

NYALGRO Executive Board Meeting
June 7, 2017 – 8:30AM
Ramada Inn, Geneva

Attending: Desiree Potvin, Michele Rowe, Rosemary Switzer, Gina Doty, Wendy McConkey, Kathy Montemarano, June Patterson, Jessica McClennan, Bennie Giles, Karen Sweeting, Dave Lowry, James Tamaro, Diane Muscoreil, Mary Ellen Beams, Angela Arasim

The meeting was called to order at 8:30 am following breakfast. Desiree reported that she thought the conference was amazing, and thanked all of the board members.

Acceptance of Minutes: Angela made the motion to approve the April 2017 meeting minutes, seconded by June and unanimously approved.

Committees Reports:

a. Budget/Finance/Treasurer's Report ~ Rose presented the Income/Expense Report from January 1, 2017 to June 2nd, 2017, which showed a balance of \$6,269.75. A motion to approve the Treasurer's report was made by Bennie, seconded by Kathy and unanimously carried.

b. Membership ~ June reported our Membership at 288 for 2017, which includes 35 new members. We had 101 attendees at the conference, 36 of them first timers.

c. Scholarship/Awards ~ Wendy reported that one awardee did not make the conference. Jim had a question on reimbursement for the college scholarship winners, regarding paying for her flight vs mileage, and adding the cost of the taxi return to airport. After discussion, it was decided that it will be looked at when we receive the receipts.

d. Publicity ~ The newsletter will be going out at the end of June, and Rosemary requested that we send her the articles before the 25th, along with any photos.

e. Standards/Technology - *Wendy/Desiree* Wendy wants PowerPoint presentations from the speakers to add to the website and anything else we want on the web. She also wants to make sure she has the correct ads for the corporate members.

f. Nominations/Elections ~ As Donna was not present, Desiree reported that the following positions are up this year: President Desiree, Secretary Diane, Board Members Gina, Mary Ellen, Angie, Jessica, and Wendy. If you plan on running for another term, send your info to Donna. Gina reported that she will not be running for election again.

III. Review of Annual Conference:

a. Overall Review of Conference ~ Surveys/Accommodations/Food/Etc. Karen handed out the summary of comments she collected from the attendees. The majority of comments were very positive. She only received 32 overall surveys, and would like to see more. Gina helped her compile all the comments onto one list which were shared with the board. A lot of the attendees asked for specific samples to be given out at each class, something they could take back with them to their office. There were several comments that the board members were very approachable and friendly, and made everyone feel welcomed. The First-Time tags seemed to really help. There was a discussion on copies being made for the presenters. Jim thought it would be helpful if board members offered to make copies of items for the speakers.

Desiree asked that we all include everyone on any email that gets sent out. Gina suggested whoever is arranging for the speaker be responsible for helping find a way for them to get their info printed, maybe contacting the other members to see if they can help.

b. Registration Table Committee ~ Mary Ellen reported that everything went very smoothly. It was helpful to have everything combined, and suggested that next year we implement color marking for day trippers, etc. We need to know if anyone working the registration table is interested in attending a session so someone could cover that time. It worked well to close down the booth following lunch on Tuesday.

c. Board Member Give-A-Way Committee ~ Bennie reported that the giveaway worked well. He would like to look at a better way to distribute the tickets for the drawing. Karen suggested a silent auction instead of the giveaway would raise us some money, and Desiree thought maybe a 50/50 split club would be beneficial. Mary Ellen suggested a gift to the one or those who traveled the furthest to attend. There will be more discussion on these possible changes at the September meeting.

d. Sales Booth Committee ~ Angie reported that we made \$238.00, and that lots of tote bags and cooler bags are left, and that this year's wine-stoppers will be available next year for sale. Desiree suggested a First Time Attended package using the tote bags, and also suggested we look at purchasing the attachment for hotel key/credit cards that adheres to the back of your phone. Comments were made that the attendees really appreciated the low prices on the items for sale. We will brainstorm this in September as it will be our 30th Anniversary and should be celebrated.

e. Vendor Committee ~ Michelle was happy with the number, but disappointed that no one would sponsor the breaks. Next year CSR will participate. All this year vendors said they would return next year. Desiree needed to know if they were staying for meals and they need to know if meals are included with the cost. The vendors were looking for the agenda of classes so they know when everything takes place. We need to make it clearly available on the website. All but one of the vendors left before lunch on Tuesday, which was unusual. Possibly we should hand out their certificates on Monday at lunch to introduce them and let them speak for a few minutes.

IV. Additional Business/Board Member Comments

Bennie thought we need something more exciting at the start of the conference, something that makes you be glad to be an RMO.

Mary Ellen thought it was a great conference, there was good feedback and she enjoyed working with everyone.

June asked if both flagged names that owed money were collected from and they were.

Jim stated the Gina deserves a gold star for the seamless technology at the conference.

Desiree noted that we will need a new education chairman and someone to handle the technology part of the conference.

Jessica thanked Gina for all her contributions to our board.

Gina thought this was our best conference ever, a great location, terrific teamwork, and everything went so smoothly. She complimented the amazing staff throughout the hotel. The tour was fun, including the scavenger hunt to get there!

Desiree felt we all took responsibility for whatever position we had.

Desiree did the mass mailing in February to this particular geographic area for the conference. In September, she will be doing the same to the fire districts and town/cities at their budget time, and in February to the villages and others that budget at that time. She has a map of where the conference will be held next year and reported that she will target the counties around that area. She is also gathering a list of past presidents, award winners, etc. to make the 30th conference a very special event! She would like to give out more scholarships if possible, just trying to make it spectacular. Angie will set up special tours for us to do, including a boat tour of the lake and possibly the gondola ride. Karen asked if we have contacted NYSTCA about them sending out our conference information for us, and Desiree reported that she has spoken to the President, who reported that the request was turned down by the board.

Karen would be interested in taking over the education chairman position and Jessica offered to help her.

June will be turning over the Membership Chair position to Jessica.

Jim thanked us for the sponsorship of the MARAC conference, the last week of October at the Hyatt in Buffalo.

The NYCOM conference is in Saratoga September 11-14th. A vendor table cost \$500 and we would need to have someone man the tables. Angie will find out the cost for two people to attend the conference and we will see if we can afford to cover it. If we want to cover more reach out events we will need to set a budget for that event. Dave offered to have our applications on the Archives table there for us. We will gather more information and make a decision later. Desiree asked Angie if she would pass out our Vendor Application form to the many vendors at NYCOM.

V. Next Meeting Date/Location

FALL RETREAT - Sunday, September 24 - 1:00 PM High Peaks, Lake Placid
Monday, September 25 - 8:30 AM High Peaks, Lake Placid

VI. Adjournment A motion to adjourn was made by Mary Ellen, seconded by Kathy at 10:00 am and approved unanimously.

Respectfully Submitted,
A. Diane Muscoreil

Secretary, NYALGRO