

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT
RECORDS OFFICERS
Board of Directors Meeting/Retreat
September 23-24, 2007 – Corning, New York

President Donna Mumbulo called meeting to order at 1:00 pm on Sunday September 23. The meeting continued Sunday evening and Monday morning.

PRESENT: Steven Geurds, Patricia DePasquale, Pamela Brown, Donna Mumbulo, Dianne Tarity, Eileen Weishan, Adelia Pearson, Amanda Walsh, Geof Huth, Dan Karin

ABSENT: Kathy Walruth, Charles Callari, and James Koury. Adelia Pearson was not present for the Monday am portion of the meeting.

SECRETARY'S REPORT Corrections to the June 13, 2007 minutes were made: Absent Wendy Roberson; Present: Diane Tarity. *Motion by Patricia DePasquale, seconded by Adelia Pearson to approve minutes of the June 13, 2007 Board Meeting, as amended. Carried*

TREASURER'S REPORT Charles Callari submitted the Treasurers report January 1 through September 14, 2007 that includes a comparison to 2006 fiscal year.
Total Income during this period: \$17,506.79; total Expenses: \$11,169.36.
Total School Income 2007: \$5,201.00; total Expenses: \$8,361.02.
Total Assets as of 9/14/07: \$36,395.44.
Motion by Steve Geurds, seconded by Pat DePasquale to approve the Treasurers report and carried. See attached

Resignation: Lila Hall has retired from her position as Tioga County's Director of Records Management. She has also resigned as a Board member for NYALGRO effective 8/31/07. *A motion was made to accept the resignation of Lila Hall as Board member by Patricia DePasquale, seconded by Adelia Pearson and Carried. The Board thanked Lila for her service.*

Appointment: *A motion was made to appoint Sue DiBenedetto, Broome County as replacement for Lila Hall's position on the Board by Donna Mumbulo, seconded by Patricia DePasquale and Carried.*

By Laws: Board discussed various positions within the Board, their necessity and effectiveness. The Vice President of Budget & Finance has little to do with Budget or Finance. The Treasurer does the Budget and most other work. Yearly audit should be completed. The Vice Presidents and the President or a committee could do this. Someone other than members/officers of the Association should do an external audit. *A motion was made by Wendy Roberson, second by Steve Geurds to have Chuck Callari talk with three CPA's to do an annual audit and review of the Association. Carried.*

Board members discussed the necessity for someone to be in charge of events conducted by the Association such as the school or individual trainings. *A motion was made by Steve Geurds, second by Pat DePasquale and carried to make the following By Laws Changes:*

- Require an annual external audit*
- Abolish the position of Vice President of Budget & Finance*
- Establish the position of Vice President of Events*

Vice President of Events Position Description: Coordinate all meetings, accommodations associated with all training and educational events.
A motion was made by Steve Geurds, seconded by Pat DePasquale and carried to accept the description.

This is according to the By-Laws Article IX, Section 1.

A motion was made by Steve Geurds, seconded by Pat DePasquale and carried to appoint Amanda Walsh Vice President of Events effective immediately for the remainder of the term.

The Vice President of Budget and Finance seat was vacant because of the appointment of Donna Mumbulo to President.

COMMITTEES

Accommodations: This committee was established per motion by Steve Geurds, second by Pat DePasquale and carried. The committee would assist Amanda Walsh with events and would report to her as Vice President of Events. Chuck Callari was appointed chair with Pat DePasquale and Donna Mumbulo as committee.

Budget & Finance: Budget and Finance committee would meet with outside firms for external audit. Chuck Callari would serve as the Chair.

Education: Eileen Weishan will serve as Chair with Pam Brown.

2008 School: See discussion at end of minutes.

2009 School/2010 School: Board discussed possible locations for the 2009 and 2010 school. Utica will be investigated for 2009. Lake George, Rochester and Poughkeepsie/New Paltz areas will be investigated.

2008 Fall School: Board discussed more details about the Fall 2008 School. The Inn at Canandaigua has good package rates for those who prefer to stay over and include state rates. Board agreed it would be wise to get the RAC's involved from Regions 6,7,8. A date of October 17, 2008 was set which coordinates with the beginning of the 2009-10 grant application release. The single topic for the day would concern grants. Vendors and fees need to be discussed at a future meeting.

A motion was made to accept the above plans by Donna Mumbulo, seconded by Steve Geurds and carried.

Legislative: A recommendation was made to eliminate the Legislative committee. Geof Huth currently makes reports on the Legislature and important items pertaining to records management. The Board can serve as a committee to respond or recommend to the legislature.
A motion was made by Wendy Roberson, seconded by Steve Geurds and carried to remove the Legislative Committee with the understanding that the function will be taken over by the full Board.

Membership: Steve Geurds is Membership Chair with Amanda Walsh serving on the committee. Steve reported that NYALGRO currently has 387 members: 361 Regular members, 12 Associate Members, 4 Corporate members and 10 Honorary members.

Nominations and Elections:

Diane Tarity is Chair with Pam Brown assisting. Two letters are mailed to members. The first letter announces the positions available for elections. For 2008 these positions are: President, Vice President of Events, Secretary, Treasurer and 4 Directors Seats. The second letter is the actual ballot.

Publicity:

Pat DePasquale will serve as Chair with Wendy Roberson and Chuck Callari on committee.

Technology:

Pam Brown is Chair with Diane Tarity serving on committee.

Scholarships:

Pat DePasquale is Chair with Adelia Pearson on committee. Board requested written criteria for next meeting. This information will be put on the website and as an article in the Newsletter with award presentation pictures. A policy is needed concerning award winners and who receives free meals.

It was agreed that Melius, Paquin and Arnold award winners and one guest would receive a meal. The board must be notified by a certain date who is coming and if they would be bringing additional people at a per person charge. Accommodations for award winners will be handled on an individual basis with an established ceiling.(?)

Website:

Pam Brown and Diane Tarity will serve on the committee.

2008 SCHOOL

The 2008 school will be held at the Radisson in Corning, NY, June 8 – 11. Many suggestions were offered to improve 2007 school.

Classes begin at same time; registration confirmation with food & Class choice; Will these items be complimentary – president's room/hospitality/AV equipment Deposit?

The theme for 2008 at Corning was established as "Records In Corning 2008: Glass is in Session".

Board members spent many hours reviewing ideas for sessions, speakers and scheduling. The Board agreed that a committee should develop policies and procedures for conference speakers and a blanket policy for all Board members attending conference.

A letter from the President needs to be sent after January 1, 2008 announcing the school concerning the who, what, where and when, scholarship information in an eye catching brochure to non members focusing on RMO's from municipalities, school, county, fire coordinators, etc.

Giveaways would be a collapsible umbrella (royal blue) not over \$7 a piece per motion by Adelia Pearson, seconded by pat DePasquale and carried.

Presidents Wine Tasting Reception will be held on Sunday Night per motion by Eileen Weishan, second by Pat DePasquale and carried. The Hotel handles contacts with winery and appetizers will be served.

A band or DJ on Monday or Tuesday night will investigate for future meeting.

Registration:

A motion was made by Steve Geurds, second by Amanda Pearson and carried to waive registration fee for Board members.

For Speakers: If speaker is coming before or after lunch, they will get a free lunch. If a person will be speaking during dinner, they will get a free dinner.

All speakers will have registration waived.

Mileage:

Speakers charge for engagements differently. Board will see who the speakers are and what their requirements are. Board members are allowed to offer mileage and a meal.

Board Members should contact Donna Mumbulo with other requirements. She will approve alone or with a committee of President, Treasurer and Education Chair. Speaker fees committee will be Steve Geurds, Diane Tarity and Amanda Walsh.

Vendors Fees: A motion was made by Steve Geurds, second by Pat DePasquale and carried to have vendors fee include lunch tickets (2 per day) and to raise vendors fee \$50 for each type. Monday night will be a cash bar reception followed by the Board of Directors Awards Dinner. Board discussed a tour of Corning Glass Works before dinner on (Tuesday????) and whether there should there be a vendor reception.

Board Member Recognition:

Board members discussed recognition of the past Board members including Ben Cobb, Kathy Newkirk, Charlie Michaux, Rick Geer, and Barb Seacrist. Members were going to investigate if any of these Board members had received anything as recognition at this point.

Annual Board Retreat A motion was made by Pat DePasquale, seconded by Amanda Walsh and carried to have an annual Board retreat. There were many positive results from this weekend meeting.

Last Meeting Board Members offered thanks to Wendy Roberson for her dedication and service to the Organization on her last meeting.

Next Meeting: Next meeting will be held in Syracuse, January 11, 2008 at 10:30 am. The following meeting will be April 4, 2008.

Meeting adjourned per motion by Pat DePasquale, seconded by Steve Geurds. Carried.

Eileen R Weishan
Secretary