

New York Association of Local Government Records Officers Executive Board
Meeting Minutes
December 12, 2011

Doubletree Inn in Syracuse, NY

The following board members were present:

Cindy Hicks	Gina Doty
Donna Mumbalo	Peter Scheibner
Dan Karin	Steve Geurds
Pam Brown	Eileen Weishan
Kathy Walruth	Pat DePasquale

Excused: Rick Cobello, Judy Keysa, Chuck Callari

Donna M. called the meeting to order on December 12 at 10:35 a.m. The September 25-26, 2011 retreat board meeting minutes were reviewed by the board with a minor change reflecting Jim Tammaro is a RAO and not a RMO. Motion from Pat D. to accept the minutes and Steve G. 2nd with all present approving them.

1. **Treasurer's Report (Chuck C.):** Chuck was not present to give a detailed report, but he emailed the highlights which show the following:
 - There is a decline in membership dues. In 2008 there was \$15,340 and this year \$12,540. In 2011 the school attendance turnout and vendors present were down from prior years.
 - There is an increase for purchasing the award plaques, which are now \$80. Judy K. has an alternative source that is less expensive to purchase these plaques for our school winners.
 - The total administration costs are going down due to better cost control of printing and postage.
 - The board meetings from January 2008 to September 2011 totaled \$17,905.00
 - In the past three years the total cost for having a school hospitality room was \$1200.00, and this 2012 school will not have this room, so that is a savings.
 - The language needs to be more precise for the scholarship awards so that there is no misunderstanding what this award covers for the school expenses.
 - We could look at the "give aways" at the school as a cost savings. From 2008 to 2011 we spent \$4324.00

Chuck will email the board members a detailed report very soon. In January 2012, Judy Keysa will taking over the duties of NYALGRO Treasurer. Chuck has performed his Treasurer duties and other assigned tasks while on the board in an exemplary manner and we will miss him. His attention-to-detail and his looking ahead to the future have helped NYALGRO stay financially solvent.

2. **New York Archives Report (Geof Huth):** Due to travel budget woes, Geof could not attend this meeting. Donna M. telephoned him for the status on NY Archives, but he was not available at the time.

Committee Updates

3. **Bylaws (Kathy W.):** Nothing to report at this time. The changes made at the September retreat will be voted on at the June 2012 School for approval.
4. **Nominations and Elections (Kathy W.):** There was a very low return on the election results, which were primarily sent out electronically to save postal money. If an email address did not work, Kathy mailed a paper ballot to the member for voting. She had 36 email addresses come back as not good. Everyone already on the board wanting to stay on the board were reelected.

The following are reelected for a 2-year term:

Donna Mumbalo, President
Eileen Weishan, Vice President
Judy Keysa, Treasurer
Gina Doty, Secretary
Jonica DiMartino, new board member
Wendy McConkey, new board member
Rick Cobello, reelected
Yvonne Deligato, new board member
Dan Karin, reelected

5. **Membership report (Pam B.):** The total membership number is 402, and the breakdown is as follows:

Regular members:	366	Associate:	2
Corporate	: 7	Honorary:	27

 - a. We have 30 members less than last year.
 - b. 368 invoices will be sent out electronically to members for their annual dues instead of USPS. The recipient prints the invoice and mails it and a check to her. The school registration for 2012 and an itinerary will be included. Pam explained that she is more limited on her time to perform this due to her working part-time instead of full-time.
 - c. Pam and Cindy H. are working together for a contact listing of all the fire districts in New York and the RMO names.
 - d. In November, Gina D. wrote ten personal letters and mailed them to members who attended the 2011 school for the first time. The letter invited them to the June 2012 school and also had the tentative list of sessions being offered.

- e. Idea from Pete S. that we have an advertisement in the ARMA newsletter about NYALGRO or in a town clerk's newsletter or some type of educational statewide employees newsletter about us.
 - f. Pam will email Rick C. about the idea we discussed where this organization would have one formal email address to possibly improve communication reception. Right now executive board members are using their own email addresses for members and others to respond to, and since we are paying for one domain already for our web page, this could be more efficient and streamline communication.
6. **Publicity (Pat D.):** After December 31st, Pat will be retired. She needs people to replace her in handling scholarships and the newsletter.
- Cindy H. volunteered to chair the scholarship committee.
 - We discussed a variety of options about the newsletter and Donna M. will check with her BOCES Printing & Duplicating department on the extra cost to put together all our articles and photos into a "template" of our newsletter and maybe we will not need a newsletter editor doing all this work. Donna will let us know.
 - We also discussed whether to email all the newsletters and mail some to specific members instead of mailing all of them, which is problematic with cost and timeliness from U.S. Postal Service when we use bulk mail. One thought is to print 100 copies to mail.
7. **Scholarships & Awards (Pat D.):** Cindy H. volunteered to take over the chair of this committee due to Pat's retirement December 31, 2011.
8. **Technology (Rick C.):** Rick could not attend this meeting. Board members need to send him their web site concerns and things they want to have posted there since the web site platform has changed recently.
- Note: Prior to this meeting, there was discussion to have the web site shown in our meeting room so that board members could together view and discuss it in detail. This action was not able to occur at this time.
9. **Accommodations for 2013 June school:** No detailed discussion on this topic at this time. The Corning, New York Radisson Hotel is the preferable choice for the school.
10. **New Business:** Donna M. will contact Rick C. to find out if sending the NYALGRO brochures and information about our June 2012 school to people that work in the IT career would be beneficial. More IT employees have to know more about organizations going paperless and records are more electronic.
- We discussed printing more of the NYALGRO brochures. At this time, Eileen W. will send to all board members the electronic brochure in case they need to

print out a few copies. The group will work towards sending this brochure to others in the future electronically and use less paper copies. There are events that a paper copy is the best choice, and we will print for that need.

-- Gina discussed the past history (2005 and prior years) of how information was stored electronically for all NYALGRO meeting minutes and other documents and what she needs to do for documents now. She found a CD rom that may need to be migrated to another platform with this information already stored on it. She will investigate this further.

--Discussed the need for the primary agenda at the September 2012 retreat is about the strategic plan for the future of NYALGRO and the school. Budget and resource cuts throughout many New York government agencies and more have impacted participation in NYALGRO training events. Our membership is declining. We will start discussing this topic also at our March 2012 board meeting with new board members also.

11. June 2012 School at the Doubletree Hotel in Syracuse (Eileen W):

Descriptions for the sessions need to be submitted to Eileen, and the sooner the better.

--We discussed the school sessions.

--A separate vendor cost sheet will be created by Eileen.

--Kathy W. and Eileen discussed the hotel/food packages. The table/booth costs will stay the same for the vendor as last year.

--People attending will handle their own hotel reservations by calling no later than May 14, 2012. 24 hours prior to their arrival date the person can cancel without penalty.

--Pam will handle the registering of the school attendees.

--The Wednesday morning June 6th, after the school has finished, the board in the past has a meeting to discuss the school's outcome, read the feedback sheets and more. Due to budget cuts and job responsibilities some board members may not be able to stay for this meeting. This needs to be looked at closer for the 2013 school in Corning.

The next board meeting is scheduled for Friday March 30, 2012 at 10:30am on and a second weather date is Monday, April 2, 2012 at 10:30am. The city and location for this meeting has not been determined. Donna M. will email everyone.

Donna M. made a motion for the meeting to adjourn and 2nd by Peter S. and all agreed at 1:50 p.m.

Meeting minutes by Gina Doty, Secretary