

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT
RECORDS OFFICERS
Post School Board of Directors Meeting
June 11, 2008 – Corning, New York

President Donna Mumbulo called the meeting to order at 8:30 am.

PRESENT: Pamela Brown, Charles Callari, Patricia DePasquale, Sue DiBenedetto, Gina Doty, Steven Geurds, Donna Mumbulo, Dianne Tarity, Peter Scheibner, Kathy Walruth, Amanda Walsh, Eileen Weishan

ABSENT: James Ranger, Geof Huth, Daniel Karin, Jim Koury

COMMITTEES:

Budget: Chuck Callari was waiting for the hotel bill so figures were not complete yet. Conference income including registration and vendors fees is at \$4240. All vendors have paid. Expenses so far are \$5995. Speaker mileage (\$1000) was way over budgeted estimate of \$200. Speakers are reimbursed if they request it. Chuck will forward final figures by email to Board after receiving final expenses for the 2008 school.

2008 SCHOOL

Recommendations

NYALGRO received an overall positive assessment of the program with good comments and suggestions:

Registration desk needs to have someone there from 8am – 5pm as attendees and speakers come in at all times of the day. We had more day trippers and speakers coming in at many different hours.

Always check on parking availability. Some day trippers had to pay for parking.

Include hospitality room on the schedule and on the announcement board.

Include emails on the attendee listing.

Include an email on the evaluation form with the mailing address.

Make sure schedule is correct with appropriate breaks, meals and class times.

Have more of the classes certified for RMC credits.

Sign in sheets for each classroom and registration sheet for CMC/RMC

A monitor is necessary for each room to introduce speaker if required, check on AV, temperature, chairs, attendance sheets, handouts, etc.

More attention needs to be paid to speakers needs such as AV and meal tickets.

Thank you letters need to be sent to each vendor and speaker.

Vendors should be acknowledged on Monday not Tuesday.

School should have a timeline and procedures as to who is responsible for what. Amanda will check to see if she has one already. Meanwhile, Pam and Eileen will work on the timeline and procedures.

Tuesday afternoon should have a tour, field trip or other event.

Have dress code suggestions on the registration form – business casual.

We are always struggling with AV speaker needs, hotel AV fees, etc. A motion was made for NYALGRO to purchase two projectors. Chuck will investigate and purchase the units. We also need to look in the previous minutes about purchase of digital camera.
Motion made by Donna Mumbulo, 2nc by Chuck Callari and carried.

Nominations and Elections:

Election information needs to be included in the September Network newsletter. The following terms expire at the end of 2008: Pam Brown, Sue DiBenedetto, Dianne Tarity, Kathy Walgruth, Steve Geurds and Peter Scheibner. Steve will complete this term and not run again. The Election Committee is Dan Karin, Jim Ranger and Eileen Weishan. Dan needs to get the letter for nominations from Pam Brown or Dianne Tarity for the newsletter.

2009 School: The 2009 school will be held at the Radisson in Utica, NY.

Education Board discussed the Records Grant Workshop to be held at the Inn at Canandaigua on October 17, 2008. Steve Geurds presented a tentative agenda and suggested some speakers/topics. A tentative layout was agreed upon

Next Meeting: Next meeting will be held in the Radisson, Utica for a 2 day meeting to discuss school in detail on Sunday & Monday September 21/22.

Meeting adjourned at 11:30am

Respectfully submitted ,

Eileen R Weishan
Secretary

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT
RECORDS OFFICERS
Annual Business Luncheon/Meeting
June 10, 2008 – Corning, New York

President Donna Mumbulo called meeting to order at 1:00 pm. President Mumbulo welcomed everyone and introduced all Board Members.

MINUTES: *Motion by Charles Callari, seconded by Pat DePasquale to approve minutes of the June 13, 2007 Annual Business Meeting, held in Hunter, New York as presented. Carried*

TREASURER'S REPORT Treasurer Charles Callari reported on income and expenses for the period ending 12/31/2007, noting that NYALGRO is in sound financial shape.

Income -	\$28,536.15
Expenses (include School, newsletters, etc)	\$28,043.33
Total assets at year end	\$30,550.77

Motion by Judy Marone, seconded by Pat DePasquale to approve Treasurer's Report as presented. Carried

MEMBERSHIP: Steve Geurds, Membership Chairman reported that as of June 1, 2008 NYALGRO had 445 Members, 13 Associate Members, 8 Corporate Members and 12 Honorary Members for a total of 478.

SCHOLARSHIP AWARDS:

Scholarship Chairman Pat DePasquale presented the Cheryl Steinbach Scholarship awards for 2008. This year two full scholarships were awarded to Rick Cabello, IT Director, Schenectady County and Carol Messner, Evans Town Clerk. This annual award is presented in memory of Cheryl Steinbach, Town Clerk and RMO for the Town of Chautauqua and a past Treasurer and NYALGRO board member. Pat emphasized applying for the scholarship award.

AWARDS Board awards were presented to previous NYALGRO Board members – Michelle Henry and Benjamin Cobb. Board awards to those not present will be present at their location. These include Kathy Newkirk, Adelia Pearson, Barbara Sechrist, Wendy Roberson, Rick Geer, Charles Michaux, Lila Hall.

OLD BUSINESS Dianne Tarity introduced exhibitors and held drawings for the door prizes offered by exhibitors and NYALGRO. She and Donna Mumbulo presented Corporate Member Certificates.

NEW BUSINESS President Mumbulo reminded everyone about the Records Grant Workshop being held on October 17, 2008 at the Inn at Canandaigua, Canandaigua, NY. Registration and program schedule will be available soon on line.

ADJOURNMENT: *Motion to adjourn was made by Patricia Depasquale, seconded by Judy Marone and carried.*

Respectfully Submitted,

Eileen R Weishan
Secretary