

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

Board of Directors Meeting
September 17, 2004 – Syracuse, New York

Meeting was called to order by President Ben Cobb at 10:30 a.m.

PRESENT: Benjamin Cobb, Kathleen Newkirk, Richard Geer, Wendy J. Roberson, Donna Mumbulo, Jim Koury, Adelia Pearson, Barbara Sechrist, Eileen Weishan, Hans Finke, Michelle Henry, Steve Geurds, Patricia Wisniewski.

ALSO PRESENT: Robert Arnold, State Archives

ABSENT: Charles Michaux, ~~Hans J. Finke.~~

MINUTES : *Motion by Jim Koury, seconded by Steve Geurds, to approve minutes of the June 6, 2004 meeting, as presented. Carried.*

TREASURER'S Michelle Henry distributed copies of the financial statements and
~~REPORT~~ : reported
REPORT : that the CD had been rolled over. Total assets are \$39,837.04. Ben Cobb noted that there was a savings of \$259.00 to NYALGRO by the tax exempt status obtained last year. *Motion by Adelia Pearson, seconded by Barb Sechrist, to approve the treasurer's report, as presented. Carried.*

CORRESPONDENCE: None to report. Ben noted that Charlie Michaux will be retiring next week but will continue to act in a records management capacity for the City of Buffalo and will continue to be part of NYALGRO.

COMMITTEE REPORTS:

- **Budget & Finance – Geer.**
Rick Geer noted that Michelle's report is self explanatory and in good order. Membership revenue is down somewhat but the loss was made up in other ways on the conference.
- **Bylaws – Wisniewski.**
Nothing to report.
- **Education and Training Programs – Mumbulo, Weishan, Koury**
2004 Albany School Evaluations. Donna Mumbulo stated the evaluations had been reviewed and distributed to the Board members. There were a number of first-time attendees who were pleased with the classes offered. Some

~~attendees wanted to see higher level classes. The two stronger classes being held on~~
the second day worked well, especially when a lot of attendees usually leave on the second day. Compliments were given on the classes being taught by people actually in the field. The only complaint heard dealt with the bus not leaving on time for the Albany County Hall of Records tour.

2005 School (June 12-15) – Lake Placid.

Ben Cobb reported that he, Wendy and Eileen and visited several hotels in the Lake Placid area in July. After inspecting the various hotels, the Lake Placid Holiday Inn was chosen based on cleanliness, logistics of session rooms, quality of food and overall cost. Reservation form and hotel arrangement specifics on the Hotel were distributed. The hotel is offering a number of complimentary items, including a one hour reception, audio visual equipment, complimentary greens fees at the 9-hole golf course or discount fees at one of the large golf courses. Ben will check on what refreshment items are allowed to be brought into the hospitality room. The only issue Ben found in the hotel charges involved commuter prices. He spoke with the hotel manager on the daily commuter charge (\$41.40) who felt with the location of the hotel, there would be few, if any, commuters coming in for the day. The breakfast, lunch and dinner prices could possibly be subsidized by NYALGRO at 10.00, \$15.00 and \$25.00 respectively, but the remainder of prices quoted seemed somewhat high. Ben will check further into commuter prices and negotiating the banquet fee.

Adelia Pearson suggested charging a commuter fee of \$25.00, which would include a morning break and lunch. The commuters most likely would not stay for dinner. If the cost turned out to be more than \$25.00, then NYALGRO could subsidize that amount.

Ben Cobb noted the \$10.00 breakfast, \$15.00 lunch, and \$25.00 dinner charges have been well accepted by attendees over the past few years. If the hotel does not provide a complimentary break, then NYALGRO or the vendors subsidize that cost. He will negotiate the one-day commuter fee and the cocktail reception.

Adelia Pearson questioned the \$25.00 registration fee for someone attending the school for only one day.

Bob Arnold stated the \$25.00 registration fee is pretty much standard and pro-rating day by day would be a bookkeeping nightmare.

Ben Cobb noted the \$25.00 registration fee is very reasonable, especially when compared to other conferences.

Registration will be in one of the lobbies, with all classes being accessible from that area. The hotel will take care of meal tickets. The Olympic Conference room will be reserved for vendors with ample room for breaks.

2006 SCHOOL – Canandaigua

Ben Cobb noted this site was checked into for 2005, but it was totally booked. Dates for June 2006 were set with the hotel. The food was good and the hotel is on the lake with competitive prices and a number of attractions. Kathy Newkirk stated she would like to see the Riveredge as a site for a future NYALGRO school. Ben stated that was a good possibility, but noted that ownership of the Riveredge has changed and we may not receive all the benefits previously enjoyed.

Barb Sechrist noted her attendance at a number of conferences in the past and stated the prices charged by NYALGRO are extremely reasonable, especially in light of the high quality educational sessions.

NOMINATIONS & ELECTIONS – Adelia Pearson

Adelia Pearson stated that nominations will remain open until October 1st. There are openings for five (5) Board members and Vice President-Membership. Hans Finke will be leaving the Board. Ben Cobb noted that Jim Koury has volunteered to replace Hans with contacting vendors.

LEGISLATION:

Barb Sechrist stated she went online to get an update on the Sunset provision but was unable to find anything. Bob Arnold stated the bill is in the Assembly and Senate and if passed, will then go to the Governor. Paul Tokasz is one of the sponsors of the bill with Jim Wright and they do not believe there will be any reason for the Governor not to sign the bill. Their concern at this point is getting the bill on the Governor's desk and bringing it to the attention of the Governor's staff that the bill is waiting for his signature. Bob asked the support of the individual Board members in contacting Tokasz or the NYS Assembly to move this matter forward. He also noted that Tokasz, Wright, and Mary Lou Rath would be good candidates for an award by NYALGRO next year.

MEMBERSHIP: Charlie Michaux not available.

PUBLICITY:

Deadline for articles is October 15th. Wendy Robertson, Donna Mumbulo.

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Bob Arnold remarked on the high quality of the Network issues. The articles are informative and relative to records management issues.

The Board discussed out-sourcing the printing of the Network. Donna Mumbulo outlined the presents problems encountered by Wendy in the pre-printing stages and layout of the publication, including meeting deadlines. Wendy stated she has been checking out prices, including the downsizing to two colors and mailing of the Network by the printer. Jim Koury suggested posting the Network on the website. Donna Mumbulo explained the problems associated with placing it on the website, including the need to update the website. After discussing the issue in detail, *a motion was made by Jim Koury, seconded by Adelia Pearson, to centralize the newsletter with the editors having editorial control, and out-sourcing the printing of the newsletter.* *Motion carried*

On the question, Ben Cobb stated that a separate mailing (425 pieces) for the school amounts to \$157.25. This contains a description of the classes and hotel registration. Hans suggested sending registration material out to non-members as well. Bob Arnold thought handouts could also be distributed at State Archives workshops. It was also noted that there was considerable confusion with the registration packets last year and the process of registration should also be looked at when planning the 2005 school.

Bob Arnold noted the light attendance at the last conference and suggested that all Board members send out a press release to their county newsletters. An article should also be submitted to the town and village clerks' publications sometime around March or April and he will attempt through email to reach other State publications.

Eileen Weishan stated that registration material needs to be sent out at least two months prior to school to allow sufficient time for board approval, etc. She stated approximately 3500 registration forms are sent out for the conference she handles and it was her past experience that a 10% return can be expected. It was also suggested that the envelope containing the registration forms should be marked in some fashion to indicate that registration material is enclosed. Discussion followed on the printing of the brochures.

Motion made by Adelia Pearson, seconded by Donna Mumbulo, to send out a separate mailing for the school registration. *Carried*

SCHOLARSHIP AND AWARDS - Geer

Steve Guerd stated there needed to be addressed the issue of a former board member living 15 miles away getting a scholarship. Scholarship criteria suggestions were distributed.

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Bob Arnold stated the position of the State Ethics Committee in that legislators can go to work for anyone at any time but for the rest, 2 years absence is required so that contacts die and there is no conflict of interest. Current board members cannot be eligible as in that case, there is a clear conflict of interest.

Discussion followed on the driving distance of 50 miles as the minimum required in order to qualify for hotel costs.

Hans Finke suggested leaving the scholarship amount at \$200.00 without any restrictions attached. The recipient of a scholarship should be entitled to benefit from the social and networking aspects of a conference/school, which are also educational exchanges.

Steve Geurds suggested 4 scholarships at \$250.00 - \$300.00. A former board member applying for the scholarship must be 2 years removed from the Board. Following discussion, it was agreed that there be up to 5 scholarships awarded at a flat amount of \$200.00, and given out 4 weeks before the school session. The 50 mile radius rule is eliminated. The recipient of the award must be employed by a government. Preference to be given to first time attendees. The part-time issue is difficult in many cases, i.e. a town clerk, because of the difficulty in assessing the percentage of time devoted by a member with multiple duties to records management. Ben Cobb suggested that the criteria be e-mailed to all members for finalization at the January meeting.

Adelia Pearson noted that two individuals who worked as consultants had voiced objection to one of the awards given last year. She stated that she had explained that the person chosen for the award did, in fact, work for government. Ben noted that the requirement of being employed by a government did not specify the percentage of time, i.e. 5%, 50%, etc. He did not feel the consultant issue should be touched, since many of the members or board members have at some time been consultants.

TECHNOLOGY - Finke

Hans brought the Board up to date on potential problems when changing from Windows 98 to XP version. He indicated there may be a problem with CD's not working.

Ben Cobb stated Stan France wants to put general membership listserv for NYALGRO behind a firewall. There was a static problem at the beginning of the year. Several members complained of receiving spam through NYALGRO. The listserv has not been used to the degree they felt it would and he will leave that issue up to Stan. It was also

noted that the color on the website needs to be changed and some of the information updated.

2005 NYALGRO School

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- Theme, "Going for the Gold ... Striving for Records Management Excellence"
- Board Meetings
 - 1st Board Meeting at Sunday night dinner
 - 2nd Board Meeting on Tuesday afternoon
- Use ribbon and medallion
- Looking for more plenary sessions.
- Vendor 10-15 minute demonstration following lunch for an extended time period (they have felt shortchanged in the past). Bob Arnold suggested allowing each vendor given an opportunity to do a short session following breakfast or lunch. Ben Cobb noted that the vendors are gone by Tuesday afternoon. Kathy Newkirk noted that if each vendor were given 10 or 15 minutes, that is a substantial amount of time to be taken away from class time. Ben Cobb felt that a vendor demonstration counted as a class, especially if it were in the technology line.
- Vendor give-away at end of session (2:00 – 3:30). Details will be worked out at the January meeting.
- Vendor sponsor scholarship as option to breaks, etc.
- Tour of Olympic grounds suggested by Ben Cobb for Tuesday afternoon (3:30 p.m.), since there is no archival place of interest nearby.
- Pat will contact Charlie Michaux for list of members close to Lake Placid to handle the tour. Diane Tarrity from Saratoga (Saratoga Cooperative Extension) was suggested by Bob Arnold.
- State Archives Session. Tuesday 8:30 a.m. Bob Arnold suggested various topics of interest. Kathy Newkirk also noted comments on evaluation sheets suggesting a session along the lines of professional development, working with government, personnel and suggested a Monday morning session.
- Keynote speaker for "going for the gold – striving for records management excellence" for the plenary session, followed by a session on who is responsibility/access issues at 11:00 a.m. or panel discussion.

NEXT MEETING: January 21st 10:30 a.m.

Respectfully submitted,

Patricia C. Wisniewski,
Secretary