

**NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS
OFFICERS**

Board of Directors Meeting
January 24, 2003 – Syracuse, New York

Meeting was called to order by President Stan France at 10:30 a.m.

PRESENT: Stan France, Kathleen Newkirk, Wendy J. Roberson, Hans J. Finke, Benjamin Cobb, Sandra Sopak, Donna Mumbulo, Adelia Pearson, Charles Michaux, Richard Geer, James Koury, Barbara Sechrist, Patricia Wisniewski.

OTHER: Robert Arnold, NYS Archives

ABSENT: Amanda Walsh.

MINUTES : *Motion by Kathy Newkirk, seconded by Wendy Roberson, to approve minutes of the September 27, 2002 meeting, as presented. Carried.*

TREASURER'S REPORT : Treasurer Sandy Sopak distributed copies of the financial report. Conference income totaled \$3,738.00; total income, including conference, membership, Federal tax refund and miscellaneous, totaled \$14,626.46. Expenses totaled \$5,081.62, for a balance of \$9,544.84.

Assets totaled \$33,582.16, and include:

Checking account balance of \$2,943.83
Savings account balance of \$20,208.58, and
CD balance of \$10,429.75.

Sandy stated that NYALGRO should consider its options for disbursing excess- funds. With the 501-C status now in place, the organization must be careful not to accumulate too much money, as the government frowns on a not-for-profit group building up too large a bank account. Our mission should be to use excess funds for promotion of the organization. Charlie Michaux suggested increasing the amount paid for conference speakers which would be one way of promoting the conference, which would then encourage membership.

Sandy also distributed a copy of the tax exemption certificate for NYALGRO. The corporate income tax is in the process of being prepared. Sandy stated that upon the completion of the corporate income tax return, she will finish her duties as treasurer and the office will need to

be filled. *Motion by Adelia Pearson, seconded by Donna Mumbulo, to accept the Treasurer's Report as presented. Carried.*

CONSTITUTION AND BYLAWS:

Stan France officially welcomed new Board members and distributed copies of the Constitution and Bylaws of NYALGRO which were reviewed for changes and amendments.

Bob Arnold noted that the present wording under corporate membership is somewhat restrictive and suggested eliminating the words "providing products or services for use in records and information management". Corporate membership will be amended to read, *"any business or representative of a business."*

Stan France stated there appears to be confusion on the part of some people who work for local government between regular and associate membership definitions. It was unclear whether the definition of associate member is not definitive enough (i.e. where does a village treasurer fit in), or whether there is an attempt on the part of some to avoid paying the dues attached to regular membership. Bob Arnold stated the original intent was that a regular member included anyone managing public information and on the public payroll, and was not restricted to RMO's. Stan also noted that Award winners are now honorary members and hereafter do not pay dues.

Charlie also noted that some people became associate members after leaving government in order to stay a member.

Regular membership will be amended to read, *"any individual holding or occupying a position in local government in New York State."*

Stan referred to the procedures for amending the Constitution and Bylaws, with a copy of the proposed amendments to be included with the notice of Board of Directors meeting. Vote to be taken at meeting. Stan also noted that the issue of electronic voting was amended, but is not shown. This also needs to be included in the proposed amendments.

Bob Arnold suggested the alternative where the proposed amendments be sent out to members and offer a resolution to be voted on at the time of the conference for vote by the general membership. Stan France noted Section 1 of Article IX allows for a vote by the Board of Directors.

Hans Finke stated he would like to see the addition of a student member category for those taking records management courses, at a \$5.00 membership fee. Bob Arnold agreed, noting that this may expand the pool for the scholarship program.

The student member category would be open to any student currently enrolled in a records management course in an accredited school.

The other issue needing to be addressed is honorary members and voting privileges. Two of the three award recipients remain active RMO's. Once given honorary member status, their voting privileges are gone. Bob Arnold noted that he does not vote, but would not vote at any rate, since this would be conflict of interest. Charlie Michaux suggested giving free membership upon leaving government service, noting that the first two Melius award recipients were already gone from government at the time the award was presented. He offered another option of giving the recipient free registration at the conference.

Hans Finke suggested that honorary members be allowed to vote if active in local government and meet the qualifications of an active member. Dues should be waived. *Motion by Hans Finke, seconded by Adelia Pearson, that Melius award recipients are considered honorary members for the purpose of waiving dues, and that all voting privileges continue. Carried.*

Stan explained the procedure for committees, where the chair is appointed by the President and then approved by the Board of Directors. The following appointments were made by President Stan France:

Budget and Finance -	Richard Geer
Bylaws -	Pat Wisniewski
Education & Training	Benjamin Cobb
Nominations & Elections	Kathleen Newkirk
Legislation	Barbara Sechrist
Membership	Charles Michaux
Publicity	Wendy Roberson
Scholarship & Awards	Richard Geer
Technology	Hans Finke
Regionalization	Adelia Pearson

On the issue of regionalization, Stan noted that this concept does not draw much interest. The Board discussed whether or not to drop the

Regionalization Committee. Charles Michaux noted that the last regional meeting was planned for New York City and that failed to materialize. He also noted that the purpose of the regional meeting often conflicted with SARA due to geographics and time scheduling, and what eventually transpired was a rehash of what was going on elsewhere in the State. Bob Arnold stated that if NYALGRO regional meetings could be scheduled far enough ahead, it would not be a problem for State Archives to schedule a workshop. Charlie noted this concept can always be revisited and Bob Arnold noted that NYALGRO is healthy financially, if it wishes to go further with the regional meetings. Kathy Newkirk emphasized the networking that is offered with a regional meeting and that it offers an alternative for RMO's unable to attend the annual schooling. Charlie also pointed out that with the organization's healthy financial situation, a regional type of meeting could work if someone in that area was interested in coordinating the project, with a dollar amount allotted by NYALGRO. Stan noted the significant drop in the Hudson Valley area, in terms of Board members.

Motion by Donna Mumbulo, seconded by Charles Michaux, to approve the membership chairs, as appointed by President Stan France. Carried.

Budget and Finance. Richard Geer submitted the 2003 NYALGRO budget. He stated he is hoping for 325 members this year. There is no amount listed under revenue for a tax refund because that information is not yet known. He also included costs for a mini conference in case one is held. He was unsure on travel expenses, and Sandy Sopak reminded the Board that she had distributed the NYALGRO travel reimbursement policy at the last meeting. After discussions, the following changes were made in the budget:

Code 202 Administrative	Decreased to \$1,450.
Code 200 Copying/Printing	Increased to \$ 1,300.
Code 203 Postage	Increased to \$ 1,500.

Wendy Roberson brought up the cost for the professional display boards discussed at the last meeting for a "road show". Three boards are needed and the cost would be in the area of \$225 - \$240. each. Rick Geer stated this expense would come out of office supplies. The brochure color will be changed to blue.

Nominations and Elections. Stan stated that there are a number of directors up for election next year. Ben Cobb noted that in the last

election there was only one invalid ballot, where the person voted for six instead of five board members, and one person on the slate was not an active member. The newsletter does not state that the candidate must be a member in good standing and that should be rectified for next year's election. Stan noted that Article V is not specific on this issue and this will need to be amended as well. Article V will be amended to read, *"the candidate must be a regular member in good standing, or an honorary member who qualifies for regular membership."*

Stan stated there is a potential for two vacancies. Sandy Sopak will be leaving her post as Treasurer, and Amanda Walsh will be leaving, although he has not received her formal resignation as yet. The majority of the Board was in favor of appointing the next highest vote in the last election to fill Amanda's vacancy, which can be done pursuant to Article IV. All the individuals who ran for the Board were good candidates. Following discussion, it was the consensus of the Board that the next highest person in terms of votes received in the last election be appointed to fill the vacancy.

Legislation. Sandy Sopak stated there was nothing to report at this time.

Membership. Charlie stated that the new envelopes worked out well and dues are coming in, with 50-60 returns received so far. He recently opened a new records center in Buffalo and is somewhat behind. Total membership should remain about the same as last year. An 8% growth was submitted and is a realistic estimate, but he noted that some members are experiencing cuts in their budgets and may have to pay their own dues. The Board discussed measures for advertising membership in NYALGRO at various schools. Bob Arnold noted that the business curriculum for records management seems to be drying up. Kathy Newkirk stated that the IIMC is looking to establish a municipal clerk's institute at Cornell University and this may be an avenue for advertising in the future.

Publicity. Wendy Roberson distributed samples of the new brochure. She will have an article for the next issue of the newsletter from Rick Hogan, OCA, on some changes.

Scholarships. Rick Geer discussed increasing the pool of candidates by eliminating the requirement to be a first time attendee, but rather awarding a point system, and requested Board input on the criteria for points. Adelia Pearson felt points should be given to an attendee who pays their own way to the conference; other suggestions included an attendee who

pays for the conference personally, and/or distance traveled. Charlie disagreed on allotting points for distance, as this criteria leaves out a good number of applicants. Bob Arnold also noted that most conference attendees come from a 100 mile radius. Wendy Roberson read the current criteria as listed in the newsletter:

NYALGRO will award five \$200 scholarships to attendees of the annual school. Recipient(s) of the award will be reimbursed for expenses of the hotel school accommodation package.

- Preference is given to first time attendees.
- Recipient must submit a copy of the hotel reservation form (stating the school package cost incurred) to the NYALGRO Board for approval. Applicants must pay all other expenses for the school.
- Expenses at the annual NAYLGRO school will not be paid for by applicant's government/agency.
- Applicants must be members of NYALGRO and be in good standing by April 1st.

The Board felt the above criteria sufficiently covered the criteria for the five \$200 scholarships.

Rick stated the Melius award was more difficult. There are good candidates, but applications are not submitted. Bob Arnold suggested Ken Shearer who has been in the field a number of years and attended conferences. He is also local. Adelia agreed, and offered to nominate this individual.

Charlie Michaux suggested a separate general mailing to the membership on the Melius award. Stan France noted the cost of a mailing would amount to \$300, suggesting the information be put on the list serve instead. There are 150-200 people on the list serve; the Melius award can always be put on the web site.

Wendy Roberson suggested putting the Melius award information on the front page of the newsletter. Bob Arnold will attempt to locate a photo of Wheeler B. Melius.

Technology. Hans Finke noted that under Article VII, Committees, the NYALGRO Constitution states "Standards and Technology" and questioned whether the term "standards" applies to technology alone, or everything. Bob Arnold stated that the State of New York has wrestled with this for some time. Standards have not been set, but some existing

standards (ANSI) have been selected for publication in terms of imaging and micrographics. Hans Finke stated the term becomes vaguer as it includes other items, i.e. steel shelving. Is it meant to only include standards in technology, or standards in general? Hans also mentioned that the Kodaks archives is working well. The only problem he experienced was in a CD which was PDF and had to be converted to TIF.

Stan France stated that the membership list serve is not being used and he would like to see more interest generated in its use. Wendy Roberson stated that she had received a huge number of responses when she used it and did not have enough time to read them all. She suggested giving an explanation of how to use the list serve in order to avoid getting such a large number of responses. Stan will do a separate list serve for the Board.

Stan stated he will also work on putting a report on the Board meeting on the site. Kathy Newkirk said it would also be helpful for nominations and elections. Hans Finke stated that the NYALGRO web page would be an ideal way to get more membership, but there is something with the web page that does not bring people to it, and questioned its usefulness. He suggested technical "how to" type of information, links to publications and programs. Stan stated he would be able to provide the technical work, but needed assistance with the research and leg work.

RECORDS AND INFORMATION MANAGEMENT SCHOOL

Hotel Jim Koury distributed copies of the proposed contract with Radisson, with room schedule cost for 1, 2 or 3 day stay.

Donna Mumbulo presented a proposal for a wine tasting reception, "Women of the Wine Country" as a draw for Sunday night. Cost is \$3.00 and suggested NYALGRO cover the cost, as a return to the membership. It would be held in the lobby of the hotel and would run from 6:00 – 7:00 p.m. on Sunday. *Motion by Jim Koury, seconded by Kathy Newkirk, to authorize Stan France to execute the Radisson Hotel Corning contract. Carried. Motion by Kathy Newkirk, seconded by Donna Mumbulo, to authorize expenses for the wine tasting reception. Carried.*

School Schedule Topics for classes were discussed:
RMO Basics
Court Records
Corning flood (possibly bring in Ken Shearer)
Corning Glass tour/archives speaker

Teaching with Historical Records
Internet as access tool for historical records
MVLA session
Office of Technology
State Archives sessions
 Microfilming
 Electronic Records
 Indexing of Maps

Stan France stated he has had discussions with the Newhouse School of Journalism in Syracuse and there is interest in the debate discussed at last month's meeting. He has also spoken with Bob Freeman who has committed, but cannot go on until after 10:00 a.m. due to travel constraints.

Discussion followed on roundtable sessions by region for networking, and/or a joint session beginning with a brief history of NYALGRO. Jim Olsen, Bob Arnold were suggested as possible participants, with photographs, old newsletters, etc. positioned around the room. This would be appropriate, especially in light of this being an anniversary year for NYALGRO. This session could run from 9:00 – 10:00, followed by the Bob Freeman session. Remainder of the classes were discussed and assigned time slots and monitors.

Vendors Hans stated he would be in contact with the vendors.

Hospitality Room. Venue is the same. NYALGRO will provide beer and wings. Anything else is up to the individual to bring.

Complimentary 15th Anniversary Gift. Charlie will check into.

NYALGRO Camera. *Motion by Rick Geer, seconded by Kathy Newkirk, that a camera be purchased for NYALGRO purposes, cost not to exceed \$500.00. Carried.*

NEXT MEETING: April 4, 2003 at 10:30 a.m. Syracuse
 Sunday, June 1, 2003 and
 Wednesday, June 4, 2003 at Corning
 October 3, 2003 at 10:30 a.m. Syracuse

ADJOURNMENT: Motion by Jim Koury, seconded by Adelia Pearson,
to adjourn (2:30 p.m.).

NYALGRO Minutes
Board of Directors Meeting 1/24/03

Page 9

Respectfully submitted,

Patricia C. Wisniewski,
Secretary