

**Minutes of the NYALGRO Fall Board Retreat and Meeting
October 2-3, 2022
The Hotel Ithaca, Ithaca**

Present: Desiree Potvin, President; Karen Sweeting, Vice President/Education Chair; Rosemary Switzer, Treasurer; Dina Falcone, Kerriann Harrington, Jessica McClennan, Wendy McConkey, June Patterson, Colleen Rathbun, Matt Shaler, Board Members

Absent: Gina Doty, Emerit; Louisa Ingrassia, Secretary; Dave Lowry, State Archives Representative; Donna Mumbulo, Immediate Past President

Sunday, October 2, 2022 – 1PM - Part I of 2023 Conference Planning:

President Potvin stated this board retreat as well as the 2023 School event was supposed to be held in Corning, but those plans fell through, and we will now be hosting our school event in Ithaca at the Hotel Ithaca. She also stated that 2023 will be the 35th anniversary of NYALGRO. President Potvin then announced that Donna Mumbulo moved to North Carolina permanently so the Ex-Officio position is opens she then asked if anyone would like to become President of the organization in which she would then step down to fill the Ex- Officio position. No one volunteered. She then informed the board that Gina, Louisa, and Dave will not attend this meeting due to prior engagements.

A. Theme Suggestions/Give-A-Way

Multiple board members offered suggestions including some of the following for the Theme suggestions. D. Falcone suggested “Records around the World” or “A Whole Wide World of Records” with the giveaway being a bookmark of the World or a Globe notebook. J. Patterson stated she could get stress balls for the first-time attendee bags that had the world on them. At this point President Potvin, D. Falcone, J. McClennan, W. McConkey and J. Patterson passed out giveaway examples for the Board to consider. Among them were bags, wireless iPhone chargers, silicone straws, ChapStick, notepads, pens, desk caddies and a flashlight. Discussions were had about the price of each of theses units. K. Sweeting had multiple ideas for the theme including the following “Hiking or Climbing over the Records,” with the giveaway being a sport pack, insect pen spray, lip balm “The Art of Records Management,” with the giveaway being a mini post-it books, “Being Creative with Records Management” with the giveaway being colored pencils and “Records! Strive for another 35!” with the giveaway being a coffee mug with the words being “NYALGRO – Keep Calm and File On!”. W. McConkey suggested “Experience the Beauty of Records” K. Harrington suggested using the word Gorgeous with the emphasis on Gorge due to the many canyons and waterfalls in the area. Dina suggested that when we are naming classes that we use the greatest hits of different records and music.

The board then discussed all of the ideas for the themes and giveaways with the final decision being “The Art of Records Management” since the area is very well known for the diverse types of art. D. Falcone suggested that we use the art graffiti from around the city to place of our website and other documents show casing the art culture of the city. K. Sweeting stated she will put it on the tip sheet that is handed out at the conference.

B. New Logo

W. McConkey stated she rebranded our logo for our 35th anniversary and handed out four different variations of our logo. The Board collectively agreed on one of the new logo’s and asked going forward it be placed on all documentation. Matt suggested that since our theme is “Art” he requested that the new logo have a gradient ombre effect just for our 35th Anniversary.

C. Create Course Schedule

President Potvin asked the board if we should host a HYBRID school or just have it in person. The Board collectively agreed to have it in person. K. Harrington stated that a post was placed on Facebook asking membership for classes they would like to see in the future and the following were among them. Budget Process, Back to Basics Refresher, Working with your archival records. Member Lisa Harper stated she knows someone who

works with historical records and would like to hear her teach a class. Someone also suggested someone from the State comptroller's office teach a class about what they look for in an audit and how much should they ask for in a budget in order to fill the needs that the auditors look for. K. Sweeting stated people are more encouraged to put it in to a process if they are shown how to apply it to their lives and suggested that we have more interactive classes. President Potvin suggested a class on records management policy and how to set one up if the persons office does not have one in place. K. Sweeting suggested the class be called "Creating, Modifying and Applying your Records Management Policy." Open Meetings Law was suggested but W. McConkey stated it only applies to clerks not all records management officers. An Extended Foil Session was suggested with Kristen O'Neil coming in for half of it and then a Q&A for the final 45 Minutes of a class. A stress management class as well as a time management class was suggested. It was then suggested to tie the two together into one class adding organization, motivating and micromanagement was added to that class suggestion. Other class suggestions were as follows: Electronic Records, 1st Amendment Auditor Class, Developing on the Cheap, Grant Applications, General Round Tables, LGSJ-Q&A, How to organize a records room, step by step grant organization, a basic and accelerated Laserfiche class showcasing its functions, Inventory on a budget, aftermath of COVID documents, a leadership class with examples of how to promote yourself and your staff.

The board then went through all of the suggestions and set its course/class schedule for the 2023 conference. Which includes six classes on Monday and four classes on Tuesday pending finalization at the January meeting once board members reach out to speakers.

D. Conference Committees:

1. Vendors – Dina/Colleen/Matt

President Potvin stated C. Rathbun, and D. Falcone did an amazing job last year with the Vendors and congratulated them on how many they were able to have come to the conference. D. Falcone stated she will change the log on all the documents and C. Rathbun stated she will contact all of them again. They both stated they have multiple vendors to contact for next years conference. M. Shaler stated his boss was looking into getting one of the Vendors to sponsor a Bar during game night. Desiree requested a "save the date" go out soon. M. Shaler suggested we use the Board Member picture from last years conference that featured Lucas from Accelerated Information Systems and Taylor from AAR auctions for the save the date picture mailer.

2. Registration Table – Colleen/Wendy

C. Rathbun and W. McConkey stated they felt very segregated last year at the conference and suggested that everyone take turns at the Registration table. They also stated that a lot of members missed what was going on throughout the conference because everything was spaced out. W. McConkey requested that K. Sweeting put a tip sheet in the conference/registration materials that are mailed out to members, so they know what to expect from the conference including appropriate attire and where games and such are located. President Potvin suggested we put more information like that on our website and Facebook pages.

3. Board Member Door Prizes – Louisa/June/Rose

President Potvin stated she wishes that the board continue to bring a basket from their region and give it out. She also stated she wishes to continue her super-secret Facebook post gift. The Board agreed that went over well and should continue doing so.

4. First Time Attendees Welcome Committee – June/Louisa

J. Patterson stated she is going to use the bags the board will be getting for all members and stuff it with a stress ball, bottle of water, snacks, tissues, ChapStick and a flashlight. R. Switzer reminded her that her budget was \$250.00 a year.

5. Networking Activities – Jessica/Kerri

J. McClennan and K. Harrington stated that the Trivia was received well last year, and they plan to do the same thing this year. J. McClennan stated she will need a little time to think about what she will be hiding since the theme of the conference was just decided. R. Switzer reminded J. McClennan that her budget was \$200.00 for supplies and a gift basket from the Board. M. Shaler suggested Paint Brushes, K. Harrington suggested an artist's paint pallet.

6. Audio/Visual – Kerri/Matt

President Potvin stated K. Harrington and M. Shaler will be the Liaison’s with the Hotel to discuss the Audio/Visual needs of the conference and make sure that the Conference runs smoothly. President Potvin stated that K. Harrington was immensely helpful two years ago at the HYBRID conference and she and M. Shaler were extremely helpful at last year’s conference.

E. Discussions about 2024 Conference Locations

President Potvin stated the Board usually knows two years in advance where the Conference will be held; however, she is finding it difficult to get a response from the multiple hotels she has reached out to. She stated D. Lowry requested that the Conference be in Lake Placid since he will be retiring that year. President Potvin stated they are not responding. She then stated Lake George has Americade and she is running into seasonal problems. She stated she got a quote from the Harbor Hotel in Alex Bay and has opted to use a website called Eventicus. She stated she will send the RFP to the Board members and requested that they look into possible places to hold the conference in 2024. President Potvin also asked the Board to help her with planning and networking and activities to do while the Board is attending the retreats.

Part 1 of the Meeting ended at 4:35 PM

Monday, October 3, 2022 – 8:30AM

8:30AM – Breakfast Buffet/Meeting

I. Administrative Business:

A. Establish 2023 Meeting Dates/Locations

President Potvin stated the January Board meeting will be held on January 23, 2023, at Longfellow’s in Saratoga. R. Switzer stated she will make a reservation for Sunday nights dinner. President Potvin stated she will make the reservations with the hotel for dinner on January 22nd. President Potvin stated the March meeting will be held on March 27, 2023, in Watkin’s Glenn at the Harbor Hotel. K. Harrington stated she will take care of reservations for Sunday night dinner. President Potvin stated the Fall retreat for 2023 will be the weekend of October 1-2 and the location is to be determined pending response from multiple hotels. She also stated that in June the Board will be back in Ithaca for our annual conference, which will be held at Hotel Ithaca June 4-7, 2023.

B. Acceptance of Minutes – No minutes were received.

C. Treasurer's Report:

R. Switzer stated that at the moment the bank account is at \$17, 254.94 and she feels that we are in a good place. She stated we did spend a little more on the conference last year then we have in the past. She stated that it was due to the location and extra expenses like the audio and visual that we do not normally pay for and is usually included with the purchase of the hotel space. She also stated we paid \$15, 791.46 in conference expense compared to the previous year when we spent \$5, 289.23. She then explained the breakdown of what we spend vs what we bring in on a yearly basis and stated the vendors helped quite a bit this year.

A motion was made by J. Patterson, seconded by M. Shaler to accept the treasurers cash report. President Potvin conducted a roll call of the board with resulted in the motion being:

ADOPTED	AYES	10	Potvin, Sweeting, Switzer, Falcone, Harrington, McClennan, McConkey, Patterson, Rathbun, Shaler
	NOES	0	
	ABSENT	4	Ingrassia, Doty, Lowry, Mumbulo

II. Old Business/New Business:

A. Review/Discussion Board Position Responsibilities

K. Sweeting requested that each board member go through their NYALGRO responsibilities and state what they do month to month in preparation for the conference and other responsibilities throughout the year. She

stated she wants this information of file for the future so when other people run for positions, they know what their jobs and responsibilities are for the position for which they are running.

B. Update - Mentoring Program for New RMO's – Matt

M. Shaler passed out a spreadsheet he had been working on, which linked everyone up with a mentee/mentor and asked if everyone was ok with the person/people they were linked up with. He then stated that he will be sending an email out for the initial contact in the near future. He also requested that J. McClennan send him an updated contact list of the members emails. He also requested that if we as board members do not concretely know an answer to a mentees question that we send them to their RAO's.

C. Board Meetings Event Planning – VOLUNTEERS????

President Potvin stated the Zoom subscription is about to expire. K. Harrington suggested we cancel the subscription since we have not used it and if all else fails, we can get it again if its needed. President Potvin suggested we host a quarterly seminar class for our membership the day before or the day of our quarterly meetings, since most of the board comes in a day before. She suggested the information be sent to the surrounding counties in the location the boards meeting is being held. M. Shaler stated that we should wait till next January or October to do it and wait to get feedback from the conference in June when the Board would hear suggestions from the conference attendees of what type of class they would like to be offered. R. Switzer stated she thinks this is a great idea to offer quarterly seminars. K. Harrington suggested the first one be a networking session. K. Sweeting thinks it would be a good idea to keep Zoom and host the networking event/ seminar via Zoom since most people do not have a lot of money in their budgets to attend a networking event. K. Harrington stated we could offer a box lunch and a \$10.00 seminar fee, which would generate some money. President Potvin stated the Board could have their meeting in the morning and the seminar in the afternoon and that she will put a power point together.

III. State Archives Update/LGRAC Update – There was no update since D. Lowry was not in attendance.

IV. Committees Reports:

A. Newsletter – Rose

R. Switzer stated the deadline to submit for the Fall newsletter is October 12, 2022. President Potvin stated she will have something about nominations and the new seminar the Board will be offering for the newsletter.

B. Publicity – Wendy/Desiree

W. McConkey stated she will put something on the website about the quarterly seminar. President Potvin stated more people are starting to interact on Facebook. W. McConkey stated she is going to take D. Mumbulo off as one of the Facebook administrators. D. Falcone stated she will volunteer as one of the administrators on Facebook.

C. Membership – Jessica

J. McClennan stated she had received four new members since the conference, which she received from other members talking about how much they enjoyed the conference and insisted these four new members join. She also added that she has her family work on membership applications (folding, stuffing, and stamping) during thanksgiving. She then stated membership should expect membership renewal applications for 2023 the first week of December 2022. President Potvin asked if the Board wanted to discuss if we wanted to charge membership per municipality opposed to per person. The Board collectively agreed since the price is so low, we should keep it as is.

D. Scholarship/Awards – Wendy

W. McConkey stated the Scholarship deadline is April 15, 2023. President Potvin asked the Board if they had any suggestions for a recipient of the Melius Award. K. Sweeting suggested Maureen Reynolds.

E. Nominations/Elections – Desiree/Karen

President Potvin stated that K. Sweeting, R. Switzer, M. Shaler, K. Harrington, and J. Patterson are up for re-election this year. She stated they need to send their letter and Biography to Desiree by October 22nd. The Information about the election will also be posted in the newsletter when we call for nomination. The election will be sent out with Election Buddy on November 1, 2023.

10:30 AM – Tour of Facility

V. Adjournment

With no further business to discuss a motion was made by J. Patterson, seconded by M. Shaler to adjourn the meeting at 11:41 AM. President Potvin conducted a roll call of the board with resulted in the motion being:

ADOPTED	AYES	10	Potvin, Sweeting, Switzer, Falcone, Harrington, McClennan, McConkey, Patterson, Rathbun, Shaler
	NOES	0	
	ABSENT	4	Ingrassia, Doty, Lowry, Mumbulo

Jessica McClennan, Stand In Secretary