

NYALGRO Fall Board Retreat  
Board Meeting Minutes  
September 27-28, 2009

**PRESENT:** Donna Mumbulo, Charles Callari, Pamela Brown, Peter Scheibner, Dianne Tarity, Patricia DePasquale, James Ranger, Geof Huth, Eileen Weishan, Daniel Karin (on Sunday)

Meeting was called to order at 1:30pm, Sunday, September 27 by President Donna Mumbulo.

**ABSENT:** Sue DiBenedetto, Kathy Walruth, Gina Doty, Amanda Walsh, Tim Clark (Resigned)

**MINUTES:** *A motion was made by Pat DePasquale and seconded by Dianne Tarity to approve the Minutes of the June 10, 2009 Board meeting. Motion carried.*

**TREASURERS REPORT:** Chuck Callari submitted a report to the Board including Income for the year to 9/22 of \$20,416; Expenses \$13,884 and current Net worth \$37,207. He also reported School Expenses of \$8847 with an income of \$5,145. *A motion was made by Pat DePasquale, seconded by Eileen Weishan to approve the Treasurer's Report. Motion Carried.*

**NYS ARCHIVES:** Geof Huth reported on the current status of NYS Archives and the LGMRIF program. The Cultural Education account provides funding to the state museum, state library, the state archives and the public broadcasting unit. All programs are operating in a deficit that continues to grow. No decision has been made on the funding for those entities or the grants program. The Department is not allowed to spend more than \$500 on any travel, restricting many staff from attending meetings and programs.

2009 Grants: In order to release the \$5.5 million LGMRIF funds, final approval must be received from Office of the State Comptroller hopefully in October. Recipients will no longer need to return a grants acceptance form. Checks will be cut and mailed once the go ahead is received. Grants need to be completed as much as possible before March 1<sup>st</sup> when funds not claimed in the account could be swept for the state budget. It doesn't matter that all of the funds in the account are spoken for. The FS 25 must be done monthly.

2010 Grants: The department is encouraging projects with a 6-7 month timeframe. This would ease the stress of finishing a grant in less than the year normally allotted for the grant cycle. This coming year the new E Grant system will be used. The whole process will be paperless but one can submit by paper if absolutely necessary. Everything will be done on line – grant review, notification, etc. All of the application materials can be printed out in full. The deadline is 5pm on Feb 1, and then the system shuts down. It is not an email, the forms are actually filed directly to the archives system. Unfortunately the pages requiring blue ink signatures must still be mailed. Other rules for the coming year have changed as well.

Large scale review on of the LGMRIF has been completed including what has been done, accomplished, etc. The review will be finished in March.

#### **COMMITTEE REPORTS**

**BUDGET:** Chuck Callari submitted a Net worth Summary beginning in 2001. As much as we tried to spend down some of the excess funds, we gained net worth this year. The Total income not off by much from what was budgeted for 2009. But our Total Expenses have been much less than anticipated. For example the Speaker expenses much less.

Last year NYALGRO subsidized school for those attending the entire program and awarded three scholarships. General Code would like to provide a scholarship this year instead of paying for a break. NYALGRO could definitely afford to pay for an event(tour) and/or bus and maybe another scholarship.

NYALGRO received a request to assist with expenses for another regional symposium this fall. *A motion was made to contribute up to \$500 by Chuck Callari and seconded by Pat DePasquale. Motion carried.* This is in line with our decision not to conduct a fall school but assist others throughout the state who are currently providing records programs. Donna Mumbulo will try to attend fall program in Syracuse area and provide information on the 2010 school, brochures, etc.

**EDUCATION & TRAINING:** See 2010 School Program attached and symposium request above.

**ELECTIONS:** Tim Clarke has resigned as a Board member. So, Donna will be making an appointment for one year to finish his term. Rick Cabello from Schenectady is a possible candidate. Amanda Walsh will not be running for another term. The following positions are up for election: President, VP of Events, Secretary, Treasurer and 4 directors.

**MEMBERSHIP:** Pam Brown reported that there are 420 regular members, 9 associate members with a total of 451 members. We are down about 30 members from last year.

Pam asked about the RAO's membership. They pay for it themselves and have not been joining. Board discussed the possibility of having a separate category to exempt membership dues for RAO's. After discussion about whether the \$15 fee is a "nominal" value or would be considered a personal gift by the State, the Board agreed to keep the RAO's on list sending them a newsletter and allowing them to attend school and meetings rather than have special category.

ICS wanted a ¼ year membership from now till end of 2009 before attending a conference. They would then pay for a whole year in 2010. Board agreed to get their money for 2010 now.

**PUBLICITY:** Pat DePasquale will be finishing up the NETWORK newsletter for release in October. She will be including information on the 2009 school and 2010 school in Rochester. Board also discussed an "Ask the Experts" column.

Pat discussed how to determine the cost and size of ads. She also needs a list of corporate members in order to contact and get ad copy.

Dianne Tarity reported that a 2009 Vendor paid for school attendance but was not able to attend due to illness. Henderson Johnson was not refunded any money. Dianne would like to offer an ad in the newsletter for them especially since they will be returning this year. Board agreed to give ad.

**WEBSITE/TECHNOLOGY:** Dianne Tarity discussed putting scholarships, award winners, etc on website. Board also discussed having a Facebook page. Board agreed it would need some oversight. It could be used to post reminders, notices for school, membership, etc. Dianne and Donna agreed to work on it.

**SCHOLARSHIPS:** Board agreed that we are not obliged to give an award if we receive nominations and they don't fit the category properly. There were problems with nominations of people not members who wanted to join after the April 15<sup>th</sup> deadline. It was agreed scholarships must be given to a member. The scholarships must be announced and pushed in newsletter now. The Board needs to begin thinking about Melius, Pacquin and Arnold awards soon as well. Melius – outstanding service, Pacquin – noteworthy achievements, Arnold – give help or assistance similar to RAO.

### **OLD BUSINESS**

**MEMORIAL:** *A motion was made by Eileen Weishan, seconded by Pam Brown to donate \$100 to W Seneca Fire Hall, in memory of Jerry DePasquale, Pat's husband who passed away this summer after a long illness. Motion Carried.*

### **NEW BUSINESS**

**Correspondence:** Board received a request from NYS Office of the State Comptroller to post the school on their Local Government Training Clearinghouse Site. Eileen will post the school to the site.

**TAXES:** Last December, Chuck Callari received a letter from our accountant to do taxes. The contract was signed and requested information was submitted in January. Chuck received the same request for the same information last week. The Accountant automatically files for extension every year. Hopefully, everything will be sent in so we don't get penalized. It costs around \$450 for completing reports and filing. Chuck is considering looking for a new accountant to do Federal and State taxes.

**Next meeting** will be held in Binghamton, January 22, 2010 at 10:30. Donna will announce the location later.

Meeting was adjourned per motion by Chuck Callari, seconded by Dianne Tarity and carried.

Respectfully Submitted,  
Eileen Weishan  
Secretary