

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

Board of Directors Meeting
January 26, 2001 - Syracuse, New York

Meeting was called to order by President Stan France at 10:15 a.m., with a welcome to new members followed by self-introductions.

PRESENT: Stan France, Charles Michaux, Richard Geer, Wendy J. Roberson, Hans J. Finke, Benjamin Cobb, Sandra Sopak, Michelle Henry, Amanda Walsh, Kathy Newkirk, Ron Lagasse, Donna Mumbulo, Clif Balliet.

ALSO PRESENT: Robert Arnold, State Archives.

ABSENT: Patricia Wisniewski.

MINUTES: *Motion by Wendy Robertson, seconded by Hans Finke, to approve the minutes from the September 22, 2000 Board of Directors meeting, as corrected. Carried.*

TREASURER'S REPORT : Treasurer Sandy Sopak distributed copies of the treasurer's report reflecting total revenue of \$13,995.05; expenses of \$8,727.31 for an ending balance of \$5,267.74. Total assets are \$21,734.86. Hans suggested putting a portion of the assets in a CD account. Discussion followed on the topic, with comments that a certain amount is needed for cash flow. Charles Michaux felt a six month CD may be an option. Kathy Newkirk noted the bank service charge and asked whether NYALGRO was charged this because it is not a non-for-profit organization. Sandy stated she had made phone calls on this and is working on the matter with the bank. *Motion by Amanda Walsh, seconded by Michelle Henry, to approve the Treasurer's Report, with changes, as presented. Carried.*

Sandy also brought the Board of Directors up to date on the application for tax exempt status. She stated the process can take a considerable amount of time.

Rick Geer presented the 2001 NYALGRO budget. *Motion by Hans Finke, seconded by Wendy Robertson, to adopt the budget as presented, with modification on membership figures. Carried.*

Charlie Michaux stated he is working on a RMO certification program for NYALGRO sponsorship which might attract membership. He will prepare an article for publication in the *Network*.

CORRESPONDENCE: Stan received a letter from Kathy Sickler who offered to represent and promote NYALGRO at the Association of Towns but would need some financial help with hotel and transportation expenses. Discussion followed on the merits

of having a representative there and the amount of funds necessary for hotel and transportation. It was noted that the Association of Towns is a good conference in terms of visibility and potential contacts. *Motion by Charles Michaux, seconded by Hans Finke, to authorize attendance by Kathy Sickler at the Association of Towns for purposes of representation and promotion of NYALGRO, at a cost not to exceed \$500.00. Carried.*

TENTATIVE COMMITTEE REPORTS: Stan stated that the President recommends the chairs for various committees which are then approved by the Board. Stan presented the following recommendations for committee chairs:

Budget and Finance – Geer
Bylaws - Wisniewski.
Education & Training Programs – Walsh, Michaux
Nominations and Elections – Newkirk
Legislation – Sopak
Membership – Michaux
Publicity - Roberson
Scholarships and Awards – Geer
Technology – Finke
Regionalization – Cobb

Motion by Kathy Newkirk, seconded by Michelle Henry, to approve the recommendations as submitted by President Stan France. Carried.

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

Conference will be held at the Riveredge Resort in Alexandria Bay, New York, June 10th – 13th. Discussion followed pertaining to the vendor area and program. *Motion made by Kathy Newkirk, seconded by Donna Mumbulo, to provide free registration to the first twenty (20) first time registrants for the 2001 NYALGRO conference. Carried.*

A theme name for the conference was left up to Amanda and Pat to come up with. There were a number of suggestions but the Board did not finalize one. With the main program on Monday morning, themes were suggested to be in conjunction with this idea. King Tut was mentioned because of the conditions found when his tomb was opened. The Board was drawing on Amanda's real life experience of toxic poisoning to try and come up with a theme.

Amanda has been talking with the Eastern NY Occupational and Environmental Health. That organization is willing to present an hour-hour and a half session at the conference. They are willing to waive the \$60.00 per hour fee and travel expenses, with the cost to NYALGRO of \$300.00. Charlie felt the speaker should be used as a main speaker at

lunch or dinner, or the opening session, where a larger audience would be guaranteed. The Board felt it was an important issue that needed to be addressed and one which would be of interest to fire districts as well as RMO's.

Newsletter Mention was made regarding the next Network publication and the fact that articles need to be submitted by the end of February. Sandy will do an article on Public Use of Records. An article will be submitted regarding libraries and the assessments for cities and towns being available on the web, and Hans will also prepare an article. Amanda to do a short environmental article with website addresses included.

Next Board Meeting. March 16th, Syracuse.
June 10th, Sunday afternoon at conference.
June 13th, Morning meeting following close of conference.
September 28th.

Other Business. None.

Respectfully Submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary