

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS

Board of Directors Meeting

June 7, 2002 – Alexandria Bay, New York

Meeting was called to order by President Stan France at 8:30 a.m.

PRESENT: Stan France, Kathleen Newkirk, Richard Geer, Amanda Walsh, Wendy J. Roberson, Benjamin Cobb, Sandra Sopak, Donna Mumbulo, James Koury, Ron Lagasse, Adelia Pearson, Patricia Wisniewski.

ALSO PRESENT: Bob Arnold.

ABSENT: Charlie Michaux, Hans J. Finke.

CONFERENCE EVALUATION AND NEXT YEAR SCHOOL:

Evaluations were reviewed and a summary will be prepared.

Stan France noted favorable remarks on the site chosen. Accommodations at the Riveredge were comfortable and the few minor problems that arose were addressed and resolved quickly.

General consensus of the board members, and from comments received from attendees, was that the school program should return to a Sunday through Wednesday schedule. Having a Wednesday through Friday school resulted in an extra day away from the office and left less time to interact with others.

Several sites were considered for next year's school:

1. Lake Placid (long way to travel/no direct route)
2. Cooperstown (lot to do/close to lake)
3. Villa Roma, Sullivan County
4. Hudson Valley Resort.
5. Corning

Stan noted the other conferences/schools that run from April to June, including the Town Clerks conference, County Clerks conference and others. The NYALGRO Board may want to consider either a short seminar program, or a full school, in September. Stan noted that Brian Andersson presented an excellent program and we may want to hold a regional meeting in New York City which would draw mainly city attendees. Southgate Towers was suggested, offering mini-suites at a reasonable rate. Sandy Sopak felt September would conflict with the NYCOM (City/Village Clerks) conference. Primary Day would be an issue for Town Clerks, making the early part of September unworkable, forcing it to the 3rd or 4th week of the month.

Cost may be a significant factor with anticipated tightened budgets for next year. It is possible to obtain funding for the school from the Records Management grants, either within the grant application or at the end of the grant cycle if surplus monies remain.

Sandy Sopak felt whatever timeframe was decided upon for the school, the same core of people would attend. Following discussion, it was the Board's consensus that the annual school remain in the month of June, with a possible NYC Regional meeting for the fall.

The newsletter could also be used as a forum for an informal poll on location and/or timeframe for future schools.

Following discussion, the following final choices will be considered for next year's conference after further investigation:

1. Cooperstown
2. Lake George
3. Old Forge
4. Corning
5. Saratoga
6. Albany/ Capital District (Hall of Records)

Bob Arnold suggested Bill Saffody (phonetic) as a future speaker, or Greg Hunter, teacher at LIU, and a former AT&T technician, involved with ARMA. A day long session could revolve around a specific theme or speaker. Bob also reminded the Board members that Archives Week is scheduled for Columbus Day weekend.

Stan France noted that NYALGRO has demonstrated the value of an excellent speaker as a kick-off for the rest of the school's programs and this practice should be continued. Amanda Walsh also commented on some town clerks' remarks that the annual NYSTCAI school was becoming somewhat stale, prompting them to take interest in the NYALGRO school as an alternative, especially in light of tightened budgets. Wendy Roberson stated that we should now capitalize on what NYALGRO can offer and be prepared to put a professional program together.

Suggested topics for next year's program:

Physical/business environment of profession

Hazards (chemistry of records)/asbestos dangers (possible County officer to speak on topic)

Reporter/journalist/regional TV anchor as keynote speaker on challenges of holding or not holding information, perhaps balanced with Bob Freeman.

Rick Hogan, in light of current job, could attract court clerks.

General communication issues.

It was generally felt that Board members have been emphasized too much as speakers and should be used as monitors for introduction of speakers, announcements. Speakers should be brought in from the professional field of their own expertise. It is not that Board members cannot teach a class, but that they should be utilized for PR and activities of NYALGRO.

Ron Lagasse stated the names should be larger on the name tags for easier identification.

Kathy Newkirk also felt the vendors and attendees should be provided with a list of attendees at the time of registration.

Ben Cobb stated that the suggested sites for next year's school be contacted right away. Stan questioned whether a ceiling should be set on the cost, or should we subsidize to some extent in order to drop the cost to the participants. Amanda Walsh stated that depending on the location, if the cost approaches \$450.00, the Board should be able to pick up \$50.00 of that amount. Those assigned to the various sites should be looking at what will be offered and keeping expenses as low as possible, outside the school cost itself, and that the facility be as self-contained as possible.

Evaluations on hospitality room were mixed, even though every effort has been made to offer a pleasant environment with plenty of refreshments.

Next year's school: June 1-4, 2003. Sunday through Wednesday.

SCHOLARSHIPS: Rick Geer felt it would be a good idea for NYALGRO to open up one or two scholarships to returning attendees whose governments are unable to fund attendance at a school. A new application will be prepared with guidelines, to be posted in the newsletter or sent as a mailer. Previous instructions were somewhat ambiguous and need to be clarified. Whatever guidelines are established, whether for first time attendees or returning attendees, clearly formulated criteria must be included, i.e., number of years previously attended, if paid for with personal funds in the past, etc., in order to avoid any misunderstanding.

Bob Arnold stated that a letter should be sent to the recipient's government, indicating the importance of the award and what it means to the person receiving it, along with a press release to the local paper. The logistics of placing an article were discussed and it was suggested that other attendees local to the recipient could assist with particulars.

Ben Cobb stated he will have his County Clerk prepare a letter of thanks to the Riveredge and NYALGRO will also provide a letter of compliments on the accommodations, etc. It was also suggested that the Board consider returning to Riveredge on a regular alternating basis.

NEWSLETTER: Wendy Roberson reported a July 15th deadline for the August edition of the Network. She is also working on a new NYALGRO brochure.

NEXT MEETING: September 27, 2002.

ADJOURNMENT: Motion by Amanda Walsh, seconded by Kathy Newkirk, to adjourn (9:50 am).

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Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary

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

Annual Business Luncheon/Meeting
June 6, 2002 – Alexandria Bay, New York

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

TREASURER'S REPORT : Treasurer Sandy Sopak reported on income and expenses for the period 1/1/02 – 5/31/02, noting that NYALGRO is in sound financial status. The organization has obtained 501C status this year and has received tax refunds for the prior three years.

Checking Account balance:	\$ 3,750.70
Savings Account balance	20,068.99
Certificate of Deposit	<u>10,335.34</u>
Total Assets	\$ 34,155.03

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

President Stan France expressed appreciation to Michele Henry, a past board member, who helped with the registration table this year. He noted her dedication to the organization and her willingness to assist with this conference, especially in light of her upcoming twins who will be born this September. A gift was presented to Michele.

SCHOLARSHIP AWARDS:

Scholarship Chairman Richard Geer presented the Cheryl Steinbach Scholarship award to Tina Ward Shuart, RMC/CMC, Cobleskill Town Clerk. The scholarship award, developed in honor of Cheryl Steinbach, Town Clerk and RMO for the Town of Chautauqua and a past Treasurer and NYALGRO board member, is presented each year.

In accepting the award, Tina Ward Shuart thanked NYALGRO and expressed her appreciation in being able to attend this year's school.

President Stan France stated this year marks the third presentation of the Wheeler B. Melius Award. This award is named after Wheeler B. Melius, a clerk in the Albany County Clerk's office who risked his own personal safety in moving and securing the safety of records during a fire at the Albany County offices in 1880. This prestigious honor is presented to a NYALGRO member who has demonstrated outstanding service in records management. This year's award was presented by President France to Pam Vogel, Records Manager of Warren County. Stan noted Pam's many achievements in records management, including her 12 years as Records Manager of Warren County where she was able to obtain more than a half million dollars in grants. She also served as its County Historian for 13 years and was an original member of RAC.

Bob Arnold also applauded Pam for her contributions to the field of records management and as County historian, noting her outstanding ability in the preparation of grant applications, and generosity in assisting other RMO's.

Congratulatory remarks were also given by Geof Huth who referred to Pam Vogel as a dedicated "super human" in the field of records management; Ron Lagasse who noted whenever he needed assistance with a problem, Pam was always there to help him; and Amanda Walsh who noted it was the encouragement of Pam Vogel which prompted her to attend her first NYALGO school.

In accepting the Wheeler B. Melius Award, Pam Vogel stated she was honored with its presentation, but loves her work and appreciates the many people who have helped her along in her journey during the last 28 years. She stated it has been her privilege to work with others who are just as dedicated to the field of records management.

ADJOURNMENT: *Motion by Adelia Pearson, seconded by Donna Mumbulo,
to adjourn. Carried.*

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary