

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

Board of Directors Meeting
January 21, 2005 – Hampton Inn, Syracuse, New York

Meeting was called to order by President Ben Cobb at 10:45 a.m. Ben welcomed everyone, introduced Charles Callari, our new board member. Board members introduced themselves to Charles and welcomed him to the Board.

PRESENT: Ben Cobb, Richard Geer, Steven Geurds, Kathy Newkirk, Eileen Weishan, Wendy Roberson, Donna Mumbulo, Chuck Callari, Michelle Henry, Barbara Sechrist, Adelia Pearson, Charlie Michaux, Patricia Wisniewski.

OTHER: Robert Arnold, State Archives Liaison

ABSENT: James Koury, Stan France

MINUTES: *Motion by Adelia Pearson, seconded by Donna Mumbulo, to approve the minutes of the September meeting, as presented.*

TREASURER'S REPORT : Michelle Henry reported that the CD had been rolled over for another three months. Present balance is \$10,603.14. Ben Cobb noted that the cost for the quarterly Board meetings has decreased since the meeting location was changed. Wendy Roberson also noted that NYALGRO mailings can go out bulk rate which will also be a cost savings to the organization and suggested that we take out another CD. Michelle stated the current CD is earning 1.2% interest. *Motion by Donna Mumbolo, seconded by Charlie Michaux, to approve the Treasurer's Report, as submitted. Motion carried.*

Education & Training Committee - Bob Arnold introduced the idea of having a day long training session, similar to a mini-conference on a particular subject or theme. Bob thought it might be a good idea to limit the number of people that came to this. Charlie Michaux thought it would be better if we opened this to the entire NYALGRO members and non-members, and take as many people as registered. It was decided that we would not start working on this until this summer after our June school.

Legislation Committee - Bob Arnold reported that the NYSA is trying to get the Local Government Records Management Improvement Fund out of the Comptroller's Contract Process in future grant cycles. Grants over \$15,000 will now have to go through the contract process, including the State Comptroller's Office.

Membership Committee - Charlie Michaux reported that we had 343 active members, 197 inactive members, and 5 associate members in 2004. Also, he reported that with his recent job change, NYALGRO has a new official address, which is NYALGRO, PO Box 214, Buffalo, NY 14207.

Budget and Finance - Rick stated he had increased some areas of the budget to be on the safe side, including membership numbers and corporate numbers. He also noted some potential savings this year, including bus transportation and he anticipates the possibility of more money being realized on the revenue side.

Publicity - The Board reviewed the new layout of the newsletter and discussed the website. Charlie noted problems with the "click and join" portion of the website. People register online but then never submit payment. He felt it would be better if they could simply download a member application and send it along with their payment. The Board had previously discussed the issue of having the brochure printed by another source outside the organization. The new brochure will have the logo cleaned up and will be two-color. Cost for 1000 is \$657.00. Prices are lower for 2000+.

It was suggested that the new brochure and this issue of the newsletter with school registration be sent to fire districts, given the large number of them across the state. Ben Cobb stated he would also like to see a regional mailing to the Lake Placid area, which includes several counties. Bob Arnold will provide a list of RMO's for the mailing list.

Scholarship & Awards - Rick stated he is looking for applicants in all three areas. Bob Arnold suggested George Williams for the Pequin award. Michelle Henry noted that IQS was a good friend of George Williams and perhaps would be willing to sponsor a cocktail party/reception in honor the Pequin and Melius award winners, possibly for Sunday night.

Technology - Ben noted that he needs to appoint a new chairman of this committee, with the retirement of Hans Finke. There are concerns with the website which is in need of updating. Steve Geurds offered to take over the website.

2005 NYALGRO SCHOOL June 12-15th

Hotel - Holiday Inn

- Complimentary greens fees.
- Lobby will be larger with renovations to the hotel.
- Hospitality room - Liquor cannot be brought in.

Commuters' Costs

- Breakfast \$10.00

- Lunch \$15.00
- Dinner \$25.00
- Meal costs will be subsidized by NYALGRO.
- Hotel will manage all meal tickets
- Vegetarians will also have a meal choice.

Hand Outs/Gifts for School

- Donna Mumbulo distributed several items for the Board to look at. *Motion by Charlie Michaux, seconded by Eileen Weishan, to leave the choice of gift up to Donna with the cost not to exceed \$1500.00. Motion carried.*
- Hans will be given a clock as a thank you gift from NYALGRO.

School Schedule

- Keynote speaker Skip Helfrich. An overview of his presentations was distributed and reviewed by the Board members.
- *Motion by Charlie Michaux, seconded by Adelia Pearson, to hire Skip Helfrich as a motivational speaker, at the cost of \$900.00 for three programs, including the opening address and two workshop sessions on professional development. Motion carried.*
- *Motion by Steve Geurds, seconded by Donna Mumbulo, to authorize 1 night's lodging for the dinner speaker on Monday night, and the Cornell University speakers, if necessary. Motion carried.*

NEXT MEETING: Thursday, March 3rd at 10:30 a.m., Hampton Inn, Syracuse, with March 7th as the snow date.

ADJOURNMENT: *Motion by Steve Geurds, seconded by Adelia Pearson, to adjourn. Motion carried.*

Respectfully submitted,

Patricia C. Wisniewski,
Secretary