

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT
RECORDS OFFICERS
Board of Directors Meeting
January 27, 2006 – Syracuse, New York

President James Koury called meeting to order at 10:20 am.

PRESENT: James Koury, Steven Geurds, Charles Callari, Dianne Tarity, Patricia DePasquale, Pamela Brown, Robert Arnold, Donna Mumbulo, Wendy Roberson, Lila Hall

ABSENT: Adelia Pearson, Bonnie Page, Kathleen Newkirk

SLATE OF OFFICERS: *Motion made by Wendy Roberson, seconded by Steve Geurds to approve the slate of officers. Carried.*

President: James Koury
Vice President Membership: Steven Geurds
Vice President of Budget and Finance: Donna Mumbulo
Treasurer: Charles Callari
Secretary: Eileen Weishan

SECRETARY'S REPORT: *Motion by Chuck Callari, seconded by Donna Mumbulo to approve minutes of the September 23, 2005 meeting, as presented. Carried*

TREASURER'S REPORT: Approval of the Treasurer's Report was deferred until the April meeting. Chuck Callari just received the books from Michelle Henry at this meeting. Michelle still has the checkbook to pay for expenses until signature cards are signed by Jim Koury, Steve Geurds and Chuck Callari.

COMMITTEES: Jim Koury reviewed the Committee Designation List:
Budget & Finance: Mumbulo, Chair; Callari
ByLaws: DePasquale, Chair; Koury, Roberson
Education & Training: Mumbulo, Chair; Weishan, Callari
Nominations & Elections: Cobb, Roberson, and Weishan
Membership: Geurds
Publicity: Roberson
Scholarships & Awards: Newkirk, Tarity, Combs
Technology: Geurds, Brown, Hall
Legislative: Page

- **Budget – Mumbulo**
Donna Mumbulo will contact Rick Geer about the budget.
- **By Laws – DePasquale**
During the past few months questions have come up concerning certain sections of the By Laws. The committee will be reviewing and discussing the entire By Laws. Each Board Member will receive a copy for review and any recommendations should be given to committee members.
- **Education & Training – Mumbulo**
Discussion later in the meeting on the 2006 School.
- **Nominations & Elections –**
No Report

- **Membership – Geurds**

Steve Geurds reported there are 242 paid members at this point. There were 349 in 2005. New members will receive the satchels left from the 2005 school. Association membership was promoted at the E Government Workshop in October.

- **Publicity – Roberson**

Wendy Roberson reported the brochures need reprinting. The text can remain the same. 500 brochures cost \$365; 1000 brochures cost \$658. There are plans for use at many locations.

Motion made by Pat DePasquale, seconded by Lila Hall to purchase brochures with cost not to exceed \$700. Carried.

Meanwhile, Chuck Callari will look at other prices. The Newsletter will stay with the printer Wendy currently uses.

The next Newsletter will be sent to the printer after the final articles are received.

- **Scholarship - Newkirk**

Wendy Roberson and Adelia Pearson will be reviewing the scholarship application for changes using other scholarship applications and criteria for comparison. The application will be put on the website and included with the school registration rather than in the Newsletter.

- **Technology – Geurds**

Currently the organization website name is registered with Network Solutions and the website is hosted by Stan France. Our website can be moved to Network Solutions for \$120 per year including hosting, storage and membership information giving us more control over the website.

Motion made by Pat DePasquale, seconded by Chuck Callari to relocate the website to Network Solutions at \$120 per year. Carried.

- **Legislative – Page**

No Report. Bonnie Page was not present and had just been appointed to the Committee.

PRESIDENTS REPORT: Jim Koury read a brief statement. Some of his objectives as President include: organizational growth, become more active in other events, update By Laws, meeting members to listen to their concerns and thoughts. He thanked the Board members for their support and trust.

OLD BUSINESS

History: Ben Cobb began a list of past officers. Board discussed whether there should be a repository for NYALGRO history. Bob Arnold suggested making a donation to the State Library special collections. Kathy Newkirk is looking into having General Code scan the minutes onto CD.

2006 SCHOOL

Hotel Arrangements

Chuck Callari and Eileen Weishan received copies from Ben Cobb of all hotel arrangement information. A contract has been signed with the Canandaigua Inn at the Lake and a \$1000 deposit made. Seventy rooms have been blocked for our use for June 4-7 and will be saved until May 4.

Check in is 3 pm; Check out 11am.

Full package includes:

3 Day Package (Sunday through Wednesday)

3 breakfasts, 2 lunches and 2 dinners

\$429 per person single and \$289 per person double.

There are no other packages at this time. If staying less than 3 nights, room rate is \$92 per night and meals must be purchased separately.

A Direct Bill application needs to be filled out and filed with the Inn.

The Association receives one complimentary Jacuzzi suite package, all AV, and a one hour cocktail reception Monday evening by the hotel.

Hospitality room is reserved. However, someone attending the school must stay in the hotel room attached to the hospitality room. We are allowed to bring our own alcoholic beverages to the room.

Registration

Because room reservations must be made by May 4th, registrations should be in the mail around March 24th in order to allow enough time for attendees to process requests and funding.

Registration information will be sent to all members, County Clerks, RAC members (Listing needed from State Archives), Symposium attendees.

Theme

Wendy Roberson suggested thinking "Beyond the Box"...of records. This is in line with our programs emphasizing the challenges of electronic records. A visual of a box, cover off and records coming out or over to computer could be used. The theme can easily be supported through a dynamic Plenary session on Monday morning. Board agreed on "Beyond the Box" as a theme.

Vendors

It was discussed whether Corporate Vendors should receive a discount on a booth or if sponsor for a certain amount the table would be free. It was decided to leave as is. Vendors will be included in the school program, recognized at Monday lunch with a chance to speak briefly, and advertised on table tent cards during meals. They will also be promoted among County Clerks and other Local Government Associations. It was agreed that a table should be available for RAC regional representatives. *Motion was made by Lila Hall, seconded by Pat DePasquale to purchase "RAC" ribbons for Name badges. Carried.*

Gifts

Notebooks, lanyards and "cheap" pens were recommended for gifts. The notebooks could hold all of the school information when attendees register. At the previous meeting it was approved to purchase 200 NYALGRO Pins.

ARE THEY ORDERED? WHICH ONES??? WHO?? WERE PINS ORDERED?

It was agreed to give the same gift as last year (CLOCK??) to Stan France, Barbara Sechrist, Rick Geer and Charlie Michaux???

Program

Topics and speakers were reviewed and assigned a time slot (See attached Sheet for times).

NYS Archives Certification classes for beginners and advanced has been requested. Seven Attributes of Effective Records Management was recommended for the beginners and Managing Email was suggested for advanced. Bob Arnold recommended Ray Lefever's new program "Archives for the Non-Archivist".

Pat has confirmed that Bob Freeman will be presenting a program on Freedom of Information Law.

Tom Duffy from CSCIC will be presenting a Cyber Security program.

It was recommended to contact Rick Hogan and possibly a County Clerk for a Court records program. Eileen will coordinate with Adelia.

Steve suggested Hybrid Scanning and Microfilming Solutions. Bob Arnold said Ann Marie Pryzbyla and Ken Stutz could do such a program. Steve mentioned that he already has them on board to do the session. Lila and Jim will coordinate a programming on grant writing

Pam will look for a speaker on HIPAA

For the Plenary session on Monday morning, Kathy had suggested Jim O'Toole speaking on Ethics and Records Management. *Motion was made by Steve Geurds, seconded by Lila Hall to allow up to \$500 for speaker fee plus lodging, meals and miles for Mr. O'Toole.*

Board discussed topics of using local records, success stories and getting support for your program. It was decided a panel on success stories could cover those topics.

Receptions

Sunday evening is the Presidents Reception. Past Presidents will be invited to the reception individually. Eileen will look into having it a wine tasting reception. The Hotel is hosting the Monday evening cocktail reception with "a cheese presentation".

2007 School: Donna Mumbulo and Jim Koury have been investigating Kaatskill Mountain Club at Hunter Mountain in the Catskills for the 2007 school. They haven't negotiated prices yet. They will investigate further and copies of the past three years hotel contracts to compare prices and requirements. Donna suggested that someone else coordinate the education portion of the school next year to add more diversity to the planning. She suggested each member needs some experience in the education committee and coordination of the school. Donna also said she would continue a committee member for continuity.

NEW BUSINESS

Travel Policy: Board members discussed what should be used as minimum mileage for receiving reimbursement for travel as a Board member. Jim Koury had three suggestions: Lower the 160 mile one way requirement to 100 miles; pay 50 percent of the total mileage; full mileage reimbursement. Jim requested information from all Board members by email for next meeting as follows: 1/number of miles traveled to meetings and 2/whether you are reimbursed. Discussion was tabled until next meeting.

Sponsor of Events: Dave Lowry, Region 4 RAO, asked if NYALGRO would be willing to sponsor breaks for the E-Records Symposium in Clifton Park this fall. Diane Tarity is on the planning committee for the Region 4 RAC. The Association participated in the E-Records Symposium in Amherst this past October. Wendy Roberson, recommended finding out about the set up ahead of time if we wish to have a table. The location in Amherst did not allow for a promotion table. However, Pat DePasquale talked about membership in NYALGRO each day and brochures were available for handout. Wendy Roberson handled the break food.

Motion was made by Donna Mumbulo, seconded by Lila Hall to provide food for breaks at the Fall E-Records Symposium in Clifton Park not to exceed \$400. Carried.

Wendy recommended sending school information to the attendance list from Fall 2005 Symposium.

Organization Promotion: Jim Koury discussed sponsoring regional events to help promotion of the organization starting with the Southern Tier Central, Southern Tier West, Tug Hill and Potsdam local government conferences. The Association would want a table for handouts and information and a list of attendees. The Association already participates in the NYS Town Clerks Conference. Jim will discuss sponsorship for the NYCOM Fall Training School in the fall with NYCOM personnel.

Bob Arnold recommended the Association maintain a formal presence and affiliation such organizations as the Association of Counties. The Association should also have a presence at Association of Towns conference and NYCOM Fall Training School.

Eileen Weishan suggested placing articles in the association newsletters promoting the school as well as NYALGRO.

Motion was made by Lila Hall, seconded by Pat DePasquale to sponsor events such as the local government conferences up to \$200. Carried.

It was suggested to code the brochures so we can track what event the members are coming from.

Eileen Weishan will send contact information to Jim for the local government conferences.

Corporate Sponsorship: Currently, we have two corporate memberships – Biels and General Code.

The web page says corporate members get 2 free ads in the newsletter. Wendy thought they get only one free.

Motion was made by Steve Geurds, seconded by Lila Hall to leave it with one free 4" x6" ad in 2 color and website corporate membership indication for this year. Carried.

We need to get the ad schedules from other organizations for newsletter ads. Steve recommends sending letter emphasizing the perks and good values received as a member.

Website: A page was passed around for Board members to review the Ask the Experts page and indicate what subjects you would have expertise in.

State Archives Liaison: Bob Arnold reported that this would be his last meeting. We need to talk with State Archives about a replacement for him as liaison.

CORRESPONDENCE: A letter was received from Dave Lowry, RAO for Region 4, requesting participation in the E-Records Symposium in the fall. Discussion in New Business.

A letter of resignation from the Board of Directors was received from Barbara Sechrist. She has retired but plans on continuing as an Associate Member.

NEXT MEETING: The Next meeting will be held on April 7, 2006 at the SAME HOTEL.....SYRACUSE