

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT  
RECORDS OFFICERS  
Board of Directors Meeting  
April 4, 2008 – Syracuse, New York

President Donna Mumbulo called meeting to order at 10:30am.

**PRESENT:** Donna Mumbulo, Eileen Weishan, Charles Callari, Dianne Tarity, Patricia DePasquale, Pamela Brown, Jim Ranger, Daniel Karin, Gina Doty, Steve Geurds, Amanda Walsh, Kathy Walgruth, Geof Huth, David Lowry

**ABSENT:** Sue DiBenedetto, Peter Scheibner, and Jim Koury

**SECRETARY'S REPORT** *Motion by Pat DePasquale, seconded by Charles Callari to approve minutes of the January 11, 2008 Board meeting. Carried.*

**TREASURER'S REPORT** Chuck Callari presented the treasurers report including Income: \$14,395.27; Expenses \$2,077.56; Net Worth: \$42,868.48. *Motion to approve by Pat DePasquale, seconded by Kathy Walruth and carried.*

**State Archives - Huth**

Geof Huth reported program evaluations are currently underway. The Archives Staff is working with LGRAC to put together an RFP for a consultant to review, evaluate and guide the program into the future. Funding will be reviewed for efficiencies and improvements.

Grant review is scheduled for May. It is still unclear how much money will be available for projects.

The Strategic Plan for 2007 began April 1 and goes until 2011. There will be a focus on electronic records and disaster preparedness. Disaster plan for the state will include the location of local government records.

**Budget & Finance – Callari**

Budget and finance reports were given in the Treasurers Report. Steve Geurds asked if there is a maximum we should have on hand to carry over before spending down. Chuck Callari was not aware of any. Chuck is still looking for an auditor to go over the books. The scholarship amount for this year is \$900 which will include school attendance for two fully paid.

**By-Laws – Walruth**

Changes need to be made prior to the Annual meeting at the June School. Kathy Walruth will have it ready for then. The committee names need to be amended to reflect the changes.

**Education – Weishan**

See below for 2008 schools

**Nominations/Elections – Tarity**

No report

**Membership – Geurds**

Steve Geurds sent out 4,000 letters to RMO's across New York State to help boost membership. He has received seventy-one responses for new paid memberships. Currently we have 395 regular members, 10 associate members, 8 corporate members and 10 honorary members. Chuck Callari will print a Certificate of Membership to the corporate members.

### **Publicity/Newsletter – DePasquale**

Pat had a lot of assistance from Wendy Roberson to put the current newsletter together. The next issue will have school details and information on two Board members – Jim Ranger and Sue DiBenedetto. There is an April deadline. Printing prices are going up. Currently we are at \$500 for the newsletter. The printer suggested going to slightly smaller size, mailing as a flat bulk rate with no folds, just tabbed.

### **Scholarships/Awards - DePasquale**

Pat received a nomination for Sandy Sopak for the Melius Award. The others are still undetermined.

### **Technology – Brown**

No Report

**Website – Tarity** – Steve will be putting up forms for the school to download electronically.

### **2008 SCHOOL**

Board reviewed speakers, programming and timing. Steve needs speaker names and meal information. Eileen needs contact information and AV needs. Current status of speaker information was passed out.

Pat DePasquale asked about paying a speaker (attorney) for Tuesday 2pm. Usually, a speaker is paid mileage and meal. *A motion to pay \$200 and lunch to Ed Sarzynski was made by Kathy Walruth, 2<sup>nd</sup> by Amanda Walsh and carried.*

Wine Tasting is set for the Presidents Reception on Sunday evening. This will be conducted by the Women for Wines in the hotel. Gina Doty reviewed the suggested entertainment for Monday night. It was agreed to pay \$500 for a hypnotist from beginning at 9pm.

There has been difficulty with vendors because of the County Clerks Conference being held at the same time. PMI, Biels and IMA are registered so far with more to come in. Biels will be sponsoring the coffee break. A map of the hotel with layout of vendors will be in the school packets. Corporate Members will be honored at Monday Lunch. If they get a hotel package, lunch is included. Because they should be getting lunch free we will offer a free ad in the fall newsletter.

School packet will include:

Letter from President, Speaker List, Schedule, Evaluation, Certificate of Attendance, Hotel Layout, Vendor List/ Visit Vendor sheet, NYALGRO Brochure and Fall School Information, pamphlet on Corning area.

In order to have attendees visit the vendors a prize drawing will be conducted from those returning a "Visit the Vendor" sheet. *A motion to spend \$100 on wine/cheese basket for the drawing was made by Steve Geurds, 2<sup>nd</sup> by Pat DePasquale and carried.* Kathy Walruth will complete the basket.

The School gift was discussed and agreed to purchase a carry bag. Donna will coordinate the gift purchase.

### **2008 Fall School**

This school will be held on October 17, 2008 at the Inn at Canandaigua. Registration should be out by August 15<sup>th</sup>. The subject theme is grant writing, keying in to specific areas after a general overview session and include other grant options. It should discuss various funding sources and grant alternatives **such** as foundations, member items, fund raising and grant searching on the internet. Steve Geurds put together a sample program.

**2009 School:** The 2009 school will be held in Utica. More discussion and arrangements are needed.

**2008 Board Retreat:** The retreat will be held in Utica whatever hotel is chosen for the 2009 school.

New Business

The next **Electronic Symposium** in New York State will be held in Region 6. Kathy Walruth (RAC Chair) requested that NYALGRO sponsor a break similar to what was done for Region 8. *A motion to donate \$200 to sponsor a break at the Region 6 Electronic Symposium was made by Chuck Callari, 2<sup>nd</sup> by Eileen Weishan and carried.*

The Board received a request to become a **co sponsor** of the Southern Tier West Local Government Conference on May 7, 2008 at Houghton College. An email vote had been taken with approval to spend \$200 to sponsor the event.

NEXT MEETING: The Next meeting will be held on June 8, 2008, 2pm at the Radisson Hotel, Corning.

Meeting adjourned per motion by Eileen Weishan, 2<sup>nd</sup> by Chuck Callari and carried.

Respectfully submitted,

Eileen R Weishan  
Secretary