

**NYALGRO Board Meeting  
January 27, 2025  
Holiday Inn, Saratoga**

Present: Desiree Potvin, President; Kerriann Harrington, Vice President/Education Chair; Colleen Rathbun, Secretary; Rosemary Switzer, Treasurer; Karen Sweeting, Membership; Jessica McClennan; Matt Shaler; Megan Sokolow; Jamie Niziol; Charles Foehser II; Denis Meadows, State Archives

Absent: None

President Potvin called the meeting to order.

**I. Administrative Business:**

**a. Acceptance of Nicole Doherty's resignation.**

A motion was made by Karen Sweeting, seconded by Matt Shaler to accept the resignation of Nicole Doherty from the NYALGRO Board.

ADOPTED	AYES	10	Potvin, Harrington, Rathbun, Switzer, Sweeting, McClennan, Shaler, Sokolow, Niziol, Meadows
	NOES	0	
	ABSENT	1	Mumbulo

**b. Welcome New/Re-Elected Board Members**

- a. The Board members that were up for re-election all got voted back in; Kerri Harrington, Vice President/Education Chair; Rosemary Switzer, Treasurer; Karen Sweeting, Membership; Matthew Shaler, Board Member; Jamie Niziol, Board Member.

ADOPTED	AYES	10	Potvin, Harrington, Rathbun, Switzer, Sweeting, McClennan, Shaler, Sokolow, Niziol, Meadows
	NOES	0	
	ABSENT	1	Mumbulo

- b. A motion was made by Kerri Harrington, seconded by Karen Sweeting appointing Charles Foehser II to the NYALGRO Board.

ADOPTED	AYES	10	Potvin, Harrington, Rathbun, Switzer, Sweeting, McClennan, Shaler, Sokolow, Niziol, Meadows
	NOES	0	
	ABSENT	1	Mumbulo

c. Acceptance of Minutes-

A motion was made by Jessica McClennan, seconded by Matthew Shaler, to accept the minutes of the meeting held on October 27, 2024. President Potvin conducted a roll call of the board which resulted in:

ADOPTED	AYES	11	Potvin, Harrington, Rathbun, Switzer, Sweeting, McClennan, Shaler, Sokolow, Niziol, Foehser II, Meadows
	NOES	0	
	ABSENT	1	Mumbulo

d. Approval of Treasurer’s Report

R. Switzer stated that our year-to-date balance is \$29, 545.44.

A motion was made by Kerri Harrington, seconded by Megan Sokolow, to accept the Treasurer’s Report. President Potvin conducted a roll call of the board which resulted in:

ADOPTED	AYES	10	Potvin, Harrington, Rathbun, Switzer, Sweeting, McClennan, Shaler, Sokolow, Niziol, Foehser II, Meadows
	NOES	0	
	ABSENT	1	Mumbulo

II. State Archives/LGRAC Update

a. State Archives

- Denis Meadows informed us that there are multiple vacancies that need to be filled in the archives. He did mention that the grant awardees still have not received their money for the 2024-2025 grants. The grant process is required to follow a procurement procedure and there are always delays. They put together a draft timetable for 2024-2025 cycle

from the request to the time that they receive their money was 58 weeks. It was suggested to skip a year but that was not approved.

- Megan asked if there were any updates for the Clean Slate Law and Denis had not heard of anything at this time. She also asked about the “783 Senate Bill Municipal Website Law” and how some municipalities do not have websites.

### **III. Committee Reports**

#### **a. Newsletter**

- Articles for the newsletter will be due this week.
- Newsletter will go out in the second week of February.
- There will be a description of the classes and announcements about the 2026 conference.
- There will be mention of the YouTube videos made by Megan Sokolow.

#### **b. Website/Social Media**

- Check Facebook for information regarding our upcoming conference.
- Matt is still checking on updating email addresses for our website.

#### **c. Membership**

- Karen stated we have 249 members and 34 new members.

#### **d. Scholarships/Awards**

#### **e. Nominations/Elections**

- President Potvin congratulated all the current Board Members that got re-elected.

#### **f. IT Committee**

### **IV. 2025 Conference Planning:**

#### **a. Conference Timeline Review**

#### **b. Conference Committee Update:**

- Vendors
  - The save the dates have been sent out. ICC-CDS will be sponsoring a coffee hour.
  - The vendors will speak before the classes and before lunch on Monday.

- Registration
  - Karen has nothing to report.
- Board Member Prizes
  - Rose and Matt are on this committee.
- First Time Attendee Welcome
  - Matt, Megan and Charles are on this committee.
- Activities/Networking
  - Left, right and center will be played.
  - Dress for the decade, costume contest will be in the newsletter.
  - Jessica will come up with some awesome ideas to keep the members having fun.
- Book Club/Professional Development
  - Leadership Challenge by Barry Posner and James M. Kouzes.

**V. Old Business/New Business:**

**a. Location for 2026 Conference**

- A motion was made by Kerri Harrington and seconded by Matt Shaler to have our conference in Saratoga.

ADOPTED	AYES	10	Potvin, Harrington, Rathbun, Switzer, Sweeting, McClennan, Shaler, Sokolow, Niziol, Foehser II, Meadows
	NOES	0	
ABSENT		1	Mumbulo

- A motion was made by Kerri Harrington and seconded by Jessica McClennan to have the conference in Lake Placid as an alternate location.

ADOPTED	AYES	10	Potvin, Harrington, Rathbun, Switzer, Sweeting, McClennan, Shaler, Sokolow, Niziol, Foehser II, Meadows
	NOES	0	
ABSENT		1	Mumbulo

**b. Credit Card Policy**

- Matt discussed the ability to process payments on our website. There is a fee of 2.9% plus .30 per transaction. We discussed when to start this process or not. Rose was going to check with our bank to make sure we can take online payments.

**c. Review/adopt revised reimbursement policy**

- Proposed change to the language for the speaker reimbursement policy. Hotel accommodation for one night as requested. Food will be reimbursed if requested on the speaker form before the conference.
- The Board Members can add more scholarships if they deem necessary. Current Board Members are not eligible for scholarships.

A motion was made by Megan Sokolow and seconded by Kerri Harrington to approve the revised reimbursement policy.

ADOPTED	AYES	10	Potvin, Harrington, Rathbun, Switzer, Sweeting, McClennan, Shaler, Sokolow, Niziol, Meadows
	NOES	0	
	ABSTAIN	1	Foehser II
	ABSENT	1	Mumbulo

**d. Review By-Laws**

- Amending the Bylaws to change regular membership to individual membership also take our student membership and add organization membership for up to 3 members. Add a committee for a Web Master for Matthew Shaler. These changes will be put in your packet for the conference this year to be voted on by our members.

A motion was made by Jaime Niziol seconded by Rose Switzer to amend our bylaws.

ADOPTED	AYES	10	Potvin, Harrington, Rathbun, Switzer, Sweeting, McClennan, Shaler, Sokolow, Niziol, Foehser II, Meadows
	NOES	0	
	ABSENT	1	Mumbulo

**e. Update/YouTube Videos**

- Megan stated that her video on Pdf A got the most views. It was suggested not to do the introduction on videos from here on out. It was discussed that it seems that when the videos are emailed to members they are viewed more. There was discussion on some upcoming videos to be made.

**f. Vacancy on the Board**

- We are still in need of another Board member if anyone is interested, please reach to us.

## VI. Board Member Comments

- Rose Switzer is looking forward to the conference.
- Jamie Niziol thanked the Board for her time on the Board and the friendships that she has made.
- Karen Sweeting discussed what was going to be in the mailings for the conference.
- Charles Foehser II thanked everyone for electing him to the Board and he look forward to working with all of us.
- A motion was made by Matt Shaler and seconded by Charles Foehser II to accept the resignation of Jaime Niziol from the NYALGRO Board she has accepted another position in the private sector.

ADOPTED	AYES	10	Potvin, Harrington, Rathbun, Switzer, Sweeting, McClennan, Shaler, Sokolow, Niziol, Foehser II, Meadows
	NOES	0	
	ABSENT	1	Mumbulo

## VII. Next Meeting Date/Location

- March 31<sup>st</sup> at the Harbor Hotel, Watkins Glen, NY
- June 1-3<sup>rd</sup> at the Villa Roma, Callicoon, NY

## VIII. Adjournment

With no further business to discuss, a motion was made by Colleen Rathbun, seconded by Kerri Harrington, to adjourn the meeting. President Potvin conducted a roll call of the board which resulted in:

ADOPTED	AYES	11	Potvin, Harrington, Rathbun, Switzer, Sweeting, McClennan, Shaler, Sokolow, Niziol, Foehser II, Meadows
	NOES	0	
	ABSENT	1	Mumbulo

**Colleen Rathbun, Secretary**