

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

Board of Directors Meeting
January 25, 2002 – Syracuse, New York

Meeting was called to order by President Stan France at 10:30 a.m., followed by a welcome to the new members and introductions.

PRESENT: Stan France, Kathleen Newkirk, Adelia Pearson, Richard Geer, Wendy J. Roberson, Hans J. Finke, Benjamin Cobb, Sandra Sopak, Donna Mumbulo, Michele Henry, Ron Lagasse, Jim Koury, Sandy Sopak, Patricia Wisniewski.

ABSENT: Charles Michaux.

MINUTES : *Motion by Kathy Newkirk, seconded by Wendy Roberson, to approve minutes of the September 25, 2001 meeting, as presented. Carried.*

TREASURER'S REPORT : Sandy Sopak distributed her report for period 1/1/01 – 1/23/02, noting total revenues of \$11,446.31 for 2001. Expenses totaled \$9,138.00 for a net income of \$2,308.11.

Balance of the checking and savings account is \$13,751.82, with \$10,291.35 in the M & T CD, for total assets of \$24,043.17.

Sandy reported that she has applied for a tax refund on the corporate income taxes paid for the last three years, totaling approximately \$2700. NYALGRO is also entitled to a refund for the year 2001 which should be substantial. From this point on, NYALGRO will be filing with its tax exempt status. The returns must be manually reviewed, so it may be some time before the refunds are issued.

She has sent in a \$500 deposit to secure the Riveredge for this year's school.

Stan stated he had looked into bulk mailing as a cost saving measure. He was informed there was a 500 piece minimum required, but will check into it further, as it was the understanding of some Board members that bulk mail only required a 200 piece minimum. It was noted that bulk mail regulations also specify the way in which pieces are sorted, etc. Problems still persist in some active members not receiving the *Network* and other NYALGRO mailings. Stan will work on this problem, but needs those names brought to his attention.

Motion by Ron Lagasse, seconded by Wendy Roberson, to approve the Treasurer's Report, as presented. Carried.

CORRESPONDENCE:

NYALGRO has been invited to participate as an exhibitor at the Town Clerks Conference April 21-24. The form provided, however, asks for a \$400 registration fee by February 1st. It was the understanding of the Board that NYALGRO, as an association, has never paid a registration fee in the past.

Discussion followed on whether NYALGRO would realize a return on the investment. It was noted that State Archives in the past allowed placement of NYALGRO brochures on their table. Adelia Pearson felt this not to be the best scenario since brochures have a tendency to get lost amongst all the State Archives literature. Wendy Roberson asked whether the Town Clerks would allow an ad in their newsletter about the upcoming school in June. Kathy Newkirk said ad space was available in the Town Recorder and Maggie Stacey, Town of Canton, would be the person to contact.

Ron Lagasse suggested that someone from NYALGRO contact the Town Clerks Association to see if the fee could be waived. Hans Finke suggested we ask if they would like to do an even exchange, and have a table at our school in June.

Amanda Walsh was not in favor of the expenditure. NYALGRO, with assistance from this Board, especially Sandy Sopak, and under the leadership of Stan France, is finally financially healthy. Many town clerks are in the position of choosing one conference over another and opt for the Town Clerks conference. Adelia Pearson agreed, but noted that the town clerks who are also receiver of taxes must attend schooling that is required for their duties. She felt the Board should negotiate for a lower fee or no fee.

Stan France directed the Secretary to contact Mike Zimmer from NYS Town Clerks Association to negotiate a more amicable arrangement.

COMMITTEE CHAIRS:

President Stan France announced his appointments to the various committees.

Budget and Finance – Geer

Bylaws – Wisniewski

Education and Training Programs – Walsh, Newkirk, Wisniewski

Nominations and Elections – Cobb, Geer

Legislation – Sopak

Membership – Michaux, Geer, Walsh, Koury

Publicity – Roberson, Mumbulo, Pearson, Finke

Scholarship and Awards – Geer, Lagasse

Technology – Finke, France

Regionalization – Cobb, Pearson, Mumbulo

The Constitution and bylaws were reviewed by Stan France and the Board for any potential changes or amendments. The issue of where NYALGRO minutes should be stored was discussed by the Board. Amanda Walsh stated it was her understanding that the Secretary maintains the records until such time as that person steps down. When that event occurs, the minutes are then sent to Albany for storage.

Publicity – Roberson, Mumbulo. Wendy Roberson is looking for an article on electronic signatures. Stan France will submit one. The deadline for the next *Network* is February 1st. Charlie Michaux has submitted a follow-up article on certification. The next issue will also contain information on the June school.

BOARD MEETING SCHEDULE :

- Friday, March 1st @ 10:30, Syracuse
(Snow date, March 8th)
- Tuesday, June 4th @ 4:00 pm
- Friday, June 7th (wrap up meeting)
- Friday, September 27th @10:30, Syracuse

OTHER BUSINESS:

Travel/Hotel Policy: Sandy Sopak requested a clarification of NYALGRO's travel policy. It was her understanding that mileage and hotel room are paid for travel over 160 miles one-way. Rick Geer gave a brief history behind the policy, and explained that certain abuses in the past necessitated the current travel policy.

Amanda Walsh felt the policy needs to be adjusted. She stated that there are Board members who donate their time, pay for travel expenses out of their own pockets, and are expected to be at the June school and pay the registration fee, unless a speaker. She felt that if certain participation by Board members is mandated, then they should be reimbursed for certain items of expense. There are other out-of-pocket expenses incurred by Board members, such as donations of door prizes at the school.

Kathy Newkirk commented that the 20 registration fees waived last year were found to be too costly. She felt that the registration fee was nominal and should not be waived. There are a lot of ways that Board members donate to NYALGRO and thought perhaps dropping the mileage back would be beneficial to some Board members.

Ron Lagasse felt that Board members should not be expected to pay out-of-pocket for mileage. Following further discussion, a *motion was made by Ron Lagasse, seconded by Pat Wisniewski, any Board members not entitled to reimbursement from their municipality for travel expenses, shall be reimbursed by NYALGRO for mileage at 36.5*

per mile, plus tolls, upon submission of a voucher, and that lodging expenses be paid for any travel over 160 miles one way. Carried.

Budget – Geer. Rick Geer reported that membership is now 325. Corporate membership remains the same. Printing costs have been reduced thanks to Stan France. After discussion, Code 200 Copying/Printing/Newsletter was increased from \$700 to \$1,000 and Code 204 Taxes/Tax Preparation will be filled in when that amount is known.

Referring to Regional Expenses in the Budget, Stan France commented that he would like to target three or four counties in the southerly regions below Albany, where membership has been weak over the past few years. Dave Lowry and Andy Raymond are RAO's in that area and would be willing to help out.

It was noted that additional NYALGRO brochures need to be printed for distribution at various functions. Wendy Roberson will work on the brochure for purposes of updating. She felt the brochure needs more emphasis on skills enhancement.

JUNE RECORDS AND INFORMATION MANAGEMENT SCHOOL

Theme: "Your Records, Your Responsibility"

Stan France noted we will be having two tracks, Management, Technology, and a third wild card. Kathy Newkirk distributed class schedule as discussed at previous meeting.

Underlying theme is protecting records in the event of a disaster, especially in light of 9/11. Stan will contact Kevin Neary of SEMO for the kickoff topic. Issues to be covered include management and backup of records locations; how to develop a disaster plan, etc. People should walk away from the school with basic skills and how to build a coalition in government to develop a disaster plan for records.

Hans felt the general theme of the school should flow more toward emergency training than disaster planning. Rather than doing a session on disaster preparedness, the topic of recovery and implementation would be more apt.

Ben Cobb suggested using his deputy fire coordinator/emergency management person who was actually working on the pier where SEMO personnel were located.

It was noted that while many municipalities have adopted disaster plans covering a variety of situations, there is little attention given to recovery of financial records, payroll records and other records essential to the operation of the municipality or agency.

Adelia Pearson noted that many of the municipalities and school districts in close proximity to Alexandria Bay are smaller in size and need topics of a general nature to draw them to the school.

Under topic of management, classes need to be offered on basics of RMO, and general administrative issues, with a class on Business Process Analysis, which is an essential element to any records management program. Kathy Newkirk noted that the BPA session as a rule is lengthy and we may have to offer an abbreviated version.

Classes were formulated, as reflected on attached schedule of classes.

ADJOURNMENT: *Motion by Jim Koury, seconded by Donna Mumbula, to adjourn.
Carried.*

Respectfully submitted,

Patricia C. Wisniewski,
Secretary