

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT  
RECORDS OFFICERS  
Board of Directors Meeting  
April 7, 2006 – Syracuse, New York

President James Koury called meeting to order at 10:15 am.

**PRESENT:** James Koury, Steven Geurds, Charles Callari, Dianne Tarity, Patricia DePasquale, Pamela Brown, Geof Huth, Donna Mumbulo, Wendy Roberson, Lila Hall, Bonnie Page, Eileen Weishan, Kathy Newkirk

**ABSENT:** Adelia Pearson, Donna Combs

The Board Welcomed Geof Huth as the NYS Archives Liaison to NYALGRO. Mr. Huth announced that he has been appointed Director of Government Records Services, replacing the retired Robert Arnold.

**SECRETARY'S REPORT** *Motion by Pat DePasquale, seconded by Lila Hall to approve minutes of the January 27, 2006 meeting, as presented. Carried*

**TREASURER'S REPORT** Chuck Callari presented a summary report for 2005 and a year to date report for Income & Expenses. There is a current overall Balance of \$34,333.30.  
*Motion by Donna Mumbulo, seconded by Wendy Roberson to approve Treasurer's Report as presented. Carried.*

**COMMITTEES:**

**Budget – Mumbulo**

Donna Mumbulo and Chuck Callari will get a budget put together for 2006.

**By Laws – DePasquale**

Board members discussed whether Board Member Term Limits should be something to consider. Currently, there is nothing in the By-Laws to address this issue. Elections are held every two years for each position and with retirements and municipal elections, there does not seem to be a problem. There has been a large turnover in Board Members in the past three years. The issue was tabled. Pat DePasquale, Jim Koury and Wendy Roberson will review the By-Laws for items to be considered at the June Board meeting. Board Members should review the By-Laws for suggestions as well.

**Education & Training – Mumbulo**

Discussion later in the meeting on the 2006 School.

**Nominations & Elections –**

The committee needs to be activated to begin the process for nominations and elections this fall. Ben Cobb, Wendy Roberson & Eileen Weishan are on the committee.

**Membership – Geurds**

Steve Geurds reported an increase in membership to 345 paid members. He is receiving responses from the Canandaigua regional mailing done in conjunction with the June School.

**Publicity – Roberson**

Wendy Roberson reported April 15<sup>th</sup> is the deadline for Newsletter articles. She would like to do articles on the new Board members in each issue. Chuck Callari discussed the large difference in printing costs between this Newsletter and others. He will look at other prices.

Two vendor commitments have been received for the school. Wendy plans on talking with all school vendors about corporate advertising.

### **Scholarships/Awards - Newkirk**

Three awards are presented at the June School: the Melius award – for outstanding work in the records management field; the Pacquin award – “to honor a person who has made noteworthy achievements and has shown exceptional support and involvement in the records profession.” - and the Steinbeck award for attendance at the June School.

*Motion made by Donna Mumbulo, seconded by Lila Hall and carried to give the Melius award to Hans Finke, and Carolyn Stewart, Monroe I BOCES. Carried.* There are no guidelines stating we cannot give 2 awards in one year.

*Motion made by Pat Depasquale, seconded by Donna Mumbulo to give the Pacquin award to Robert Arnold. Carried.*

Board members agreed that the awards for Pacquin and Melius should be in the form of a plaque with the design of the Pacquin more formal. Jim Koury will work on the wording for the awards. *Motion made by Lila Hall, seconded by Pat Depasquale to purchase plaques not to exceed \$200. Carried.*

### **Technology – Geurds**

The NYALGRO website is running and fully functional. The Membership list is on pdf without email addresses to protect members from spam mail. Once the new LGRMIF application is ready a link will be placed on the website.

### **Legislative – Page**

No Report. See New Business

## **OLD BUSINESS**

### **2006 SCHOOL**

Presidents

Reception

Sunday evening is the Presidents Reception. Past Presidents will be invited to the reception individually. Widmer Wineries will be show casing a selection of wines from 7pm – 8pm. Board agreed to have a cake in Bob Arnolds’ honor. Geof Huth will attempt to get an “appropriate” picture for the cake. Chuck Callari will look into ordering one locally from Wegmans.

Awards

Gifts

Awards are discussed in Committee Reports.

Notebooks (144), lanyards (150) and pens (250) have been ordered. NYALGRO Pins will be ordered once the preliminary drawing is approved. Chuck Callari reported that the pin company recommended adding a blue edge around the pin to off set the blue logo. He was hoping to have it by email at the meeting but it did not arrive in time.

RAC Table

RACs from regions 4, 6, 7, 8, 9 will have information at the table along with a complete list of all RACs and members. RAC members will receive a Ribbon indicating membership on this committee.

Ribbons

RAC Members will receive white ribbons. There is an overabundant supply of NYALGRO Board member ribbons – red with gold lettering. It was agreed to use these rather than purchasing a new supply of blue ribbons.

Sessions

Donna Mumbulo discussed the last Tuesday session on Success Stories. She recommended having Board members – especially the Executive Board do a presentation on the successes they have had with various programs. It is a good way to promote projects, get to know who the Board members are and some of their background. NOTE: Need to COORDINATE!!!!!!!!!!!!!!

- Evaluation Sheets** Jim Koury includes the evaluation sheets in the school packets. They should include three specific suggestions from the Board for 2008 school locations asking attendees to select their preference.
- Hospitality Room** Pat Depasquale, Diane Tarity and Kathy Newkirk will put together the food and drink for the hospitality room. Pat Depasquale agreed to have the room next door. The Hotel requires someone from the organization be lodged in the room adjoining the hospitality room.
- Boat Tour** Information on touring options for Sunday arrivals will be placed in the next Newsletter.
- Vendors** Vendors must pay for lunches. No complimentary tickets. Break sponsors are part of the package sent to vendors.

**2007 School:** Jim Koury reported that the Kaatskill Mountain Club at Hunter Mountain in the Catskills is only available June 10-13. This might be the week of the County Clerks conference again. Prices were not available yet because of recent purchase and change of ownership. Prices should be available soon. Board members discussed locations for 2008 and decided to ask school attendees for preferences. See above.

**Travel Policy:** Jim Koury reminded the Board of the three suggestions he had: Lower the 160 mile one way requirement to 100 miles; pay 50 percent of the total mileage; full mileage reimbursement. It was agreed to not be financially sound to pay full mileage per board member per meeting – over \$1300 per meeting. *A Motion was made by Steve Geurds, seconded by Bonnie Page to reimburse all Board members @ 50% total round trip mileage per meeting at the New York State rate of .445 effective September meeting. Carried.*

*A Motion was made by Kathy Newkirk, seconded by Steve Geurds that reimbursement of tolls in lieu of mileage would be allowable with receipt if a board member is driving a municipal vehicle. Carried.*

*A Motion was made by Lila Hall, seconded by Kathy Newkirk that the policy on overnight stays is the following: Hotel overnights are approved by the President/Treasurer as long as a trip exceeds 160 miles one way. Carried.*

## **NEW BUSINESS**

**Regions/Chapters:** There had been much conversation via email previous to the Board meeting concerning the NYALGRO guidelines for chapters and regions. Brenda Parnes from New York City brought up the suggestion of starting up “chapters” or regional meetings. Because it was so difficult to get travel approval, in the past New York City members started regional meetings. NYALGRO does have current regional guidelines. After much discussion it was agreed that the current regional guidelines are sufficient and no more action is needed at this time.

**NHRPC:** Geof Huth explained the National Historical Records and Publications Commission resolution. This grant funding arm of the National Archives provides support for archival and records management projects throughout the country. The proposed Federal budget will eliminate any funds for this program. *A Motion was made by Bonnie Page, seconded by Donna Mumbulo to adopt the attached resolution to restore the funding to the budget in the amount of \$20 million dollars. Carried.*

**State Archives Report:** Geof Huth reported that there would be major changes with the NYS Archives Government Records Services because of plenty of available funds. Ten positions are currently available.

Grant review committees met and reviewed 725 LGMRIF grant applications requesting a total of \$22 million dollars.

Two programs currently are scheduled in the state – Cyber Security in Albany on May 14-15 and an Electronic Records Symposium in New York City May.

**NYALGRO Minutes:** Kathy Newkirk reported that we should to get the volume of minutes to Bruce Cadman from General Code for conversion to CD. Pat Depasquale has 1989 – 1998 in hard copy and 1998 – 2005 in electronic form. It was added that the Albany Hall of Records contains some NYALGRO minutes and we need to know what is there and the volume.

**Expenditure Policy:** Board discussed expenditure limits not requiring full board approval. The purchase of postcards prompted the email discussion. Kathy Newkirk suggested that as a tax-exempt organization maybe we need a paper trail. The budget would cover approved expenses such as postage. It was agreed that if the item were covered in the Budget, a purchase of small items such as postcards would be allowed with President and/or Treasurer approval and without full Board approval.

**Capital Region Archives Committee:** This year for NYS Archives week the Capital Region will be hosting a program at the Governor's Mansion in Albany which is celebrating its 150<sup>th</sup> Anniversary. Jim Persico will be the speaker. The program will be held on October 4, 2006.

**Newsletter Costs:** Chuck Callari has been investigating the cost of printing the newsletter. Wendy Roberson currently uses a local (for Her) printer so she can have easy access. The current cost is \$3.47 per issue. Chuck calculated the Ontario County Historical Society newsletter at \$.83 cents per issue. He will do more research. There are many concerns: mailing deadlines, number of pages/type of paper, ease of review and submission of articles, etc.

#### **CORRESPONDENCE:**

**Town Clerks Conference Booth:** A letter was received from New York State Town Clerks Association asking if NYALGRO would like to have a table at the spring Annual Conference in Saratoga Springs. Geof Huth suggested placing the NYALGRO brochures on the NYS Archives table. Jim Koury will reply that NYALGRO will not have a booth this year.

#### **NEXT MEETING:**

The Board will meet next at the Inn on the Lake in Canandaigua on Sunday June 4, 2006 at 2 PM. Another meeting will be held after breakfast on Wednesday morning to review the school.

*Motion to adjourn at 1:45 pm made by Kathy Newkirk, seconded by Steve Geurds. Carried.*

Submitted by  
Eileen R Weishan  
Secretary

An electronic vote was taken on February 21, 2006:

Corporate Membership allows for one free quarter page ad per year (4" x 5"). Subsequent corporate ads would be as follows:

Quarter Page: 4" x 5"	\$60.00
Half Page: 8"x 5"	\$100.00
Business Card: 2" x 3.5"	\$30.00

Nine Members voted in favor: Koury, Mumbulo, Roberson, Weishan, Brown, Tarity, Geurds, Callari, Newkirk