

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

Board of Directors Meeting
March 3, 2005 – Syracuse, NY

Meeting was called to order by President Ben Cobb at 10:32 a.m.

PRESENT: Ben Cobb, Kathy Newkirk, Eileen Weishan, Steven Geurds, Wendy Roberson, Donna Mumbulo, Adelia Pearson, Richard Geer, Jim Koury.

OTHER: Bob Arnold, State Archives liaison.

ABSENT: Charles Michaux, Michelle Henry, Charles Callari, Barbara Sechrist.

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MINUTES: *Motion by Steven Geurds, seconded by Eileen Weishan, to approve the minutes from the January 21, 2005 meeting, as presented.*
Motion carried.

TREASURER'S REPORT : Ben noted that Michelle Henry was unavailable for today's meeting. Copies of the Income/Expense and Net Worth report were distributed. Ben noted that the only change is to the income section of the report in that two corporate memberships have been received. Assets now total over \$40,000. One of the CD's at 1.24% has matured and Michelle has rolled it over at 3.4% for 2 years. He added that based on the financial reports submitted, the organization is fiscally healthy. *Motion by Adelia Pearson, seconded by Wendy Roberson, to approve the Treasurer's Report, as presented.* *Motion Carried.*

COMMITTEE REPORTS:

Budget and Finance. Rick Geer reported there were no changes other than expenses incurred for handouts.

Bylaws. Pat Wisniewski reported there was nothing new to report.

Nominations and Elections. Kathy Newkirk encouraged those board members intending to run for re-election to send in bio information. Ben has updated the phone tree.

Legislation. Bob Arnold reported on the following:

- The New York State Institute for Education is back in the Governor's budget. The commissioner has received assurance from the Senate and Assembly that the Education Department will not be dismantled.
- State Comptroller's Office and the contract process under the Local Government Records Management Improvement Fund will not change for this year.
- On the federal level, there will be money coming into New York State, but Bob felt the local governments would not benefit because of the records management grants being offered on the state level. There are five congressmen from New York who are on the appropriations committee. He will send the material he has to Ben.

Membership. Charlie Michaux was not available for today's meeting but Ben reported that there is new software for the membership database.

Publicity. Wendy Roberson stated she is in need of articles for the newsletter. She distributed copies of the next newsletter along with the new brochure for review by board members. The cost of the new letterhead and school folders was discussed. Deadline for next issue is March 20th. New colors will be blue and white. *Motion by Kathy Newkirk, seconded by Donna Mumbulo, to authorize the printing of 1000 letterhead, 500 school folders and 1000 brochures. Carried.*

Scholarships and Awards. Rick Geer reported on the nominations received so far for the Melius Award: George Williams and Hans Finke. Pete Schreiber, Rockland County was also suggested. Two scholarship applications have been received: Cheryl Schackleton, Oneonta Town Clerk, and Pamela Brown, Jamestown Public Schools. There may be additional nominations. George Williams was also suggested for the Paquin Award, being a person who has lent support on behalf of records management. If necessary, an electronic vote can be taken. Deadline is May 1st.

Technology. Jim Koury and Steve Gourds are in favor of completely revamping the website. They will focus on changes following the conclusion of school and will talk to Stan on any proposed revisions.

2005 NYALGRO SCHOOL

- **Hotel.** All set, nothing new to report.
- **Tour.** Pat Wisniewski has made arrangements with the Brian Bliss, Lake Placid Marina and distributed information from the online site for the Marina. Tour lasts one hour; no alcohol is allowed on board. Discussion followed on the possibility of

having a vendor sponsor the boat tour. Ben Cobb also mentioned that the Marina may be owned by the Hotel and if so, the hotel can make all arrangements.

- **Vendors Sessions.** Ben stated that it has come to his attention that Alicia and Kathy always purchase the conference package. With the vendor package, two free meal tickets are given and they would like to subtract those from the hotel package, or receive something in return for the five meal tickets. Ben suggested letting them sponsor a coffee break for free to equal out the value of the tickets. It was noted that other vendors may want the same deal in the future, but Ben stated that most vendors do not purchase the package. They usually stay only one or two nights. Steve suggested inquiring with the hotel if they could offer an alternate package for vendors that would accommodate their needs, omitting meals.
- **Tote Bags.** Donna Mumbulo reported on the two different type of tote bags she considered for the school and distributed the bag chosen for the board members to see. Price is \$1,027.00 versus the previously discussed bag which would cost \$1,456.00. She will order 150 bags.
- **School Schedule** of classes, vendor breaks, etc. were discussed. Donna stated that bio's on everyone presenting a class are needed.

NEXT MEETING:

- Initial meeting at Lake Placid on Sunday, June 12th at 5:00 p.m.
- Registration 3:00 – 5:00 p.m. on Sunday
- Bag stuffing 2:00 p.m.
- Reception at 7:00 p.m.
- Critique meeting Wednesday, June 15th at 9:00 a.m.

FUTURE SCHOOL SITES:

- 2006 School – Canandaigua.
- Sites for future years was discussed.

OTHER BUSINESS:

Bob Arnold noted some things that NYALGO did in the past:

- Formal swearing in of officers.
- State Archives report at meetings.
- Formal affiliation with other organizations, NYCOM, etc. in order to help them understand the importance of records management, obtain speakers, and form political allies.

- Filing of certain NYALGRO documents with the New York State Library, Special Collections. Person to contact is either Janet Welsh or Cathy Stanley. The organization will look into this suggestion.

ADJOURNMENT: *Motion by Kathy Newkirk, seconded by Adelia Pearson, to adjourn.*

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary