

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

Board of Directors Meeting

June 7, 1998 - Niagara Falls, New York

Meeting was called to order by President Stan France at 3:00 p.m.

**PRESENT:** Stan France, Bebe Morehead, Kathleen Newkirk, Kathy Sickler, Debra Dlugosz, Janis Colarusso, Richard Geer, Charles Michaux, Amanda Walsh, Patricia Wisniewski.

**ABSENT:** David Shenk, Frederick Grevin, Richard Hogan, Joseph Carnevale, Meg Salvano.

The Board discussed remaining items to be completed for the Conference, including printing of labels and badges, signs for Hospitality Room/Meeting Rooms and tables for registration and sale of T-shirts and pins.

Vendors will be provided one lunch ticket and will be charged for dinner. The committee anticipated complaints from some vendors due to the low turnout for the Conference.

It was noted that a number of RAO's changed their hotel reservations from Comfort Point to another hotel to get a better rate.

The duties of session monitors were outlined. Monitors are to greet the speaker and give a brief introduction of that person to those in attendance at the session. Evaluation forms are to be passed out, collected and turned in at the registration desk at the completion of the session. Other duties include monitoring room temperature, assisting with distribution of handouts, and making sure water is available for the speaker.

**Lake George Conference**

Bebe reported the Lake George Conference experienced a net loss, although turnout was good. Guidelines for NYALGRO Mini-Conference was distributed. Motion by Kathy Newkirk, seconded by Kathy Sickler, to adopt the Coordinators Guidelines for NYALGRO Mini-Conference. Carried.

Respectfully submitted,

Patricia C. Wisniewski, CMC  
Secretary