

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT  
RECORDS OFFICERS

Board of Directors Meeting  
February 2, 2007 – Liverpool, New York

President James Koury called meeting to order at 10:30 am.

**PRESENT:** James Koury, Steven Geurds, Patricia DePasquale, Geof Huth, Dianne Tarity, Donna Mumbulo, Pam Brown, Amanda Walsh, Kathy Walruth, Eileen Weishan.

**ABSENT:** Chuck Callari, Adelia Pearson, Wendy Roberson, Lila Hall, Benjamin Cobb

**SECRETARY'S REPORT** *Motion by Pat DePasquale, seconded by Donna Mumbulo to approve minutes of the September 22, 2006 meeting, as presented. Carried*

**TREASURER'S REPORT** Donna Mumbulo presented the Treasurer's Report in Chuck Callari's absence. A Balance of \$29,034.24 was reported for the end of the year.  
*Motion by Pat Depasquale, seconded by Kathy Walruth to approve Treasurer's Report as presented. Carried.*

**NYS ARCHIVES REPORT:**

Geof Huth reported the grants application deadline was February 1, 2007 and as of yesterday the Grants Unit department has been completely changed with Dennis Meadows temporarily running the grants review; Ray LeFever running the Unit part time with assistance from Michael Martin. There is a new computerized grant application receiving system this year.

Hiring new employees in the department has been difficult with the involvement of Civil Service and the problems/challenges that brings.

LGRAC is trying to get a fee increase in future years for the Local Government Records Division since there has not been any in over 17 years. Cost of services has increased especially in travel. Grant requests have increased in numbers and amount with the emphasis on technology.

RAO's will have their own budget. Site visits still remain important and a key to the program.

**COMMITTEE REPORTS:**

**Budget and Finance – Mumbulo/Callari**

Donna Mumbulo presented the 2007 Budget for Chuck Callari. Board discussed an increase in the school registration fee from \$25. Total conference expense was less but only one scholarship was given out. Board agreed to keep the registration fee at \$25.

*Board reviewed the submitted 2007 budget and approved using the \$25 conference registration fee per motion by Steve Geurds, 2<sup>nd</sup> by Dianne Tarity and carried.*

**By-Laws – Walruth**

No Report

**Education & Training – Mumbulo**

See 2007 School

**Nominations/Elections – Tarity**

President Koury welcomed the new members of the Board: Kathy Walruth and Amanda Walsh.

**Membership - Geurds**

Steve Geurds reported that current membership for 2007 is 260 with a total of 375 budgeted for the 2007 year.

**Publicity – Roberson/ Mumbulo**

Wendy Roberson would like to find someone else to assemble the Newsletter. Pat DePasquale will talk with Wendy about that.

**Scholarships – DePasquale**

No Report

**Technology – Brown**

Pam Brown will chair the Technology Committee. Steve would like to have someone else handle the website. Eileen Weishan will talk with the Southern Tier West staff member that is in charge of the STW website and see if she is interested in the NYALGRO website. Steve will take care of the website until June.

**Legislative – Karin**

No Report

**OLD BUSINESS:****Mailing to Court Clerks and Fire Districts:**

Steve Geurds has placed an advertisement in "The Docket", a Court Clerk publication, instead of individual mailings. The website address is included for more information.

**Mailing to Hunter NY Area**

Steve will be mailing about 500 letters to non-members in the five counties surrounding Hunter Mountain.

**Minutes Conversion to CD**

Jim Koury will contact Kathy Newkirk to see what is the current status of the project. Geof Huth suggested saving the minutes to pdfa for long term preservation.

**NEW BUSINESS:****Donna Coombs Resignation**

*The Board accepted Donna Coombs resignation and appointed Daniel Karin, Rochester City Clerk to finish out her term that expires in December 2007 per motion by Steve Geurds, 2<sup>nd</sup> by Pat DePasquale and carried.*

**Proposal for Future Schools**

Steve Geurds presented a proposal for a change in future meal and room conference packages. NYALGRO would charge a conference registration fee that would include some meals such as lunch and the Presidents Reception. A listing of hotels with State Rates and restaurants would be listed. Members would make their own reservations giving flexibility in accommodations and dinners. Board members discussed the major issue that comes up – limiting the amount of networking among the attendees. If a new person attends and doesn't know anyone, whom do they go out to dinner with? It eliminates after class and during dinner networking. The one issue we have been keenly aware of is drawing in the new people to meet and network with the previous attendees. The Board agreed to keep the registration and hotel arrangements the same for 2008. However, we may need to consider commuter tickets/rate for 2008. On the survey for 2007, have a question about changes to registration/hotel/commuter.

### **2008 School**

The Board reviewed proposals from the Radisson Hotel, Corning; 3 hotels in Saratoga and the Strathallan Hotel, Rochester. *After much discussion a motion was made by Steve Geurds, 2<sup>nd</sup> by Donna Mumbulo and carried to return to the Radisson Hotel, Corning, NY for Jun 8 – 10, 2008.* In 2009, the school will be held on June 7 – 9 and consider Utica for a site.

### **2007 School:**

Theme: Board discussed the theme for 2007. The focus will be on electronic records and disaster planning. And since this is the 20<sup>th</sup> year for the school the theme would be "Twenty Years of New Horizons". The first school was held at Alexandria Bay in 1988.

In line with the focus of disaster planning, Kevin Neary from SEMO will be asked to be the Keynote Speaker for Monday morning. A panel on the importance of disaster planning will be held on Tuesday at 3:30. A copy of the Tentative school schedule is attached. Speaker list must be given to Jim Koury and/or Donna Mumbulo by March 1<sup>st</sup>.

Dianne Tarity agreed to coordinate the vendors.

Sunday night will be the Presidents Reception. It is possible a wine tasting could be coordinated since the hotel is in the Catskill Wine Region. Jim is also looking into a band on Monday night. Hospitality Room will be Sunday and Tuesday.

### **2007 Awards**

Names need to be submitted for awards:

Melius Award for Records Management Excellence

Pacquin Award for Legislative Assistance

Robert W Arnold, III Award for Peer to Peer Assistance

The Guidelines are needed for these awards. Scholarship Awards are only given to a NYALGRO member. This information needs to be included in the next newsletter.

### **Next Meeting:**

The Board will meet next at a location to be determined in Syracuse, 10:30 on March 23, 2007.

*A motion was made by Steve Geurds, 2<sup>nd</sup> by Kathy Walruth and carried to adjourn at 2:00 pm.*

Submitted by

Eileen R Weishan  
Secretary