group which will be playing Civil War music.

Hartland Town Clerk Beverly Snell is hosting an Erie Canal cruise on Sunday, October 18th. Cost is \$20.00 and includes lunch and a three hour cruise. Local historians will be announcing points of history along the route of the Erie Canal.

Fred stated he would like to list the various events on the web page. Bob Arnold stated that an article on Archives Week will be in the Times Union which has a circulation of 180,000. It will be a pullout with articles written by Kathy Sickler, Kathleen Newkirk, Center for Technology and Government and others. Consideration was given to sending the content out to various people in the records management field for publication in their local papers, but this may not be practical. It was noted that the article co-authored by Kathy Sickler and Newkirk included information on their back-to-back IIMC records management awards.

Regionalization - France, Grevin, Colarusso. Stan is still searching for people to work in leadership roles in this area and Bob Arnold suggested an individual.

Scholarship and Awards - Geer, Carnevale, Shenk. David Shenk reported that the application has been streamlined and completed. He and Rick Geer considered putting an ad in the newsletter on their availability and announcing the application deadlines for conference attendance and continuing education awards. David would like to remove the application deadlines in the future since they often conflict with the time frame for conference registration or class registration. It was their suggestion to budget \$1000.00 and then the committee can make recommendations to the Board for approval of recipients and amounts. Debbie Dlugosz stated that \$1200.00 was budgeted last year, but monies are withdrawn for other items such as plaques, etc. Applications have been sent to various colleges.

Conference applicants must provide verification that personal funds are being used for conference attendance and would like to be considered for financial assistance. Research will be made on colleges with records management programs.

Technology - Grevin, Michaux. Already discussed.

NEWSLETTER The *Network* will be looking for articles on candidate information, scholarships, and an article from Bob Arnold. Board members were encouraged to submit articles on Archives Week. Bob Arnold noted that the *In The Field* is back in publication and should be on the way soon to the clerks.

OTHER BUSINESS: Bebe Morehead noted the contributions of SARA representatives, including Bob Arnold, in assisting records management officers in the effective preservation of records.

NEXT MEETING: January 22, 1999 at 10:30 a.m. in Syracuse. Meeting adjourned at 2:30 p.m.
on motion by David Shenk, seconded by Kathleen Newkirk. Carried.

Respectfully submitted,

Patricia C. Wisniewski, CMC
Secretary