

1-22-2018

**NYALGRO Winter Board Retreat Meeting held on January 22,, 2017 at Hilton, Saratoga, NY.**

Board Member’s Present:

President - Desiree Potvin

Vice President - Michele Rowe

Treasurer - Rosemary Switzer

Secretary – Mary Ellen F. Beams

Members Present: Wendy McConkey, Kathy Montematano, June Patterson, Mary Ellen Beams, Angela Arasim, Jessica McClennan, Bennie Giles, Karen Sweeting, Dave Lowry, James Tamaro

Absent: Donna Mumbulo, Erica Linden

President Potvin called the meeting to order with the Pledge of Allegiance.

**General Announcements:**

President Potvin discussed the recent news that one of our new board members Patricia Coon from the Village of Rhinebeck has stepped down from her position on the board due to personal reasons. New member Erica Linden is not present today die to a prior commitment.

President Potvin announced that Board member Kathy Montematano is retiring and this will be her last meeting.

The Board discussed the by-laws in regards to number of members to sit on the Board. The By-laws stated up to 16 members may sit on the Board. After a discussion the Board decided to go with 14 members for now and see about recruiting new board members at the June conference.

**Acceptance of Minutes**

A motion by Jessica McClennan, seconded by Karen Sweeting, following was

Adopted           Ayes 14                               Nays 0

Acceptance of the NYALRGO Board meeting minutes of September 24<sup>th</sup> & 25<sup>th</sup>, 2017.

**State Archives Update**

Dave Lowry reported that they have received 144 grant applications totaling 7.5 million dollars requested. Grant review will be March 15<sup>th</sup> with notifications going out late May early June. Dave informed the Board that Linda Bull from Regional Office will be retiring August 1<sup>st</sup> 2018.

**Committee Reports**

**Budget/Finance/Treasurers Report- Rose/Kathy**

Rosemary reported with Kathy retiring she will need someone on the budget and finance committee. Angie volunteered to be on the committee with Rosemary.

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**Acceptance of Treasurers Report**

A motion by June Patterson, seconded by Angela Arasim the following was

Adopted            Ayes 14                            Nays 0

Acceptance of the Treasurers report submitted by Rosemary Switzer account balance as of today is \$24,030.51.

**Membership- June/Jessica/Mary Ellen**

Jessica gave a report for membership NYALGRO has 586 members as of September, as of January 2018 dues paid 206 members, 21 new members, 13 towns, 3 fire districts, 1 city 4 villages.

**Sunshine Committee**

No report Donna is absent.

**Scholarship/Awards-Donna/Wendy**

The Board discussed the awards and some names of people they felt might be qualified to receive a particular award.

The Board discussed the changes to 1b and 3 for the education scholarship application. May 4<sup>th</sup> is the deadline with the date of May 18<sup>th</sup> when the scholarship is awarded and winner notified. Reviewers will be Donna, Rosemary and June.

**Standards/Technology- Wendy/Desiree**

The Board discussed the app that can be downloaded on smartphones for conferences. You would go into the app store and go to Guidebook and install it. It will list everything about the conference you would need to know.

Jim and Wendy will work on setting up our conference for this app.

**Publicity-Rose/Kathy**

The next newsletter to go out will go out February 15<sup>th</sup> so get any material you have for it to Rosemary so the newsletter can go out early March. Conference info will be included along with nomination and scholarship forms. We will need a bio from Erica for her announcement as a new board member.

**Nominations/Elections-Donna/Bennie**

President Potvin read the list of names of the members whose position on the board is up for reelection. Being Bennie is up for reelection this year Mary Ellen will take his place on the nominations/elections committee.

**Education Committee Karen/Erica/Jessica**

The Board discussed the course schedule.

**Course Schedule**

**Sunday June 3**

4pm-6pm Registration

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6pm-7pm Ice Breaker

7:30pm-9pm Welcome Reception

**Monday, June 4**

7am-8:30am Breakfast

9am-10am Key Note Speaker will be Theresa Pardo from Center of Technology & Government

10am-1030am Vendor Break

1030am-Noon Demo Grant- Speaker Denis Meadows/Board Member Jim

10:30am-Noon Managing Case Files- Speaker there is no speaker as of now but Dave agreed to do that class if need be. /Board member Donna

Noon-1pm Lunch

1pm-2:30pm Making an Office Retention Schedule Speaker Jenifer O'Neill/Board Member Dave

1pm-2:30pm Establishing Creating an Email Policy Speaker there is no speaker as of now /Board Member Dave

3pm-5pm Disaster Now What? Speaker FEMA and or SEMO Rep Desiree has reached out to FEMA but with the disaster in Puerto Rico no one has gotten back to her as of now./ Board Members Desiree & Mary Ellen will continue to try to reach out to FEMA for a speaker.

6pm Presidents Cocktail Hour

7pm Annual Banquet/Award Ceremony

**Tuesday, June 5**

7am-8:30am Breakfast

8:30am-Noon Electronic Records Boot Camp Speaker Maria & Linda Bull/Board Member Dave

8:30am-10:30am Cloud Computing Speaker? / Board Member Jim

10am-1030am Vendor Break

10:30am Working with your Historian Speaker Amy Alden & Dawn Lander/Board Members Kathy & Dave

1:30pm-3pm Fire Districts Q&A Speakers Donna & Mary Ellen

1:30pm-3pm Round Table Q&A (send us your topic ahead of time) Speakers Desiree, June & Donna

Wednesday, June 6

8am-Noon Board member Meeting-Board Conference Room.

Karen will set up a sign up list for 2 Board members for each session to handout material introduce speaker collect sign in sheets and surveys.

The Board discussed the following during a Q&A session make sure people use the microphone so everyone can hear their questions. Let's make sure we know the speakers AV needs ahead of time also let's make sure your presenters equipment is compatible with ours Jim and Wendy offered to float as tech people.

**Tour Options**

The Board discussed 3 options and the possibility of not offering any formal tour. The Board discussed putting together a packet of information of tours in the area and letting the attendees decide what they would like to do on their own.

Olympic Village Museum behind the scenes \$5.00

Olympic Center Tour \$10.00

Boat Tour \$17.00

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### **Standards/Technology- Wendy/Desiree**

The Board discussed the app that can be downloaded on smartphones for conferences. You would go into the app store and go to Guidebook and install it. It will list everything about the conference you would need to know.

Jim and Wendy will work on setting up the app guidebook for our conference.

**Vendors** – Michelle and Jim will work on the forms Jessica sent out a sponsor renewal form already and at this time we have 1 corporate membership and a verbal from BAS.

After a discussion of corporate member fee and what will be included it was decided to be as follows:

\$350.00 for the bundle

Table at the conference, advertising in our newsletter, advertising on our website, advertising in the guidebook, 2 breakfast tickets, 2 lunch tickets the banquet they would have to pay for themselves.

Jessica will rework the form.

### **Conference Committees:**

**Sales Table** - Angie will did an inventory list of the sales table. We have 6 t shirts, 114 totes, 21 travel mugs, 89 wine stoppers, 9 zip drives, 60 cooler bags and 8 name ta holders.

**Vendors** - Michelle spoke her concerns about the vendor tickets for meals and the problems that a rose at the conference. Desiree will work with Michelle and the hotel on the meal tickets.

**Registration table** - Mary Ellen will send out sign up list earlier for Board Members.

**Board Member Prizes** Board Member's give your completed basket to Donna & Bennie.

**First Time Attendees Welcome Committee** – Bennie and June are working on the packets for first time attendees. First time at

### **Give-a-ways**

The Board discussed card carriers, charging stick.

Angie will work on the gold candy bags, Mary Ellen will research the credit card phone kickstands and Jessica and Wendy will research flash drives.

### **Old Business**

Jim on behalf of MARMAC thanked NYALGRO for their sponsorship at their conference.

Jessica discussed the option of having pins made that say Ask me about NYALGRO for board members to wear when they attend meetings or conferences. Bennie stated he will look into pricing the pins.

President Potvin discussed the Association of Towns meeting in February and will put together packets to bring with her and distribute while she is at conference.

Angie will contact the Mayor of Lake Placid to invite him to speak on Monday morning at 9:00am to welcome the conference attendees.

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At this time President Potvin presented Kathy Montematano, with a NYALGRO pen thanking her for her years of service as a board member.

On a motion by June Patterson and seconded by Angie Arasim the meeting was adjourned.