

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

Board of Directors Meeting  
June 9, 2004 – Albany, New York

Meeting was called to order by President Ben Cobb at 10:00 a.m.

**PRESENT:** Benjamin Cobb, Stan France, Kathleen Newkirk, Wendy J. Roberson, Donna Mumbulo, Adelia Pearson, Richard Geer, James Koury, Steve Geurds, Eileen Weishan, Patricia Wisniewski.

**ABSENT:** Charles Michaux, Hans Finke, Michelle Henry, Barbara Sechrist.

Evaluation sheets were distributed and reviewed. The evaluations were generally good, other than the price of meal tickets (\$14.00).

Board members comments/suggestions:

- Registration desk needs to have better visibility. Registrants had difficulty this year finding the registration desk with its location in the rear of the hotel. It should be in the lobby for better visibility, or minimally signage placed at the lobby indicating where to go. Also, incorrect information was given at the hotel desk.
- Sign board with list of information in hotel lobby and/or information/brochure placed on counter at time of registration.
- School programs at registration desk so that incorrect information not given out by hotel desk.
- Walk through of all rooms/facilities prior to next conference, possibly at the September meeting. Stan noted this may not be feasible for those board members having to travel a significant distance to the meeting.
- The Tuesday afternoon microfilm session turned out well and drew an unusual number of attendees, in light of it being the final day of school.
- NYALGRO should consider more advanced classes, since returning RMOs have taken most of the other classes offered.
- Complaints were received on the bus leaving before its scheduled time for the Albany County Hall of Records.
- Currently, there is a Program Chairman for the annual school. Additional committees need to be formed so that the duties can be distributed. This would eliminate one person bearing the load of responsibility for the school. Ben Cobb, Wendy Roberson and Eileen Weishan will head up next year's school committee.
- Cheryl Steinbach Award criteria. Rules and clear criteria for those applying for the award need to be put into place. Board members were asked to think

about what criteria should go into future applications and be prepared to discuss this issue at the September meeting. Stan France stated he had no objection to NYALGRO covering the cost of meals and registration, but did not feel room costs should be covered for a winning applicant that only travels a short distance to attend the school. A minimum travel distance needs to be established. It was also suggested that a form be developed, rather than having the applicant submit the current one-page letter. Rick noted that presently there is a form, but Kathy and Steve will work with Rick on a draft of the criteria and e-mail to Board members.

- Concerns were voiced on the issue of Board members holding a consultant status. It was noted that a few members work part-time as consultants and this should not be considered the person's major occupation. It remains local government employment, regardless of position, but focused on records management.
- Ben will send out thank you notes to this year's speakers.
- Discussion following on subsidizing next year's school if needed. It was noted that this could cause a backlash in future years when NYALGRO may not be financially able to subsidize school costs.
- Board members were asked to encourage any local vendors to participate in future schools. Discussion followed on increasing the vendor fee to \$300.00.
- Classes should be lined up at the September meeting, or minimally with some definite plans.

**ELECTION OF OFFICERS:**

Adelia Pearson requested information as soon as possible on the various officers up for election so that she can proceed with her duties.

**2005 SCHOOL DATE AND LOCATION:**

June 5 – 8, 2005      First Choice  
June 12 – 15, 2005    Second Choice

Canandaugua          First Choice  
Located on the waterfront, with golfing, wineries, possible boat/dinner ride, wine tasting/dinner at a local winery.

Lake Placid            Second Choice

**NEXT MEETING:**

*September 17<sup>th</sup> at 10:30 a.m.* Location (possibly at next year's school location) to be announced.

**ADJOURNMENT:**

Motion by Adelia Pearson, seconded by Donna Mumbulo, to adjourn (10:40 a.m.).  
Carried.

Respectfully submitted,

Patricia C. Wisniewski,  
Secretary

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

Annual Business Luncheon/Meeting  
June 8, 2004 – Albany, New York

Meeting was called to order by President Benjamin Cobb with a welcome to all attendees and introduction of Board members.

**MINUTES:** Motion by Stanley France, seconded by Adelia Pearson, to approve minutes from the June 4, 2003 Annual Business Meeting held in Corning, New York.

Ayes: All                      Noes: None                      Motion carried

**TREASURER'S REPORT :** Treasurer Michelle Henry reported on income and expenses for the period ending 12/31/03, noting that NYALGRO is in sound financial status.

Income	\$11,531.80
Expenses (include School, Postage, etc.	<u>8,548.31</u>
Net income	\$ 2,983.49
 Total assets as of year-end	 \$36,565.65

She also reported on NYALGRO membership, as follows:

Associate members	5
Corporate members	2
Regular membership	323

*Motion by Steven Geurds, seconded by Donna Mumbulo, to accept the Treasurer's Report, as presented.                      Motion carried*

Ray Lefever, State Archives, reported that the sunset bill has passed in the State Assembly. He stated it would now be going to the Senate and felt there would be no major obstacle with that legislative body supporting the bill, with it ultimately being signed by the Governor.

**SCHOLARSHIP AWARDS:**

Scholarship Chairman Richard Geer presented two Cheryl Steinbach Scholarship awards for 2004. One award was presented to Debra Sherman, Lewiston Porter Central School District RMO, and the second award went to Amanda Walsh, City of Mechanicville Records Management Coordinator. This annual award is presented in honor of Cheryl

