

**NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS**  
Board of Directors Meeting  
March 6, 1998 - Syracuse, New York

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

**PRESENT:** Stan France, Bebe Morehead, Kathleen Newkirk, Kathy Sickler, Debra Dlugosz, David Shenk, Janis Colarusso, Patricia Wisniewski

**ABSENT:** Richard Geer, Charles Michaux, Frederick Grevin, Amanda Walsh, Richard Hogan, Joseph Carnevale.

**MINUTES:** Motion by David Shenk, seconded by Kathy Sickler, to approve the minutes of the January 23, 1998 meeting, as presented.

On the question, Bebe Morehead noted that the newly elected officers and directors should appear in the permanent records, as well as the name of the individuals serving on various committees. Under Spring Symposium, Sarasota Springs should read Saratoga Springs. Motion by David Shenk, seconded by Kathy Sickler, to amend the motion to include the corrections as noted. Carried.

**TREASURER'S REPORT** : Debbie Dlugosz presented the treasurer's report reflecting a balance of \$326.41 in the checking account and \$10,220.64 in the saving account for a total of \$10,547.05. There are currently 57 regular members and 7 associates. Charlie Michaux will be sending out notices to those who have not renewed as yet. Consideration was given to using the newsletter as a vehicle to reach unrenewed members, but it was noted that an invoice moves more efficiently and quickly through the payment system. An audit will be performed once Debbie receives additional information for 1997. Treasurer's report was filed for audit.

**CORRESPONDENCE:** Meg Salvano, Orange County, has informed President France of her interest in the vacancy on the Board.

**COMMITTEE REPORTS:**

**Budget and Finance.** Debbie Dlugosz reported that further information is needed in order to amend the budget. Upon Rick Geer's return, bank statements through October 1997 and other items will be reviewed and the budget should be ready by the next meeting.

**Bylaws.** Bebe Morehead presented the proposed change to Article VI of the Bylaws adding e-mail as a method of transacting official Board business. Motion by Bebe Morehead, seconded by Debbie Dlugosz, to amend Article VI, Section 5 of the Bylaws to read "Business by mail. Official business of the Board including voting may be transacted by mail and e-mail." Carried. Bebe will write an article for the Network and noted any other articles must be submitted by next week. Bebe also distributed an article from her local newspaper on the Empire Report. President  
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France will be providing the NYALGRO membership list.

**Education & Training Programs.** *Spring Symposium* will be held April 8th in Lake George. Conference schedules are finalized and being sent out today. Bebe noted the symposium was put together on short notice and commended Vicky, assisted by Kathleen Newkirk and Pam Vogel.

*NYALGRO Conference* - June 7-10, 1998.

**Hotel Arrangements.** Pat Wisniewski and Charlie Michaux met March 4th with Tricia Mezhir, Director of Sales, at "The Pointe" to review the hotel package and conference agenda. Copies of the confirmation letter were distributed for any corrections. The hotel will extend one complimentary sleeping room (doubles as hospitality suite) and one meeting space based on fifty reserved rooms, and three meeting rooms. Bebe Morehead noted that NYALGRO has never been charged for meeting rooms and would like this confirmed.

On Monday and Tuesday, the reception time will be 6:00-7:00 followed by dinner at 7:00. Bebe Morehead suggested a guest speaker at the Tuesday luncheon, since the opening session has been eliminated.

The hotel will provide the downstairs lounge on a complimentary basis for one evening, with some form of entertainment and cash bar, as the lounge upstairs closes at 5:30 p.m. Stan France suggested Monday evening following the dinner.

Exhibitor setup on Monday a.m. only, due to security concerns.

**Conference Brochure.** Bebe Morehead has developed the conference schedule and anticipates mailing of approximately 2000 registration brochures to membership and all RMO's in Region 8 and portions of Regions 6 and 7. Volunteers are needed to label, fold and stuff once the printing is done. SARA will provide labels for the RMO's. Stan France will handle the printing and possibly arrange for a postage meter. Local committee to handle the physical mailing. Charlie Michaux to submit article on Conference for the *Network*.

**Registration.** Bebe Morehead stated that the local committee in charge will be responsible for developing the data base for attendees, registration fees, dinner reservations, etc. and provide a printout following the conference which will then be provided to vendors. This will require a substantial commitment in terms of time. A separate person is needed to handle extra meals and daily attendees, vendors and complimentary meals. Bebe will be in contact with Charlie Michaux as to the individual designated to handle registration.

**Vendors.** Debbie Dlugosz has labels for the vendors who participated last year and will provide information on local vendors to be added to the list for this year's conference. Vendor letters need to be sent with follow-up phone calls to those not responding. The person designated must act as  
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liaison between the vendors and the hotel on any problems that might arise. Vendors are encouraged to attend the Monday night banquet and thank you notes are sent following the conference with information on the next year's conference location.

David Shenk volunteered to develop the vendor solicitation list and letters, but needs someone else to take over as he has been called up for Reserve duty at Ft. Bragg. Kathy Sickler volunteered to continue with the vendor process at that time.

**Hospitality Room.** Charles Michaux will handle the hospitality room and handle sale of items to cover the cost of supplies in the room. Some shirts and pins remain available from last year and Charlie will be getting sweatshirts for this year. Suggestions were made on increasing sales and Bebe noted that vendors no longer underwrite hospitality room costs. David Shenk volunteered to make a sign promoting the sale of items at the Conference.

**Program.** Bebe Morehead distributed spreadsheets on the Conference schedule. Moderators appointed will be supplied with a brief bio on the speaker and are responsible for making sure equipment is in working order for their designated sessions, etc.

**Nominations and Elections.** President Stan France noted the vacancy on the Board created with the election of Debbie Dlugosz as Treasurer. He read a letter received from Meg Salvano, RMO for Orange County expressing interest in the position. Motion by Bebe Morehead, seconded by Kathy Sickler, to appoint Meg Salvano to fill the vacancy on the NYALGRO Board. Carried.

**Legislation.** Kathleen Newkirk has contacted State Senator Mary Lou Rath to advise of her appointment to the Legislation Committee for NYALGO. As a result, Kathy has been receiving literature from Senator Rath's office and will keep in contact with them on any future legislation in the Senate.

**Membership.** President Stan France noted that membership information will be available on NYALGRO's website at [schopeg.org/nyalgo](http://schopeg.org/nyalgo). For local law information, the address is [schopeg.org/locallaw](http://schopeg.org/locallaw). It was noted this address should be included in the *Network* and it was also pointed out that the newsletter lacks an editor's mailing address or phone number. Bebe Morehead reminded new Directors and Officers to provide bio information and photo to Esther Sokol as soon as possible for inclusion in the next issue.

**Publicity.** Kathy Sickler suggested submission of an article on NYALGRO to the Empire State at the time the membership labels are sent. An article, in lieu of an ad, has also been submitted for publication in the Town Clerk *Recorder* on membership, etc.

**Regionalization.** Stan France stated he will be contacting Jan Colarusso on this issue. Nothing to report at this time.

**Scholarship.** Dave Shenk reported that he and Rick Geer reviewed the previous application process for NYALGO scholarships for Conference attendance and higher education. A draft was presented of a standard application covering both types of scholarships. The application includes verification from the Department Head/Supervisor/Student Advisor that agency funding is not available. Debbie Dlugosz suggested adding the wording "must be 1st time attendee" for the category of conference attendance. Two boxes should also be placed on the application so applicants can check either higher education or conference. There should also be a note directing applicants to the reverse side of application for guidelines (i.e., maintaining B average, submission of grades for education grant) and specifying that courses in higher education must be in the field of records management. Include address for mailing of application. An article should also be submitted for the *Network*.

**Technology.** President France has been in contact with Fred Gavin and noted his intention to submit an article on this topic for the Network.

**OTHER BUSINESS:**

**Insurance.** The committee discussed certain holes in the policy of insurance presented at last month's meeting. David Shenk stated that the insurance consultant retained by the Town of felt the policy was more suited for a small business owner. There is also an exception if another policy is in effect (i.e. hotel policy). It was his opinion that a Workers' Compensation claim would fall under a municipality's individual compensation policy because attending a conference is considered to be on the municipality's time.

President France noted that a certificate of insurance is required when conferences are held in New York City. Bebe Morehead stated that she had also investigated the issue and was informed that NYALGO should carry coverage for errors and omissions in addition to liability.

David Shenk stated that in the event of an injury and there was no liability coverage carried by NYALGO, then the individual Board member's homeowner's insurance would apply. It was the consensus of the Board members that they did not favor having to rely on their own personal insurance policies for various reasons.

**Supplies.** Bebe Morehead noted that letterhead needs to be ordered. The current return address will be removed and each Board member can use their own.

**Adjournment:** Motion by Jan Colarruso, seconded by David Shenk, to adjourn. (2:00 p.m.).  
Carried. Future meetings: Sunday, June 7, 1998 at 3:00 p.m., Wednesday  
June 10, 1998 breakfast meeting, Friday, September 11, 1998 at 10:00 a.m.  
(location to be announced).

Respectfully submitted,

Patricia C. Wisniewski, CMC, Secretary