

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

Board of Directors Meeting
March 16, 2001 - Syracuse, New York

Meeting was called to order by President Stan France at 10:15 a.m.

PRESENT: Stan France, Richard Geer, Wendy J. Roberson, Hans J. Finke, Benjamin Cobb, Sandra Sopak, Michelle Henry, Amanda Walsh, Kathy Newkirk, Donna Mumbulo, Patricia C. Wisniewski.

ABSENT: Charles Michaux, Clif Balliet, Ron Lagasse.

MINUTES: *Motion by Sandy Sopak, seconded by Wendy Roberson, to approve the minutes from the January 26, 2001 Board of Directors meeting, as presented. Carried.*

TREASURER'S REPORT : Sandy Sopak reported revenue of \$4,172.47, less expenses of \$2,595.57, for net income of \$1,576.90. The bank will not waive the service charge unless a minimum balance of \$2500.00 is maintained in the checking account. The difference between interest earned on the account and the bank service charge would make it worthwhile. *Motion by Hans Finke, seconded by Ben Cobb, to maintain a balance of \$2,500.00 in the NYALGRO checking account. Carried.*

Sandy also noted that the Federal and NYS corporate taxes were significantly higher than last year. An M & T CD for \$10,000.00 was obtained for three months, at 4.64 with a yield of 4.75. This was the best rate offered and the time period will not tie up NYALGRO funding. Total assets are \$23,311.76. She is still working on tax exempt status with an attorney. A refund was also applied for and Sandy indicated it will be some time before she hears anything.

Motion by Hans Finke, seconded by Donna Mumbulo, to approve the Treasurer's Report, as presented. Carried.

The Federal tax-exempt questionnaire was reviewed by the Board for proper responses.

CORRESPONDENCE:

Stan reported on an inquiry concerning the past policy on travel expenses. It was Stan's understanding that members' hotel expenses for Board meetings are paid by NYALGRO where travel is beyond 150 miles, with the President's approval. Kathy Newkirk noted that mileage and meals are not covered. This item will be researched.

Stan received a request that NYALGRO invoice an organization rather than the individual. Kathy Newkirk noted this has been brought up in the past; technically, the town is the member and the individual represents the town. It was noted, however, that mailings need to be sent to the attention of the individual to ensure delivery.

Stan reported on the previous plans to have Kathy Sickler represent NYALGRO at the Association of Towns. He was advised when faxing the registration that the conference was completely booked. Kathy noted registration should probably be completed by October to ensure being located near the SARA booth. Stan will place this matter on the September agenda.

Amanda Walsh stated that the main speaker at the Conference, John Van Raalte, would like an agreement, in writing, for reimbursement of hotel room, luncheon and breakfast expenses. Stan felt that these non-personal expenses could simply be added to the NYALGRO master account at the time of the conference and there was no need for exchange of money. Amanda will advise him of this.

COMMITTEE REPORTS:

Budget and Finance – Geer. Nothing to report at this time.

Membership – Michaux. Wendy Roberson reported on information provided to her by Charlie. There are 260 paid active members, 3 corporate members, and 8 associate members. There are 301 non-active members. He will be mailing postcards to non-active members, encouraging participation in the organization and he will also prepare something for the newsletter.

Publicity – Roberson, Mumbulo, Lagasse, Balliet. Wendy Roberson reported on her receipt of only two articles for the Network to date, and encouraged Board members to submit articles. Sandy Sopak mentioned a woman from her County who was the first female County Clerk in New York State. Elected to office a year after women's suffrage, she served eight terms of office, with a primary only once. Since she was unique in her field, an interesting person, and dealt with records throughout her terms of office, the Board felt this would be an appropriate article for the Network. Other ideas were also discussed, including Rick Hogan's new position and the Forum's "Person of the Year" award given Stan France in the field of technology.

Kathy Selkirk also complimented Wendy on the appearance of recent editions of the *Network*. The articles are now very interesting to read and draw the attention of members. Stan also stated that he would like to see an increased mailing with the next edition. Articles should be submitted to Wendy by the end of next week.

Legislation - Sopak.

Nothing to report at this time.

Scholarship and Awards – Geer.

Rick Geer reported that he is amending the application for inclusion in the conference mailing. This year, there will be two Cheryl Steinbach awards, and free registration to the first 20 new attendees. Recipients must be first time attendees whose expenses are not reimbursed by their municipalities. The registration form needs to be amended to reflect this change. No names have been submitted for the Wheeler B. Melius award, but it was noted that the award need not be given every year. Bebe Morehead will be the guest speaker at the luncheon, as winner of last year's award. Stan was unclear whether her room cost was covered by NYALGRO, but thought that expense was not part of the award. Rick Geer suggested covering the cost of her luncheon, rather than the hotel room. Vendor drawings will be done at the Tuesday luncheon, following the business meeting and awards.

Technology – Finke, France.

Nothing to report. Hans reported that he will be attending a purchasing agents conference for information on purchases made through web sites, etc.

Regionalization – Cobb.

Ben Cobb reported he received some interest from Region 5 and St. Lawrence County. Additional mailings will be extended to Regions 3, 4, 5, 6, and 7.

Planning for June Records and Information Management School.

Vendors. Hans reported that letters were sent to vendors from last year, plus approximately 20 additional. Two are paid at this point. He would like the names and addresses of vendors from Board members to hopefully generate new vendors. Participation is \$200.00 for corporate members and \$250.00 for non-members, plus \$100.00. Ben Cobb noted that the facilities in Alexandria Bay can accommodate 10 – 12 vendors in the lounge area. Vendor hours 9:00 – 4:30 pm.

Facilities. Ben Cobb stated that the menu selections are being reviewed with the Riveredge. Breakfasts and lunches will be buffet style. Monday night will be a sit-down dinner and Tuesday will be a buffet.

NYALGRO President's room is covered. The Riveredge is giving one complimentary reception on Monday evening. NYALGRO is paying for Tuesday night. The hotel needs estimate figures on commuters and meals ASAP. The Riveredge will be blocking off 50 rooms, based on the figures from Ithaca last year. Equipment requests are needed a month prior to the conference. Refrigerator, cups, plates and ice will be provided for the registration/hospitality room. Board members need to bring adult beverages. The room can be locked at

night. Commuter meals: \$11.18 breakfast; \$16.18 lunch; \$28.69 dinner, which includes gratuity and tax. They may try arranging for one luncheon outside. Amanda suggested that NYALGRO absorb the extra cost to make luncheon \$15.00 and the dinner \$25.00.

Ben is continuing his negotiations with the Riveredge on the package prices. Initially, the cost was \$400.00 but the resort has agreed to a three-day package price of \$393.66 per person, single occupancy. Ben was impressed with the quality of the food and management's willingness to negotiate on pricing.

Classrooms will be equipped with ice water, writing paper, pencils, etc.

Boat Cruise. NYALGRO would need to reserve the entire boat for Sunday night. Cost is \$26.50 per person. Minimum 80 people. There is no dinner cruise for Monday night, but there is a luncheon cruise at 20.50 per son, or 18.50 per person for party of 20. The luncheon cruise is two hours long and would cut into the program sessions. Regular cruises are scheduled all day long and can be paid for on an individual basis.

Stan noted that Clif Balliet was not available for tonight's meeting and he has resigned from his County service; presumably, he is no longer a Board member, which means his vacant seat will need to be filled until the next election. The Board should be looking for someone from the lower Hudson Valley area, if possible.

Program. Amanda stated that after reviewing the program formulated during last month's meeting, she discovered the program was short one session. Four classes are needed to run opposite the SARA certification classes. Ray LeFever is interested in doing an "Archives 101" class.

Amanda distributed copies of a rough draft of the NYALGRO school schedule, with some modifications since the last meeting. The Board discussed and reviewed the schedule, making further modifications to the schedule and time slots.

Hans Finke felt a class was in need on the topic of electronic records, including e-mail issues of storage, management, security, retention, and what constitutes a record when communicating or transmitting documents by e-mail. The SARA e-government class is scheduled for Tuesday, but this may not cover all the concerns surrounding these issues.

Amanda will need descriptions of classes, name of speakers, etc. within two weeks and requests for any special equipment needs. It was also suggested that the NYALGRO web site be used to promote the June school.

Welcoming Committee. Ben Cobb brought up the idea of a Welcoming Committee to greet conference attendees. Greeters in the front lobby will make first-time attendees more at ease when they come to the hotel. The first person they meet will be a board member who can tell them where to go and what to expect. Anyone interested in helping, contact Ben.

Board members were reminded to bring an item to Alexandria Bay for a door prize.

NEXT MEETING: Sunday, June 10, 2001 at 2:00 p.m.

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary