

NYALGRO Executive Board Meeting
January 22, 2016 – 10AM

A Meeting of the NYALGRO Executive Board was held at the Doubletree Hotel, Schenectady, NY, on Monday January 22ⁿ, 2016. President Desiree Potvin called the meeting to order at 10:05 am and introduced new member, Angela Arasim, Village of Fishkill Clerk.

PRESENT: Desiree Potvin, Michele Rowe, Gina Doty, Rosemary Switzer, Kathy Montemarano, June Patterson, Diane Muscoreil, Jessica McClennan, Lillian Barton, Karen Sweeting, Dave Lowry, Jim Tamaro, Mary Ellen Beams, Donna Mumbulo, and Angela Arasim.

ABSENT: Wendy McConkey

APPROVAL OF MINUTES: The minutes of the October 4th/5th/ 2015 Executive Board Meeting were accepted on a motion by Donna, seconded by Karen and unanimously carried.

TREASURER'S REPORT: Treasurer Rosemary Switzer distributed her reports to all members. Our current balance as of January 19th is \$24,800.00. A comparison report of Income/Expenses for years 2014/2015 was also presented. Rosemary also presented her Budget Report for 201 which included a breakout of costs for 2015 including the conference breakout. We profited by \$1929.33 with the conference. A motion was made by Lillian, seconded by Donna and unanimously carried to accept the Treasurer's Report as presented. (Attached)

REIMBURSEMENT POLICY: A motion was made by Karen, seconded by Lillian, that the updated reimbursement policy be accepted as presented. Carried unanimously. (Attached)

OLD BUSINESS:

STORAGE SOLUTIONS: Donna reported that she spoke to Iron Mountain and the cost to store our boxes there would be \$66.00 per month. Desiree offered to keep them at her office in her storage area, and will check the materials against our new retention schedule. Donna suggested that the CD's need to be checked and archival photographs/newsletters kept. A motion was made by Jessica, seconded by Kathy and unanimously carried to have the records kept by the Association President.

NYS ARCHIVES: Jim spoke to Jennifer O'Neill, who runs the ListServ for NYS Agency RMOs run by the NYS Archives. There was a discussion on having a member of NYALGRO added to the ListServ so our articles/newsletter could be shared with NYS agencies, possible getting some of their members to attend our conference. A motion was made by Donna, seconded by Kathy, to have Rosemary, as Newsletter Editor, named to be added to the NYS Archives NYS Agency RMO ListServ. Carried unanimously.

Dave reported that Thomas Ruller has been named the new State Archivist, with other changes in the works over the next six months. Services to Local Governments and Agencies got a new employee, Dennis Riley, who will be working on archival appraisals and scheduling. This should speed updating the retention schedules. The plan is to combine them all into one big general document.

Announcements of Grant Application deadlines should be made in March, and word will be sent out as soon as he knows. Demonstration Grants will be focused on Electronic Records, Email Management being years focus, from creation to storage and retention. There will be a reduction in the amount of grants from \$75,000 to \$50,000. The average grant is only \$32,000, so this won't really affect too many. Funding is up \$700,000 due to the housing market upswing, which is where LGRAC funding comes from.

LGRAC has added three new members, all from downstate. A couple of new members will be added this year, please send names if you or someone you know would be interested. A NYALGRO member should be on the board. They meet 3 or 4 times a year, usually in Albany.

Reimbursements are made for all expenses. Committees meet by Teleconference. Dave will have it put on the March agenda to have the President or a designee from NYALGRO named to the LGRAC membership. A motion was made by Desiree, seconded by Angela, that Donna's name be put forth as the NYALGRO designee. Carried unanimously.

COMMITTEES: Current members/reports

a. BUDGET/FINANCE: – Reports already given - *Desiree, Rosemary, Kathy*

b. EDUCATION/TRAINING: *Gina, Lillian, Jim, Donna* – Gina reported that last year, Lillian & Gina with Wendy did most of the work on the packets, which is a lot of work. Wendy is now looking at getting everything into a Google online account so all the information is in one place. Gina thinks the committee is too big and should be just a couple of people.

c. MEMBERSHIP: *June* reported she currently has 102 paid memberships, with 8 of them new. Her only problem is around six or seven people have sent a check to her with no information included. She returns those along with an application and asks them to resubmit it.

d. NOMINATIONS/ELECTIONS: *Donna & Karen*- Up this year are *Michelle, Rosemary, Kathy, June, Lillian and Karen* Info should be sent to Donna in September, who reported that we only got 36 responses from 400 members. Karen felt that was because most people ran unopposed, so people don't feel the need to respond. Desiree asked if we could set up an electronic voting. We will check with Wendy to see if that is a possibility, may using Survey Monkey.

e. PUBLICITY: - *Rosemary & Kathy* Desiree spoke because Wendy was not in attendance. Our Facebook account is going well. Rosemary reported that Newsletters are sent out several times a year. The spring one will go out the end of February, deadline is February 15th for articles. There was a question from a vendor about why their advertisement was not in the last issue. Michelle reported that we have ten advertisers, and they should be in each newsletter, depending on which fee they paid. Unless they are a corporate member, they get free advertising. Wendy and June will get that list to Rosemary. Jim reported on an advertisement in the newsletter re: using student interns to help you, which worked!

f. SCHOLARSHIPS/AWARDS: *Wendy, Donna, Jim* There are two separate scholarships available: Two scholarships for members who come to our conference, and one records management education scholarship for a student working towards a MLS degree at a NYS academic institution. A board of review was formed for the education scholarship composed of four members from NYALGRO and three non-NYALGRO members. Jim is the administrator for the education scholarship. No one applied for the education scholarship last year, one has contacted Jim this year. It is advertised through the professors at the NY Colleges.

Desiree suggested that if no one applies this year, we may have to reconsider this scholarship. David will be teaching information on Records Mgmt. at SUNY Albany this fall, and info will be sent to him to disburse to his students. It was decided that we will revisit this issue at the April meeting. The other scholarships should be promoted by us at TC conference, Assn. of Towns meeting, etc. so we can get more applications.

There are three award programs, we don't have to give them out each year but it would be nice! Think about people who might be qualified, we need to reach out. The deadline is our April meeting so we can make a decision before the conference.

g. STANDARDS/TECHNOLOGY: *Wendy* ~ not in attendance.

h. BYLAWS: *Jim & Desiree* ~ The Bylaws were just updated after last year's retreat.

i. ACCOMMODATIONS: *Desiree, Donna, Jessica, Karen* ~ Doubletree Schenectady is all good, we are all set for Doubletree Syracuse on April 4th 10:00 am, retreat at Ramada in Geneva September 25th - 26th at 1:00 pm. Villa Roma is completely sold out on the day before our conference in the main building. If you want to come up early they can put you up in an offsite room. We meet at 1:00 on Sunday so think about it if you have a long drive. Board members will all have upgraded suites.

j. LEGISLATIVE UPDATE: *Michelle* - None at this time.

ESTABLISH 2016 COMMITTEES:

BUDGET/FINANCE:	<i>Rosemary, Kathy</i> (Tax audit coming up soon)
EDUCATION/TRAINING:	<i>Gina, Lillian, Desiree</i>
MEMBERSHIP:	<i>Jane, Jessica</i>
NOMINATIONS/ELECTIONS:	<i>Donna, Angela</i>
PUBLICITY/NEWSLETTER:	<i>Rosemary, Kathy</i> (Needs new member names/email addresses)
SCHOLARSHIPS/AWARDS -	College Scholarship Committee - <i>Donna, Rosemary, Kathy</i> Regular, Scholarship & Awards - <i>Wendy, Donna, Jim</i>
STANDARDS/TECHNOLOGY:	<i>Wendy, Desiree</i>
BYLAWS:	<i>Desiree, Michelle, Diane</i>
ACCOMMODATIONS:	<i>Desiree, Mary Ellen, Karen</i>

LEGISLATIVE UPDATES: Jim reported that the Albany Town Clerk contacted him to form this committee, and asked if we still need it. It was decided to eliminate this committee.

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ANNUAL CONFERENCE PLANNING – EDUCATION CHAIR/COMMITTEE:

a. 2016 - VILLA ROMA, CALLICOON ~ GINA

Sunday, June 5th

4:00-6:00 pm: Registration
7:30- 9:00 pm: Welcome Reception

Monday, June 6th

7:00 - 8:30 am: Breakfast
8:45 - 9:00 am: Welcome – President of NYALGRO
9:00 - 10:30 am: Plenary - NY Archives - Tom Ruller, awaiting bio & program info
10:30- 11:00am: Break with vendors
11:00 – Noon: Litigation/Lawsuit ~ Mary Ellen got Michael Donnelly (need bio and short overview)
Social Media ~ Jim got Bonnie Weddle, Electronic Archivist – Name of class will change
Noon-1:00 pm: Lunch
1:00 -2:30 pm: Scanning Project 101 ~ Jim and Katie Palmer-House – Need description
I Am Now a RMO, Now What?? - Rosemary, Lillian, Kathy and Gina – bios needed
2:30 - 3:00 pm: Break with Vendor
3:00 - 5:00 pm: Vendor Blender - Vendors can give short demo of their product. There is a payment needed for this and we need an overview of vendors from Michelle.
5:00 - 6:00 pm: Time on Your Own
6:00 pm: President’s Reception/Cocktail Hour
7:00 pm: Annual Dinner Banquet/Award Ceremony

Tuesday June 7th

7:00 - 8:15 am: Breakfast
8:30 – Noon: Email Essentials – Dave Lowry and Linda Bull, need bio of Linda & overview
8:30 - 10:00 am: Cloud Computing - Dave got Pat Frank - need bio and overview
10:00- 10:30 am: Break with Vendors
10:30 – Noon: Court Retention Schedules – Karen has given me everything I need – Geof Huth is speaker
Noon - 1:00 pm: Lunch
1:00 - 2:30 pm: Retention Schedules - MU-1 Only - Linda from NY Archives and Board Members and possibly add Jennifer O’Neill
Other Retention Schedules - breakout
2:30 - 3:00 pm: Break with Vendors

3:00 - 4:30 pm: Protecting Essential Record - hands on session with Lillian for work and personal records

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Wednesday, June 8th

9:00 am - 12:00 pm: Board Member Meeting

GIVEAWAYS: We have two this year, totes with NYALGRO on it, and coolers

MERCHANDISE SALE: Booth to sell extra items, mugs etc. Need people to man this booth.

MEMBERS: Each of asked to bring a gift basket or items for a basket for drawing

PROMOTION: At TC Conference, Assn. of Towns Conference, NYCOM, possibly PA area

VENDORS: Michelle reported she sent out a mailing as well as an email, and she has not received much back yet, Jessica & Karen offered to help, or we can email Michelle names of potential vendors! Current letter for vendors is posted on website. Desiree suggested we open to stores we use such as Staples, W.B. Mason, etc. Application is on the NYALGRO website, and Pete is still willing to help until his retirement.

SPECIAL EVENTS: Desiree reported that Villa Roma has stuff going on all the time, so we don't need to plan extra events. Tourism is already there at the hotel, and there is lots of info on the website already. The clubhouse is where the banquet will be held, no music. You can go to one of several areas throughout the resort after the banquet.

If you need any audio/visual aids let Gina know, they have projectors there, but she is bringing a projector, pointers and laptops.

Mary Ellen reported on a possible trip to Bethel Woods, where Woodstock was held, which is about a 10-15 minute drive from Villa Roma. It is open from 10:00 am – 7:00 pm. We can have a guided tour or tour on our own. It takes about 1 ½ hours to see everything there, so we have enough time to make it there after the last class. Group cost (15 people or more) is \$13.00 per person. If there is an event going on, we might be restricted to areas we can visit. We would have to sign up in advance for this tour.

Mary Ellen also reported that regarding tee shirts, she needs to know what sizes and how many to order. They will be blue and white tie dyed tee shirts, with NYALGRO logo on the front with Executive Board Member below it. A Peace Sign and Keeping the Peace with Records Management will be on the back of the shirts. We could also sell extras. It was decided to order 50 shirts, which will include the board members shirts. Mary Ellen will send out an email asking for your shirt size.

Michelle suggested we look at other peace sign decorations to use throughout the conference, possibly at Party City or Oriental Trading Co.

b. 2017 - RAMADA, GENEVA -

The Conference is all booked, and brainstorming will take place at the retreat in September.

c. 2018 - ????

The following people suggested these locations and will get RFP's for the 2018 conference.

Mary Ellen	Saratoga Springs ~ either Gideon Putnam or other hotels
Desiree	Doubletree in Schenectady
Angela	Lake Placid
Lillian	1000 Islands Area, Alexander Bay
Donna	Binghamton
Diane	Buffalo

Jessica offered to make up a map of where all the members reside to help in location planning for the future. Donna asked if maybe we should raise the limit we can charge. Currently we are trying to keep it under \$500 for registration, and we eliminated a day, losing Tuesday night and Wednesday, in order to keep the price down. Desiree spoke about the tax cap making Town Boards cut expenses, and that they do not want to increase anyone's budget. She contacts all fire districts, school districts, town clerks, village clerks and grant recipients with information on the conference. She will send us the mail she puts out and we can forward it to anyone we think might be interested.

ADDITIONAL BUSINESS/BOARD MEMBER COMMENTS:

- Michelle brought us all a Historic Rochester calendars.
- Jim announced that the October 2017 NY Archival Conference will be held in Buffalo at the Hyatt Regency.
- Karen asked if there is a publication for Records Mgmt. Gina reported that she subscribes to the NYS Archives Magazine.

● **NEXT MEETING DATE/LOCATION:**

Monday, April 4, 10AM – DoubleTree, Syracuse If anyone wants to drive in the day before, there is a Dinosaurs restaurant we can go to.

ADJOURNMENT :

A motion was made by Donna, seconded by Angela, to adjourn the meeting at 1:20 pm, carried unanimously.

*Respectfully Submitted,
A. Diane Muscoreil, Secretary*