

**NYALGRO Board Meeting  
January 22, 2024  
Holiday Inn, Saratoga**

Present: Desiree Potvin, President; Kerriann Harrington, Vice President/Education Chair; Colleen Rathbun, Secretary; Rosemary Switzer, Treasurer; Karen Sweeting, Membership; Megan Sokolow; Nicole Doherty; Jamie Niziol; Dave Lowry, State Archives

Absent: Jessica McClennan; June Patterson; Emerit Donna Mumbulo, Immediate Past President

President Potvin called the meeting to order.

**I. Administrative Business:**

a. Welcome New/ Re-elected Board Members

1. A motion was made by Nicole Doherty, seconded by Kerriann Harrington to appoint Jamie Niziol to Wendy McConkey's position on the NYALGRO Board.

ADOPTED AYES 10 Potvin, Harrington, Rathbun, Switzer, Sweeting, Shaler, Sokolow,  
Doherty, Niziol, Lowry

NOES 0

ABSENT 3 McClennan, Patterson, Mumbulo

2. The Board members that were up for re-election all got voted back in; Desiree Potvin, President; Colleen Rathbun, Secretary; Nicole Doherty, Board Member, Jessica McClennan, Board Member and Megan Sokolow, Board Member.

b. Acceptance of Minutes-

A motion was made by Kerriann Harrington, seconded by Jessica McClennan to accept the minutes of the meeting held on October 2, 2023. President Potvin conducted a roll call of the board which resulted in:

ADOPTED AYES 10 Potvin, Harrington, Rathbun, Switzer, Sweeting, Shaler, Sokolow  
Doherty, Niziol, Lowry

NOES 0

ABSENT 3 McClennan, Patterson, Mumbulo

**c. Approval of Treasurer’s Report**

R. Switzer stated that our year-to-date balance is \$20, 758.19. K. Sweeting mentioned that \$1400 needs to be added from the membership fees that have been paid.

A motion was made by Matt Shaler, seconded by Megan Sokolow to accept the Treasurer’s Report. President Potvin conducted a roll call of the board which resulted in:

ADOPTED	AYES	10	Potvin, Harrington, Rathbun, Switzer, Sweeting, Shaler, Sokolow Doherty, Niziol, Lowry
	NOES	0	
	ABSENT	3	McClennan, Patterson, Mumbulo

**II. State Archives/LGRAC Update**

**a. Clean Slate Law-** Megan Sokolow and Dave Lowry spoke regarding the Clean Slate Law. Megan is going to draft up a letter to send to the Governor stating that NYALGRO is not in support of this law. She will send this to all the board members for approval before Desiree signs it and sends it to the Governor.

**b. State Archives**

- Dave Lowry reported that the applications for the position of RAO for Villages and Cornell Cooperative will close on January 18<sup>th</sup>, they have received at least one qualified candidate.
- There is still an opening for a State Archivist.
- eGrants is now open and the deadline to apply is March 11, by 5:00pm.
- Talked about microfilm restoration and how to store it properly.

**III. Committee Reports**

**a. Newsletter**

- The Board will continue to support the mentor-mentee program in the newsletter.
- Rose started doing articles on Records Management and if you have any you would like to share please reach out to her.
- A notice will be put in the newsletter to encourage people to apply for scholarships.

**b. Website/Social Media**

- Matt will add Membership to the new website.
- Megan would like to be added to the Facebook page. We have 211 followers and 187 likes.

**c. Membership**

- Karen stated we have 165 members and 36 new members.
- Jamie will help out with membership she will reach out the Schools and Fire Districts.
- Town membership is the largest with 67 as members.

**d. Scholarships/Awards**

- Joann Lenhard-Boyce was unable to use her scholarship last year. We will reach to her to see if she would like to attend this years conference.
- The scholarship information needs to be updated, this was going to Wendy. The application need to be redone.
- In order to qualify for an award you must be a member of NYALGRO, please nominate someone that you feel should be recognized.

**e. Nominations/Elections**

- President Potvin congratulated all the current Board Members that got re-elected.

**f. IT Committee**

- Matt has redone our website, thank you. He has done a great job.
- A motion was made by Nicole Doherty, seconded by Karen Sweeting for Matt Shaler and Kerriann Harrington to act on behalf of the organization as it relates to Network Solutions.
- Matt has asked for some of the information he is missing to complete the website.

**IV. 2024 Conference Planning:**

**a. Conference Timeline Review**

- Kerriann made a list of all the speakers and courses for the June Conference.
- It was mentioned on having more round table discussions.
- Nicole does have access to print all the materials for the Conference.

**b. Conference Committee Update:**

- Vendors
  - Colleen went over which vendors have confirmed to date. Discussed maybe adding a few more vendors if current vendors do not commit to this years conference.
- Registration
  - Karen went over the registration table. She will make sure she has all the supplies that she needs.
- Board Member Prizes
  - June will take care of the door prize basket for the conference.
- First Time Attendee Welcome
  - It was discussed that this should be an hour long session. The acronyms should be explained at this session as well.
  - Megan will make up a survey for the new attendees for feedback.

- Activities/Networking
  - Jessica and Karen will be taking care of this.
  - Left, right, center is always fun.
  - It was mentioned about a scavenger hunt.

**V. Old Business/New Business:**

**a. Location for 2025 Conference**

- Desiree got a quote from the Hotel Thayer, at West Point for \$678 for Sunday-Tuesday.
- The Holiday Inn in Saratoga was unable to give us a quote because the Belmont will be in Town.
- Kerriann received a quote from the Sheraton in Niagara Falls.
- We will make this decision at our next meeting.

**VI. Board Member Comments**

- There we no comments.

**VII. Adjournment**

With no further business to discuss, a motion was made by Matt Shaler, seconded by Jamie Niziol, to adjourn the meeting. President Potvin conducted a roll call of the board which resulted in:

ADOPTED	AYES	10	Potvin, Harrington, Rathbun, Switzer, Sweeting, Shaler, Sokolow Doherty, Niziol, Lowry
	NOES	0	
	ABSENT	3	McClennan, Patterson, Mumbulo

**Colleen Rathbun, Secretary**