

**NYALGRO Executive Board Meeting
March 27, 2023 – 10AM
Harbor Hotel, Watkins Glen**

Present: Desiree Potvin, President; Karen Sweeting, Vice President/Education Chair; Colleen Rathbun, Secretary; Rosemary Switzer, Treasurer; Kerriann Harrington, Jessica McClennan, Wendy McConkey, June Patterson, Dina Falcone, Matt Shaler, Megan Sokolow, Board Members; Dave Lowry, State Archives Representative

Absent: Gina Doty, Emerit; Donna Mumbulo, Immediate Past President

I. Administrative Business:

a. Welcome New Board Member and Board Changes

President Potvin announced the resignation of Louisa Ingrassia, M. Shaler made the motion to accept the resignation and D. Falcone, seconded it. President Potvin appointed Colleen Rathbun as secretary, K. Sweeting seconded it. President Potvin announce the appointment of Megan Sokolow to the vacant seat on the Board. J. McClennan accepted the appointment and K. Sweeting, seconded it.

b. Acceptance of Minutes-

A motion was made by Kerriann Harrington, seconded by Dina Falcone, to accept the minutes of the meeting held on June 8, 2022. President Potvin conducted a roll call of the board with resulted in the motion being:

ADOPTED	AYES	11	Potvin, Sweeting, Ingrassia, Switzer, Harrington, McClennan, McConkey, Rathbun, Falcone, Patterson, Shaler, Lowry
	NOES	0	
	ABSENT	2	Doty, Mumbulo

A motion was made by June Patterson, seconded by Matt Shaler, to accept the minutes of the meeting held on January 23, 2023. President Potvin conducted a roll call of the board with resulted in the motion being:

ADOPTED	AYES	10	Potvin, Sweeting, Switzer, Harrington, McClennan, McConkey, Patterson, Shaler, Sokolow, Lowry
	NOES	0	
	ABSENT	4	Doty, Mumbulo, Rathbun, Falcone

c. Approval of Treasurer's Report- Rose

R. Switzer stated that \$ 23,545.71 was the overall total of cash on hand. She then explained in detail the inflow and outflow and that we spent more on last year's conference then we have in the past few years. R. Switzer also stated that she has received a check from eBiz to pay for our Welcome Reception, four vendor checks have been received, and one coffee break is paid for as well.

A motion was made by Kerriann Harrington, seconded by Karen Sweeting, to approve the Treasurer's report. President Potvin conducted a roll call of the board with resulted in the motion being:

ADOPTED	AYES	12	Potvin, Sweeting, Rathbun, Switzer, Harrington, McClennan, McConkey, Patterson, Falcone, Shaler, Sokolow, Lowry
	NOES	0	
	ABSENT	2	Doty, Mumbulo

II. State Archives Update- Dave

Dave Lowry reported on the 2023-2024 grants, there were approximately 130 submitted.

The current LGRMIF is \$5. There is an effort to increase it to \$7.50 in the upcoming state budget.

Tom Ruller, the State Archivist, retired and as of now he has not been replaced. It could be that we will not be able to fill that position until early 2024. President Potvin asked if anyone reached out Archives staff for their opinion on the new Archivist. She also thanked Dave Lowry for all that he does for us.

Dave Lowry also talked about the State Archives website to check it for upcoming trainings. M. Shaler mentioned that you do a good job at reaching out with email and the upcoming trainings.

M. Sokolow asked about grants for smaller Town and Villages to help with records management.

President Potvin is going to reach out to Denise there are a few things missing in the LGS1

- Tax Receiver about keeping the envelopes that were mailed in keep for six years
- Notary, you have to maintain a journal for 10 years

III. Committee Reports/Establish Committees for 2023:

a. Newsletter/Publicity-

R. Switzer stated that the newsletter will go out by April 20, 2023.

D. Falcone is trying to do more on our Facebook page. If you have any suggestions please let her know.

M. Shaler is in the process of changing our web page to Wicks. Please let Matt know if anything needs to be taken off or added to the website, K. Harrington is working with him as well. M. Shaler stated that we need to change our website from anything that says School be changed to "Conference" it is not a School. President Potvin stated that she would like more pictures on our website. K. Sweeting asked if we pay for our website and how much it is. R. Switzer said that we pay \$600 for two years. K. Harrington said it is \$27 a month for Wicks. K. Sweeting made the motion to authorize payment for our website no more than \$500 a year, seconded by President Potvin. M. Sokolow suggested putting preservation techniques on the website. K. Sweeting stated she will put up a Monthly Tip page with resources.

a. Membership -

J. McClennan stated that 485 application have been mailed out. As of today we have received 259 back. Of the 259 members, 39 are new members. All the board members are paid to date. President Potvin stated that J. McClennan would like to have someone else take over Membership. K. Sweeting stated she would take over Membership but someone needed to take over Education. President Potvin mentioned that she will do two more years and then have someone else take over. This would give someone the chance to shadow her. W. McConkey also stated that she is not sure she will be running again. She said there are no Cornell Cooperatives involved so she would like to give someone else a chance to help out. K. Harrington said she will take over Education and D. Falcone said she will help out as well. President Potvin recapped all the changes as the following:

- Kerriann Harrington will take over Education after the Conference and Dina Falcone will help her with that
- Karen Sweeting will take over Membership
- Jessica McClennan will be the Event Coordinator- Party Planner
- President Potvin will need someone to take over in two years

Up for Re-election this year are the following:

- President Desiree Potvin, Colleen Rathbun, Secretary, Dina Falcone, Wendy McConkey, Jessica McClennan and Megan Sokolow
- It was suggested that it would be nice if we could get a Village Clerk on the board
- The Ex-Officio handles the election buddy, however President Potvin does this
- President Potvin also told all the board members to send her their bio for re-election and that they needed to be sent to her by November 1st

c. Scholarship/Awards –

W. McConkey stated that we have received one Scholarship as of today and April 15th is the deadline. President Potvin reached out to Glen Terwilliger from Orange County about an Award and he has not responded back to her. After the deadline we can see how many applications we get before deciding on how many to award. This is our 35th year as an organization.

d. Nominations/Elections –

See previous comments.

IV. 2023 Conference Planning:

Conference Timeline Review- Karen

K. Sweeting has told everyone who is speaking to bring their own flash drive. She showed us a sample of the bag she ordered. These will be for first time attendees. We have some bags left over which we will use for speaker gifts. She also ordered sticky notes for everyone. Please let her know as soon as you can if you have a speaker coming to the Conference as we need to arrange for the hotel and meals by May 5th. The deadline for Hotel reservations is May 12th. Vendors book their own rooms and let us know how many meal tickets they need. The Archives will handle their own reservations as well.

a. Conference Committees Update:

1. Vendor – Dina/ Colleen

D. Falcone let us know which vendors have confirmed; Absolute Auctions, Accelerated, eBiz, Kofile, and NYS Archives. She is in the process of working on getting the count for meal tickets for them. She is also setting up a free library table for guests to swap out books. As of today four vendors are paid, Archives is comped, and one table for the books. Everyone will have access to electricity. We discussed seeing if a vendor will donate bags for the books.

2. Registration/Conference Give –A-Way- Colleen/Wendy

C. Rathbun stated that she will send out an email for board members to sign up to help out with the registration desk. President Potvin and myself will be working the table on Sunday night.

3. Board Member Prize – June

J. Patterson talked about the basket raffle that the board members put together and asked us bring items from our area. Either a basket or a box it's a gift that we raffle off. M. Sokolow will help out handing out the raffle tickets.

4. First Time Attendee Welcome- June/Matt

J. Patterson came up with some suggestions for the first time attendees. We have a budget of \$250 to spend on this. J. McClennan suggested that we should use up the stuff that we still have on hand. Chips, crackers, granola bars, mints and water bottles were suggested to go in the bags. C. Rathbun is trying to get water donated for the Conference. W. McConkey stated that we still have folders left over as well.

5. Activities/Networking- Jessica/Wendy/Kerri

J. McClennan has made plans for Jeopardy, and Hide the Lollipop palate. There will be trivia on Sunday night. Monday night we will be playing Left Right Center. There will be a scavenger hunt throughout the Conference. K. Harrington is doing a sticker book. K. Harrington suggested that we have a table in the vendor area for unused hygiene products from the hotel and donate them to a Women's shelter. K. Sweeting will put this information on the tip sheet as well. The board discussed having first time attendees collect signatures for a prize.

a. Miscellaneous Issues/Concerns-Karen

It was brought up to the Board if a vendor could just be in the newsletter and not have a table at the Conference. Having a table at the Conference as a Corporate Member. The board discussed this and came to the conclusion that if a vendor would like to only be in our newsletter the fee will be \$200 per year.

V. Old Business/New Business:

a. Review- Position Descriptions/Duties

b. Decision- Location for 2025 Conference

President Potvin asked for help finding a spot for our 2025 Conference. She will be sending all the board members the RFP to send out. J. Patterson will be reaching out to the Hotel Thayer in West Point. K. Sweeting will be reaching out to Honor Haven, and Harbor Hotel in Chautauqua. President Potvin really tried hard to have the 2024 Conference in Lake Placid, however, it was too expensive. We will be having our Conference in Alexandria Bay instead.

VI. Board Member Comments

J. Patterson asked what are the dates for 2025 Conference are so she can reach out to the hotel. It will be June 8-11th.

VII. Next Meeting Date/Location

Sunday, June 3, 1PM- Hotel Ithaca, Ithaca

Wednesday, June 7, 8AM – Hotel Ithaca, Ithaca- Board Meeting

Sunday, October 1, 1PM – River Edge, Alexandra Bay- Conference Planning Board Meeting

VIII. Adjournment

With no further business to discuss a motion was made by K. Harrington, seconded by J. McClennan, to adjourn the meeting at 12:52. President Potvin conducted a roll call of the board with resulted in the motion being:

ADOPTED	AYES	12	Potvin, Sweeting, Rathbun, Switzer, Harrington, McClennan, McConkey, Falcone, Patterson, Shaler, Sokolow, Lowry
	NOES	0	
	ABSENT	2	Doty, Mumblo

Colleen Rathbun, Secretary