

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS

Board of Directors Meeting
January 22, 1999 - Syracuse, New York

Meeting was called to order by President Stan France at 10:00 a.m.

PRESENT: Stan France, Bebe Morehead, Kathleen Newkirk, Kathy Sickler, Charles Michaux, David W. Carmichael, Hans-J. Finke, Amanda Walsh, Richard Geer, David Shenk, Janis Colarusso, Joseph Carnevale, Patricia Wisniewski

ABSENT: Debra L. Hogan, Richard Hogan, Robert Arnold.

CORRESPONDENCE - *Change in Permanent Address.*

Hall of Records in Albany has informed NYALGRO that they will probably be moving sometime this year and there is now need to establish a new address for NYALGRO. The following facts have to be taken into consideration:

- The member taking responsibility for the new address must have the ability to check the mailbox on a daily basis.
- Annual cost is approximately \$36.00 per year.
- Corporate paper work needs to reflect an address. Charlie stated that a PO Box is acceptable if members' addresses are also listed. He suggested we retain the Albany Hall of Records address until such time as the move is made.
- Stan will also check ACHOR on regulations.
- The Bylaws state: "The headquarters of NYALGRO shall be located at an address designated by the Board of Directors. The Corporation may also have other offices at such other places within the state as the Board may from time to time determine the business of the corporation may require." Kathy Newkirk noted this really doesn't give direction and suggested checking the corporate papers for further clarification.

Bebe stated she received thank you notes from Mary Wallen, Laurie Beecroft and Cheryl Steinbach for their parting gifts. Bebe also has photographs from the mini-conference for Board members to view.

COMMITTEE REPORTS - Stan explained the committee assignments to Board members.

Budget and Finance. Geer, D, Hogan, Colarusso

Bylaws. Sickler, Morehead, Wisniewski

Education and Training Programs. Morehead, Walsh, Finke, Carmichael

Spring Symposium. It was noted that time constraints will not allow planning for a Spring Symposium this year. Stan France proposed moving this session to the fall, but it was noted that elections fall into that time period.

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Bebe noted that she and Amanda serve on the LGRAC micrographics sub-committee and are working on a two-day work shop. Amanda stated they are looking at getting different levels of people in on training with various vendors, local officials and SARA representatives, and are hoping to draw from a wide variety of people in the field. Exact details are not available as yet, but the workshop will be geared toward microfilming specific types of records. The site has not as yet been chosen, but further information will be provided at the next meeting. The training will be more technical and aimed at improving vocabulary and producing a better quality finished product. The workshop will be focused on addressing the following problems:

- Microfilmed documents of poor quality are being accepted by many local governments due to the lack of knowledge in the field.
- Underutilization of micrographics.
- Poorly produced microfilming, resulting in lost information, even with SARA training.

There followed a general discussion on reasons for poor attendance at conferences and mini-conferences, including the issues of time commitments and financial constraints. Stan stated that NYALGRO needs to promote an awareness of microfilming and the additional training opportunities offered by attendance at either the conference or mini-conferences, especially to organizations and local governments still unfamiliar with its technology. It was also noted that there remains a lack of understanding about the importance of efficient records management.

Kathy Sickler suggesting working together with the Regional Advisory Officers in each region to determine the most common topic being applied for under SARA funding in their regions. Classes could then be developed using that information and the RMO's mailing list to target those clerks to whom the topic applies. The Board could then follow up with phone calls to ensure potential attendees are aware of what the conference is offering and encourage attendance.

Hans felt that one-day conferences were not successful because many records management officers cannot afford an entire day and suggested a one-half day conference, focusing on one specific topic with one or two speakers.

David Carmichael stated that if regional meetings are not working, eliminate those and put all focus on annual conference. Kathy Sickler noted that past experience has shown that RMO's receiving SARA grants do not attend annual conferences due to the workshops made available by SARA.

It was noted that questionnaires were handed out at the previous June conference for attendees to suggest specific topics for future events. Suggestion was made that seminar questionnaires be mailed to presidents of Town Clerk Associations for distribution at monthly meetings. The questionnaire could also contain an area for NYALGRO membership application.

June Conference. Bebe reported that the Conference will be held at Fort William Henry in Lake George. A conference center is being built with attached restaurant. Attendees still have to walk outside to reach the conference rooms, but the project is new and the people she is dealing with are amenable to the needs of NYALGRO. The center is due to open May 1st. They are offering one, two and three day (Sunday-Wednesday) packages at single occupancy \$340.00; double \$250.00; triple \$320.00. There is a dinner cruise planned for Monday night and Tuesday night dinner with choice of entrees. The Fort William Henry offers an Indoor pool, a Jacuzzi, and the area itself has many amenities for conference attendees.

The conference session schedule was distributed for review. Bebe commented that a suggestion from last year's conference was to have one program after lunch instead of two so that all attendees are together. Comment was made that the tour programs do not work well. The program on plans following inventory has not done well over the last few years and Bebe suggested eliminating that topic.

The Board discussed the following topics as sessions for the June Conference sessions and features to be included in this year's conference:

- **"Sharing Success Stories"** Bebe has been in contact with an individual from Albany County on its previous grant to survey fire districts. A booklet was prepared at the end of its inventory phase and he has agreed to speak on Albany County's success in this grant. Monday at 2:00
- **"Best Practices" awards**
- **Migration strategies for electronic records**
- Charlie noted that the session entitled "Managing Electronic Records" did very poorly at the Buffalo conference. The content was too dry and many left the session. This topic is being restructured by SARA to improve upon its presentation. Suggestion was made to have PC's on site, but it was noted that this would be too costly for NYALGRO, unless a vendor would be willing to supply the PC's.
- **Two SARA programs.** Bebe will check with SARA on a suitable topics.
- **NYT.** Monday at 4:00 p.m.
- **Educational Uses of Records.** Bebe offered suggestions on teachers/historians who have used records and books as educational tools in school projects.
- **RMO Basics for New Officials.** Dave Shenk offered to present this session. Monday at 9:00 a.m.
- **Business Process Analysis**
- **Disaster Planning**
- **Planning PR for Archives Week**
- **Electronic commerce.**
- **Vital records from Y2K to the H-Bomb.** Tuesday at 2:00. Due to the narrow scope of its topic, vital records needs to be blended with electronic filing, disaster planning, and other records related to the field. Suggestion was made to combine the

topics of Y2K with vital records under the umbrella of disaster planning as one session.

- Fire Districts, Court records.
- **Goose That Laid the Golden Egg,**
- Charlie commented on the certification programs in progress for City, Village and Town Clerks and thought that many of the NYALGRO courses can be used as credits towards that end, and if advertised in the brochure, would also act as an incentive for clerks to attend the conference. It will be the responsible of the clerk to arrange with the instructor for verification of attendance if NYALGRO does not issue a certificate of attendance.
- Lt. Governor for guest speaker at lunch.

Bebe stated she will be contacting Board members for their specific roles in the programs. There will be a short meeting on Sunday, June 6th for monitor assignments. She also stated that this will be her last year on the NYALGRO board and is looking for individuals to take over her various board duties.

Dave Shenk reported that he contacted Jim Tammaro for list of schools with Records Management courses for dissemination of scholarship applications. He also submitted an article to Esther for publication in the Network.

Kathy Sickler noted that the Association of Towns is scheduled for January and the NYS Town Clerks Conference will be held April 25th - 28th. NYALGRO should have a table for those conferences with information on membership, June Conference, etc. Pat Wisniewski offered to man the table at the State Town Clerks Conference with assistance from other board members who will be attending. A new banner will be needed and Charlie will check into ordering one. Dave Shenk offered to pass out brochures at the Association of Towns.

Stan France volunteered to contact the vendors this year with assistance from Dave Shenk.

Ongoing Development Project. The Education and Training Committee was directed to meet with SARA to begin the coordination process of future programs for outreaching levels of people in education in the field of records management. Stan will talk to Bob and let the Committee know of any upcoming meeting dates.

Nominations and Elections. R. Hogan, Michaux, Newkirk, Carmichael

Legislation. Newkirk, Sickler, Walsh, D. Hogan

Membership. Michaux, Carmichael, Finke.

Publicity. Wisniewski, Walsh, Carmichael, Carnevale
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Regionalization. Sickler, Carmichael, Colarusso. The lack of success was noted in regional issues. Bebe noted that regional conferences were tried without success and many local governments are cutting back on outside meetings. Discussion followed on what could be done to improve upon generating interest in this area.

NEWSLETTER - Fax received from Esther Sokol re Network

- Esther stated that minutes are not received in time to be used in conjunction with Network articles. Stan noted that the minutes are not official until adopted by the Board at a following meeting. He does provide Esther with a summary of what Board action was taken for information purposes.
- Esther is also requesting timely notices of upcoming conferences and mini-conferences, Archives Week events, meetings, etc. She would also like a list of the scheduled meetings for the year and an updated list of Board members. Either the deadlines for publication in the Network need to be adjusted or the Board needs to schedule its meetings in order to coincide with Network deadlines.
- Suggestion was made to reduce Network publications from four issues per year to three, but Charlie noted that the Bylaws might call for four. Also, there needs to be a publication in January for membership renewal notification with a short address from the President, a schedule of upcoming Board meetings and tentative schedule for conference with an overview of the previous year's conference.
- The following deadline dates were given:
 - Deadline of December 15th for January 15th issue (Board schedule of upcoming conferences and membership)
 - Deadline of March 1st for April 1st issue (begin focus on conferences)
 - Deadline of July 15th for August 15th issue (preparation for Archives and Digital Conference)
 - Deadline of October 30th for November 30th issue (Archives report and wrap-up of miscellaneous items).
- Esther also inquired whether the Board would be putting the NYALGRO mission statement on the web page. After discussion, it was decided not to do so, since it is already contained on the brochure.

RECORDS INVENTORY

BOARD MEETING SCHEDULE

- April 12th at 10:30 a.m. Syracuse
- June 6th and June 9th (conference meetings) St. George
- September 24th at 10:30 a.m. Syracuse

ADJOURNMENT: Meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Patricia C. Wisniewski,
Secretary