

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS

Board of Directors Meeting
June 10, 1998 - Niagara Falls, New York

Meeting was called to order by President Stan France at 9:00 a.m.

PRESENT: Stan France, Bebe Morehead, Kathleen Newkirk, Kathy Sickler, Debra Dlugosz, Charles Michaux, Ed Eagan, Richard Geer, Amanda Walsh, Bob Arnold, Patricia Wisniewski.

ALSO PRESENT: Bob Arnold, SARA Liaison.

ABSENT: David Shenk, Jan Colarusso, Joseph Carnevale, Meg Salvano.

MINUTES: Motion by Bebe Morehead, seconded by Kathy Sickler to accept the minutes of the March 6, 1998 meeting as presented, with the correction that Amanda Walsh was present at the meeting. Carried.

CONFERENCE EVALUATIONS: The evaluations were generally favorable. Bebe will make a summary. It was noted that comments on the general subject matter of the seminars were positive and the programs were exceptionally strong.

NYALGRO/SARA RELATIONS: President France felt some bridges need to be re-established between NYALGO and SARA in the areas of skill assessment and training, some regional issues and some technical issues.

Bob Arnold stated SARA would like to accommodate the needs of NYALGRO and records management officers wherever possible, especially in terms of training. SARA's *In the Field* newsletter is in the process of revision in order to better compliment training issues and promote NYALGRO conferences and regional organizations. He noted that three of the RAO's do newsletters for their regions and NYALGO issues and functions can be posted there as well.

Charlie inquired whether the grant reviewers could allocate funds for travel which would boost attendance at the Conference. Bob stated that conference attendance is allowed if directly related to the project. Most times, no one knows that far in advance what the programs will be and therefore, it becomes difficult to justify the travel expense in those terms. Bebe noted that NYALGRO needs to begin planning and publicizing sessions in the Fall and the site location so that members can start preparing for the next Conference. Pat Wisniewski noted she had amended her grant application when she realized her project did not require the full funding awarded. Bob Arnold stated SARA would likely approve an amendment under those conditions and with the agreement of the RAO. Bob stated revisions to the grant program are also being made to include consideration of a conference theme of, i.e., "hands on application technology" for the categories which would be a way to submit a request for travel to the grant reviewers.

Bebe felt there should be some explanation on the difference between NYALGRO and SARA at the conference and the Board discussed putting this in the Newsletter again. Kathy Sickler felt the program should be started at the Fall meeting which will give us more lead time to get speakers lined up.

On the education issue, Charlie stated that the NYS Association of City and Village Clerks now has the Registered Municipal Clerk (RMC) program in place. This is a certification program based on a point system where the applicant must achieve 100 points to obtain RMC status and then accumulate 20 additional hours of training over the next three years in order to retain the certification. Certain classes offered at the NYALGRO Conferences and through SARA workshops will be accepted as credit toward certification. He asked Bob if SARA could put a representative on their certification committee. They are also having dialogue with the town clerks on this issue.

Bob Arnold stated that some of the RAO's are also doing round table sessions where 15 or 20 people are brought in to discuss a certain problem common to all of them. Workshops are also being tailored to address the needs of a particular type of government. Finally, SARA is also doing customized training for a particular category of employee, i.e. clerical staff, in larger municipalities. Certificates, however, will remain with the workshops.

Charlie noted that we need to expand on the electronic records portion of training to address the present needs of RMO's. At times, the different levels have a tendency to merge and some topics are too advanced for some of the clerks who haven't as yet reached the higher levels on the subject. Managing electronic records should be exactly that, not setting up an electronic environment. Kathy Newkirk agreed, noting that many clerks have tried microfilm and then hear about imaging but are not aware of how to change between the two formats and this is an issue which needs addressing.

Stan agreed and felt a needs assessment for various regions needs to be done over the summer months and brought back to the September meeting.

MEMBERSHIP MAILING LIST: Charlie stated that at any given time, NYALGO carried a membership list of more than 500, but most of those were not paid members. Starting in 1998, the time-span for dues is January 1st to December 31st. The list has taken longer to develop than expected as people are still sending in their dues or requesting applications. But currently, there are over 300 actual paid members and about 200 non-active members. There will be one more mailing to attempt pulling in the non-active members. Once that is done, a solid membership list will be available and members will know dues end on December 31st. There was discussion about putting the entire list of active and nonactive members available on the home page where it could be updated as needed. Certain people will be able to retrieve that by means of a password.

Stan stated a printout should be prepared of all attendees at this Conference. Some people did attend who were not on the mailing list. Bob Arnold stated that confusion between the two

organizations led some people to contact him for information on the Conference. Charlie stated there were a few mailing lists and noted the difficulty in merging lists as they currently exist.

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Kathy Newkirk mentioned two situations which were brought to her attention where membership dues had been paid but newsletters never received. It was Ed Eagan's understanding that the newsletter had gone out recently to a few members who had been previously missed. Charlie stated that this has been a problem in the past, caused in part by the difficulty in merging the lists as they exist and the fact that people are still sending dues to the Albany address. Bebe stated that part of the problem was caused by having different mailing addresses for different purposes.

Ed Eagan asked for clarification on the policy of NYALGRO on vendor ads. Only two vendors are paid to date. It was his understanding that they were entitled to one ad per year. Charlie stated that once a solid directory is established, corporate members would be included, but ads would still have to be solicited. Charlie felt they were entitled to a quarter page in each newsletter which Ed thought was quite a bit. Charlie noted that he and Stan have been discussing whether paid vendors may also be given access to the membership list on the home page once that is completed as well as a pointer on the home page.

Ed Eagan stated that he would give the vendors at least a quarter page, but no less than one-eighth page, depending on the size of the newsletter for that publication. Vendors will also be provided a list of attendees at the NYALGRO Conference. Ed also requested that vendors be notified to send him a copy of their ad upon renewal of their corporate membership.

Debbie Dlugosz stated that approximately 100 vendors were solicited for this year's Conference. There are a couple vendors who traditionally attend, but locality of conference and other considerations determine whether other vendors participate. It was the consensus of the Board that generally the break outs went well and Bob Arnold noted that comments he received from the vendors were favorable. Bebe noted that one person needs to be in charge of vendors for purposes of continuity and that person needs to be aggressive and follow up with phone calls. Suggestions were made for post conference thank you notes to the vendors. A survey to the membership is planned for inclusion in the next newsletter on what members would like NYALGRO to offer in the future, as well as questions on the vendors. Vendors were provided two free lunches and most purchased tickets for dinner.

Costs for SARA staff was also clarified. Bob Arnold said it was his understanding that SARA staff did not pay registration because they participated in the conference. SARA staff pay for registration, unless speaker. SARA booth cost is waived. NYALGRO would like to see the SARA staff register at the host hotel. Bob Arnold stated this is a problem when the per diem rate is lower at another hotel. SARA staff are expected to find the most economical rate.

It was also noted that those arriving on Monday did not received a breakfast or lunch ticket. Bebe stated that the room count is sometimes difficult to meet due to rooms being occupied by more

than one clerk. Charlie suggested elimination of Sunday night dinner to bring down the cost. The savings realized on elimination of the reception could be used toward the cost of the hospitality

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room, which would replace the reception. There could be a short reception immediately preceding dinner.

Bob Arnold thought it was a good idea to dispense with any speakers at the banquet. Bebe agreed, noting the past low attendance at the banquet.

Charlie requested that Board members attempt to sell the remaining NYALGRO shirts at \$10.00.

1999 Conference: June 6th-9th, possibly Saratoga.

Next Meeting: Friday, September 18, 1998 in Syracuse. It was suggested that a pre-conference meeting be held in Saratoga in the event that site is chosen for the 1999 Conference.

Adjournment: Meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Patricia C. Wisniewski, CMC
Secretary