

**NYALGRO BOARD MEETING**  
**Utica Radisson, Utica, New York**  
**April 17, 2009**

Present: Donna Mumbulo, Pam Brown, Chuck Callari, Pat DePasquale, Gina Doty, Kathy Walruth, Pete Scheibner, Sue DiBenedetto, Jim Ranger, Eileen Weishan  
Absent: Geof Huth, Tim Clarke, Dianne Tarity, Dan Karin, Amanda Walsh

- I. Call to Order at 10:30 am
- II. Secretary's Report  
*A motion was made by Pat DePasquale 2<sup>nd</sup> by Kathy Walruth to approve the February 13, 2009 board meeting minutes with the following correction Membership – 4 Associate & 4 Corporate memberships. Motion Carried.*
- III. Treasurer's Report  
Charles Callari submitted an Income/Expense YTD report, End of Year Net Worth and itemized list of income & expenses. The Miscellaneous Income is from the return of \$200 donation to Region 6. They returned \$200 + \$191.23. The \$100 donation to Region 3 was also returned. Both will be added to scholarship fund allowing for one more full school scholarship.  
*A motion was made by Pat DePasquale, 2<sup>nd</sup> by Pete Scheibner to approve the Income/Expense Report and the Itemized Budget Report. Motion Carried.*
- IV. State Archives Report – Huth  
Geof Huth sent a sample resolution of support for the increase of filings fees to support LGRAC. After discussion a motion was made by Chuck Callari, 2<sup>nd</sup> by Sue DiBenedetto to send a letter of support and Resolution to the sponsors of the Senate and Assembly bills. Motion Carried.  
Kathy discussed current state of budget including the increase in taxes and fees.  
The funding for 2010 has diminished. NYS Archives will only be able to pay up to \$300 for a person to review grants and they can only read ½ the applications. No one will go to Albany for final review and awards. LGRAC and NYS Archives staff will have to finish the review and determine awards.
- V. Committee Reports (Reports from those who have them)
  - a. Budget and Finance – Callari (See above)
  - b. Bylaws – Walruth – No Report
  - c. Education and Training – Weishan (Defer to Item VI, b)
  - d. Nominations/Elections – Donna appointed Sue DiBenedetto as Chair with Kathy Walruth and Pete Scheibner on the committee. Board reviewed a list of Board members up for election in 2009:
    - Donna Mumbulo - President
    - Amanda Walsh – VP of Events
    - Charles Callari - Treasurer
    - Eileen Weishan - Secretary
    - Patricia DePasquale - Director
    - Gina Doty - Director
    - Daniel Karin - Director
    - Jim Ranger – Director
  - e. Membership – Brown  
Pam Brown reported a total of 455 regular and corporate members. 84 regular memberships, 3 associate memberships and 2 corporate memberships have not been paid as of yet. Pam will send out postcard reminders.  
Chuck Callari will order new pins to be given to new members.

f. Publicity – DePasquale

Pat reported that she finally found reasonable quote to print the Newsletter. However, they printed the issue in black & white by mistake and refunded some money. The issue cost \$809 with postage but only charged \$457 because it was in black and white.

The Newsletter Issues need to be put on the website.

Donna sent out 550 newsletters which included the school registration information for \$120 to the RMO's surrounding the Utica area. The next issue will be published after the June school.

It was agreed that a Camera was never purchased. The Board decided it wasn't necessary for the Board to own one since so many people bring cameras to events.

Pete Scheibner asked who has old newsletter copies and back how far? That might be a good question to discuss in a newsletter article.

g. Scholarships/Awards – DePasquale

Pat reported that she has received one nomination for the Melius Award (Judith Pascale) and one nomination for the Arnold Award (Wanda Murtagh) so far. It was agreed to vote by email by middle of May allowing for more opportunity for nomination submittals. There are no nominations for the Pacquin Award which is not awarded every year. The Scholarship application needs to go on the website.

Scholarships – Beverly Snell has submitted an application to Pat. Pat will email all application to Donna, Chuck & Jim for review. There are 3 full scholarships available.

h. Technology – Tarity

i. Accommodations – Mumbulo – everything set for 2009 at Radisson.

j. Website – Tarity The website has the June School information posted.

k. Brochure – Board discussed the need to have the Brochure updated and reprinted. Donna will look into printing at BOCES. Gina agreed to work on an update – preferably available for June School packets. Chuck has the electronic version.

School folders need to be reprinted. Chuck & Pat will get quotes. Meanwhile Eileen will look into getting folder stock, printing labels and doing it in house.

VI. Old Business

a. Review NYALGRO School 2009 Preparations

School Packets – Eileen reviewed items needed for the school packets and asked that each person make their own copies and bring to Utica to assemble on Sunday.

- o Letter from President – President
- o Program – Education Chairperson
- o Registration list – Registration chairperson
- o Vendor list – Vendor Committee Chairperson
- o Speaker list – Education Chairperson
- o Board member List – President/Secretary
- o School Survey – Education Chairperson
- o Tourism Information – VP Events
- o Vendor “Bingo” – Vendor Committee Chairperson
- o NYALGRO Folders, Pens, notepads – President/Secretary
- o Certificates of Participation – Registration Chairperson

Board members can sign up to monitor sessions on Sunday, June 7. Each session needs a monitor and does the following:

- Check for AV needs, room temperature, seating, water supply
- Introduce speaker(s)
- Circulate attendance sheet and survey forms
- Conclude session, collection attendance sheet and survey forms

Hospitality Room will be handled by Gina and Chuck and opened in the evenings Sunday through Tues after dinner until ? It is located downstairs.

Board discussed registration table. Board members can sign up for times on Sunday, June 7. It is important to have someone at the table from Breakfast at least until dinner.

Eileen needs speaker bio's and AV needs as soon as possible. Board reviewed Speaker reimbursement – one meal (lunch or dinner) and mileage if they request it.

- b. 2009 Fall Training – Donna talked with Dave Lowry about combining with the RAC's to sponsor, support and provide man power for programming at regional training sessions rather than us conducting a fall school on our own.

- c. Other business from floor

Board discussed the need for an official listing of equipment and property owned by NYALGRO and fiscal accounting details and addresses. Chuck will get the information to Eileen. A listing of records not in possession of Board members should also be listed.

#### VII. New Business

- a. 2010 School – Donna received quotes from Amanda for Saratoga Holiday Inn. She thought the \$600 cost for a single 3 nights was much too high. The Inn wanted the contract signed immediately which Donna did not do. Board discussed other locations and agreed to check out Rochester. Board asked Chuck to coordinate with Dan Karin and check out available/appropriate facilities for the June meeting.
- b. 2009 Board Retreat - Rochester tentative date for Sept 3<sup>rd</sup> or 4<sup>th</sup> weekend.

#### VIII. Correspondence

Letter from Cortland County Clerk

- IX. Set date and time of next meeting: June 7, 2009 at Radisson Utica. 1pm.

#### X. Adjournment

A motion was made by Pat DePasquale, 2<sup>nd</sup> by Pam Brown to adjourn the meeting at 2pm. Motion Carried.