

3-16-2020

**NYALGRO Executive Board Meeting held on March 16, 2020 at the Harbour View Hotel, Watkins Glen , NY.**

Board Member's Present:

President - Desiree Potvin

Treasurer - Rosemary Switzer

Secretary – Mary Ellen Beams

Members Present: Jessica McClennan, Karen Sweeting, Dave Lowry, James Tammaro, Angie Arasim, Kerri Ann Harrington

Absent: Donna Mumbulo, Michelle Rowe, Wendy McConkey, Louisa Ingrassia, Erica Linden

President Potvin called the meeting.

**Acceptance of Minutes**

A motion by, Angie Arasim seconded by Jessica McClennan the following was

Adopted        Ayes 7            Nays 0

Acceptance of the NYALGRO Board meeting of January 27, 2020.

**Budget/Finance/Treasurers Report- Rosemary**

Rosemary Switzer reported that the bank accounts total balance is \$17,590.46. Rosemary reported that the CD is due in September of 2020 and Community Bank gave us three choices where to put the CD money.

**Acceptance of Treasurers Report**

A motion by Kerri Ann Harrington, seconded by Angie Arasim the following was

Adopted        Ayes 7            Nays 0

Acceptance of the Treasurers report submitted by Rosemary Switzer account balance as of today is \$21,207.13.

Rosemary Switzer reported that she paid the bill for the website for the next 3 years in the amount of \$289.00.

President Potvin discussed Jim Tammaro's leaving the Board. Being his position as Emeriti is a appointed by the President, she felt it was best to discuss his replacement with him. Should anyone have a comment about this appointment it should be Jim she feels.

**Appointment by the President for the Emeriti**

A motion by Karen Sweeting , seconded by Mary Ellen Beams the following was

Adopted        Ayes 7            Nays 0

Acceptance of the president's the appointment of Gina Doty to the position of Emeriti.

The Board briefly discussed the possibility of maybe having to cancel the conference due to COVID-19 but decide at this time to continue with holding the conference.

### **State Archives Update**

Dave Lowry reported that the grant deadline was Friday. 186 applications in all were submitted. Grant review will be May 6<sup>th</sup> and 7<sup>th</sup>. He is confident that the retention schedule will be out by August 1<sup>st</sup> for public comment. All workshops have been cleared off the calendar and replaced by webinars 3 of which will be in April. May workshops are being kept in place as of now. ROA's will not be having any site visits for a while.

### **Committee Reports**

#### **Publicity**

Rosemary reported that the newsletter went out a week ago. The next newsletter will have conference information in it. It will go out the first week of April so the deadline for material will be March 27<sup>th</sup>. Karen will get the class info along with speaker info also. Wendy will put all documents on Facebook.

#### **Membership**

Jessica gave a reported that last year at this time we had 313 members. This year at this time we are at 298 as of date.

#### **Scholarship/Awards**

It was reported that as of now we have 2 scholarship applications, but no nominations for awards. President Potvin stated that in September we will reevaluate the awards., with all that's going on this year maybe we don't give out any awards this year. The deadline for award nominations is April 15<sup>th</sup>.

#### **Standards/Technology**

President Potvin reported that Wendy will update the website with the minute's and school schedule.

#### **Nominations/Elections**

President Potvin read the list of names of the members whose position on the board is up for reelection. Everybody agreed that election buddy is a great way to hold our election.

#### **Sunshine Committee**

Rosemary informed the Board that Michelle's father in-law passed away.

#### **Conference Committees:**

**Vendors** - Michelle sent an email stating that vendors are not willing to make a commitment for they have restrictions on travel right now. We have had AIS cancelled due to company will not let them travel. The Board discussed the vendors rate.

#### **Vendor Fee**

A motion by Angie Arasim , seconded by Jessica McClennan the following was

Adopted        Ayes 7        Nays 0

Acceptance of a vendor fee change for this year only one time fee of \$200.00 which website, Facebook, newsletter sponsor at conference and name in literature. A commitment would be needed by may 1, 2020.

#### **Sales Table**

No update needed.

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**Registration table**

Mary Ellen will email out the sign up list for the registration table.

**Theme Suggestions/Give-a-ways**

The Board discussed giving away a magnifying glass preferably with a light. Mary Ellen will look into order them

**First Time Attendees Welcome Committee –Michelle/Jim**

The Board decided to give the first time attendees a cooler bag and totes for regular attendees. Louisa will put together the contents for the first time attendees' welcome bags. Jim will put together 10 true/false questions which will be on the registration table. Jess will grade them.

**Board Member Prizes**

Board members giveaway will be held at Tuesday's lunch.

**Education**

Karen gave an update on the school schedule and informed the Board that we are ok with speakers. She will send out the forms for hotel and AV needs etc. for speakers the deadline for return is May 1<sup>st</sup>. Louisa will handout the session attendance sheets for the classes.

**Banquet**

Jim will give brief 15 minute talk on the history of NYALGRO. Jim's wife Patty will be attending the conference with him.

**Next Meeting Date/Location-**

Conference: June 6-10<sup>th</sup> Radisson Hotel Corning, NY

**Adjournment:** President Potvin adjourned the meeting.