

**NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS**  
Board of Directors Meeting  
March 24, 2000 - Syracuse, New York

Meeting was called to order by President Stan France at 10:30 a.m. He noted that Charlie Michaux' vehicle had broken down on the Thruway and that he and Richard Geer would probably not make the meeting today.

**PRESENT:** Stan France, Kathy Sickler, Patricia Wisniewski, Hans. J. Finke, Wendy Roberson, Sandra Sopak, Wendy Roberson, David Shenk, Michelle Henry, Benjamin Cobb, Amanda Walsh.

**ALSO PRESENT:** Robert Arnold

**ABSENT:** Richard Geer, Charles Michaux, Kathleen Newkirk.

**MINUTES:** *Motion by Kathy Sickler, seconded by Hans J. Finke, to approve minutes from the January 24, 2000 meeting as presented, with the correction to Kathy Sickler's name as noted. Carried.*

**TREASURER'S** Sandy Sopak presented the Income Statement and Balance Sheet, noting revenue of \$1,189.41 and expenses of \$2,492.96, leaving a balance of \$14,667.28 in the savings account; with \$496.09 in the checking account, for a total of \$15,163.57.

Stan noted that NYALGRO had at one time considered applying for non-profit status but it was determined unfeasible in light of the tax liability. He asked Sandy to check with her accountant to see if the issue should be revisited.

*Motion by David Shenk, seconded by Kathy Sickler, to approve the Treasurer's Report, as presented. Carried.*

Wendy Roberson presented a check from NTS of Niagara Falls for a corporate membership.

**PLANNING FOR JUNE RECORDS AND INFORMATION MANAGEMENT SCHOOL**

Theme: *"All our Tomorrows; Information in the New Century"*

Pat Wisniewski presented a brief description of the various conference sessions and time slots were assigned. Stan France stated that he has a staff member available to work the registration desk, freeing up board members busy with seminars, etc.

Amanda Walsh stated that we did very well, value-wise, with the hotel on this conference. There will be complimentary drinks for the reception and hors d'oeuvres

from the hotel. Reception is scheduled for Monday night. The Tuesday reception will be cancelled in exchange for rooms. The hospitality room is adjacent to one of the classes. Vendors will be advised to set up on Monday morning for security reasons. Security will be from 7 pm until 7 am. Equipment is free of charge.

The hotel is charging \$15.00 for lunch and \$25.00 for dinner. Dinner features prime rib or a vegetarian dish upon request; second night dinner is a buffet. Separate prices for those coming in for meals alone, are \$17.50 for lunch and \$30.00 for dinner. Four coffee breaks are also included.

Package price for 3 days single is \$328.00; double \$232.00. Triple rooms were eliminated this year. Rooms have blow dryers, ironing boards, coffee makers.

Registration fees will remain the same as last year, with pre-registration fee of \$25.00 for members; \$40.00 for non-members. Late registration is \$35.00 for members; \$50.00 for non-members.

Vendor coupon – Attendees getting all vendor signatures on card will be entitled to enter drawing for \$50.00.

Stan noted that a bus will be needed for the Cornell Tour, as well as a tourist guide to possibly arrange an evening out after dinner on Monday. Stan will handle the details.

T-shirts and cups are being handled by Charlie Michaux.

Stan stated that the letter to IBM for printing of program is ready to go out. Name tags, etc. will be handled as soon as possible prior to the conference.

**GUY D. PAQUIN AWARD:** No candidate as yet. Stan France noted that traditionally the recipient of this award has been chosen from one of two categories; either service to NYALGRO by an individual within the organization, or recognition for political support of records management. LGRAC (as organization), Assemblyman Martin Luster and Bebe Morehead were proposed. Bob Arnold noted Mr. Luster's knowledge of the records management field and his support of the improvement fund.

Suggestion was made that NYALGRO alternate the award within the two categories or establish another award distinct from the Paquin Award.

*Motion by Kathy Sickler, seconded by Hans Finke, to establish two separate categories for nominations; one for achievement in the field of records management (Guy D. Paquin) and one for political recognition. Carried.*

Bob Arnold suggested the award for political recognition be given in the name of Wheeler B. Melius, an archivist from the late 19<sup>th</sup> century active in the Auburn, New York area. Mr. Melius did the first major compilation of indices of public records, i.e., deeds, mortgages, on a County level in the 1890's. *Motion by Kathy Sickler, seconded by Ben Cobb, that the award given by NYALGRO for political recognition be named for Wheeler B. Melius.*

On the question, Bob stated he would provide further information on Mr. Wheeler to Stan France for an article in the *Network*. *Carried.*

*Motion by Kathy Sickler, seconded by Wendy Roberson, that Martin Luster receive the Guy D. Paquin award and Bebe Morehead receive the Wheeler B. Melius award, to be presented at the 2000 Conference in Ithaca. Carried.*

An article on the scholarship being offered by NYALGRO also needs to be submitted to the *Network*. David Shenk has contacted Esther Sokol about reproducing last year's article.

Amanda Walsh questioned the status of gifts to be presented to former Board members. Kathy Sickler will handle.

Returns for the conference registration will go to Treasurer Sandy Sopak. Stan noted he has the conference registration program on disk for use by Sandy.

1500 programs need to be printed. Format and paper size changes were suggested to improve print quality, etc. Stan will be able to print brochure if size cut down. Stan has the list of RMO's from SARA which he will merge with the NYALGRO membership list. Barrie Silver may also be able to provide a mailing list for court clerks.

Amanda Walsh stated that Bebe Morehead has offered to assist in the mailing process. Stan stated he has a folding machine.

#### **COMMITTEE REPORTS**

Revisions to the NYALGRO brochure were discussed and it was also noted that NYALGRO's web address should be included in all brochures, etc. The issue of responsibility for the brochure's update, etc will be discussed in greater detail at the June or September meeting due to the absence of Charlie at today's meeting. The last revision to the brochure was done by Charlie as part of his work on membership and Stan noted that publicity and membership issues tend to overlap. New brochures should be available for distribution by Board members at their respective meetings and at the June school.

**NEWSLETTER:** Stan reminded the Board that articles are always welcomed for the *Network* and members should concentrate on getting their information to Sandy Sopak on the June school.

**NEXT BOARD MEETING:** June 11<sup>th</sup> at 2:30 pm. in Ithaca. Amanda Walsh reminded Board members to attach a note to the hotel registration form for early room preparation.

**OTHER BUSINESS:** Kathy Sickler noted that there will be NYALGRO representation at the Town Clerk's conference in Saratoga Springs April 30<sup>th</sup> through May 3<sup>rd</sup>.

**ADJOURNMENT:** Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC  
Secretary