

**Minutes of the NYALGRO Executive Board Meeting  
April 4, 2022 – 10AM  
Harbor Hotel, Watkins Glen**

**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,

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

**I. Administrative Business:**

*a. Acceptance of Minutes*

Motion was offered by K. Harrington, seconded by M. Shaler, to approve and accept the minutes of the meeting held on January 24, 2022. President Potvin conducted a roll call of the Board which resulted in the motion being:

<b>ADOPTED</b>	AYES	10	Potvin, Sweeting, Switzer, Falcone, Harrington, McClennan, McConkey, Patterson, Rathbun, Shaler
	NOES	0	

*b. Approval of Treasurer's Report*

R. Switzer reported that the organization has a total of \$27,938.98. She stated so far this year the board has \$13,350.00 in membership dues and \$2,443.33 has been spent on conference expenses from January 2022 to March 2022. She then stated that the organization cannot have more than \$30,000.00 in the account, and that the money will be spent soon on miscellaneous conference expenses.

Motion was offered by D. Falcone, seconded by C. Rathbun, to approve and accept the treasurer's cash report. President Potvin conducted a roll call of the Board which resulted in the motion being:

<b>ADOPTED</b>	AYES	10	Potvin, Sweeting, Switzer, Falcone, Harrington, McClennan, McConkey, Patterson, Rathbun, Shaler
	NOES	0	

**II. State Archives Update**

President Potvin stated that D. Lowry was not present and so there was no update received. She also stated they extended the application submission date from July to December so that is possibly why no one has heard of any updates.

**Meeting was interrupted at 10:20 for an unscheduled Fire Alarm, Board returned at 10:30.**

**III. Committees Reports:**

*a. Newsletter/Publicity – Rose/Matt/Wendy*

R. Switzer stated the Winter newsletter went out and currently working on the Spring newsletter that has a deadline of April 22 and requested the board members submit letters by that date so she could get it out the following week. She also informed the board that April is Records Management month. President Potvin asked if anyone received the IIMC newsletter and stated she had an article published in it. R. Switzer asked if President Potvin would allow her to publish the article in NYALGRO's newsletter, President Potvin stated of course. W. McConkey stated she will put all of the conference material on the website. President Potvin stated that the packet that will be mailed out this week will only have the Presidential letter, Conference registration which will be returned to J. McClennan, and the hotel reservation form all other documents for the conference, members will be able to find on our website.

*b. Membership – Jessica*

J. McClennan stated that out of the four hundred membership applications that were sent out in December, 232 people renewed, out of those were thirty-eight new members. She then stated that she has 661 people that she will be sending application information about the conference to. She also stated a lot of people wait until conference time to send in their membership applications/dues.

*c. Scholarship/Awards – Wendy/Donna*

W. McConkey stated as of now she has one scholarship and one award application. She then stated she will have more once the conference mailings are mailed. She stated the scholarship is set at \$500 and the deadline to receive them is April 30<sup>th</sup>.

The board then discussed the scholarship and how much the board gives for the scholarship. A motion was made by J. Patterson, seconded by W. McConkey to amend the reimbursement policy to include Sunday through Tuesday hotel fee with meals; travel not included. President Potvin conducted a roll call of the Board which resulted in the motion being:

<b>ADOPTED</b>	AYES	10	Potvin, Sweeting, Switzer, Falcone, Harrington, McClennan, McConkey, Patterson, Rathbun, Shaler
	NOES	0	

*d. Nominations/Elections – Desiree*

President Potvin stated that Karen Sweeting, Rosemary Switzer, June Patterson, Matt Shaler, and Kerriann Harrington are up for re-election.

**IV. Conference Planning – Education Chair/Committee:**

*a. 2022 – Albany*

*1. Vendor Update – Dina/Colleen*

D. Falcone stated there are six confirmed vendors with two sponsoring coffee breaks, C. Rathbun showed the board signs she had printed out and stated she will print out bigger ones to use at the conference to show case the Vendors. D. Falcone stated she was having difficulty with multiple vendors calling her back. K. Sweeting questioned having an actual grant writer at the conference since we are having a grant writing class. President Potvin stated she will reach out to Millennium Strategies, which is a grant writer that her Village and Town use. K. Sweeting asked if the Vendors will be allowed time to speak prior to each class. The board discussed diverse ways in which this would work since we have two classes going on at once opposed to last year when we only had one. President Potvin stated the Vendors really appreciated that we allowed that last year and that if it is going to be allowed this year, we must let them know ahead of time, so they have time to prepare what they are going to say. The board decided that they would keep it the way it was last year and have one vendor per session talk about what they do. President Potvin then stated she needs to know how many meal tickets they need a week prior to the conference.

*2. Audio/Visual – Kerri/Matt*

K. Harrington stated she received an email from the A.V company totaling \$7,935.00 which would cover running the audio through the welcome reception, the recordings of the classes, the recording of the business lunch and two cameras with static shot. President Potvin stated there is no need for the welcome reception. A discussion was then had on whether or not to spend the that much money on recording the classes and spending all of that money. President Potvin stated that she feels the recording was an innovative idea, but most speakers would not mind doing a regional meeting or host a zoom meeting for people that could not attend the conference. She then went on to say Albany was chosen for the conference this year since it is a centralized location, however the Villa Roma was the highest attended since she has been President with Geneva and Lake George being highly attended as well. The finalized decision was to cancel the recordings and have standard/normal technology at the conference. President Potvin thanked K. Harrington and M. Shaler for all of their work. She then asked that all board members who are in contact with the speakers tell them to make sure they bring a flash drive with their presentation on it.

*3. Registration/Conference Give-A-Way – Colleen/Wendy*

W. McConkey passed out the giveaway which is a watertight pouch. Desiree presented an addition to the giveaway that she had made which was a pen that has the 2022 theme on it. W. McConkey asked if

J. McClennan could get post its to add to the giveaway. President Potvin stated she will look into staple removers.

M. Shaler asked if the board could send pictures of their records room to him so he could put a presentation together. President Potvin stated we need to keep track of meal tickets. J. McClennan will make a spreadsheet to "control" who is given/paying for individual meal tickets when conference documentation is sent back to her. J. McClennan will print out name badges, W. McConkey will print out the meal tickets. President Potvin stated the prices of each ticket is on the back of the registration document that is part of the packet.

4. *First Time Attendee Welcome Committee – June/Louisa/Matt*

J. Patterson stated she will put basic stuff in a bag including mints, granola bars, water.

J. McClennan stated that there are still about fifty tote bags that J. Patterson could use for the first-time giveaway. J. Patterson then asked how much should be spent on new member bags. A discussion was had, and a motion made by J. McClennan, seconded by K. Harrington to set the limit on first time attendee bag at \$300.00. President Potvin conducted a roll call of the Board which resulted in the motion being:

<b>ADOPTED</b>	AYES	10	Potvin, Sweeting, Switzer, Falcone, Harrington, McClennan, McConkey, Patterson, Rathbun, Shaler
	NOES	0	

K. Sweeting stated there should be "a guide to the conference" letter that includes local places, stores, things we do throughout the conference socially like Left Right Center, Tuesday lunch with all of the giveaways as well as a request to sign up for a mentoring program that would allow the board to link up a seasoned Record Manager with someone who is new to it. K. Sweeting said she would do it and then request that W. McConkey place it on the website.

5. *Board Member Gift Give-A-Ways – Louisa/Donna/June*

President Potvin stated that each board member puts together a little "door prize" to be given out on Tuesday during the Board meeting and members must be present to win. She then stated the board decided not to do it last year since it would have been difficult to ship things to the people who were attending virtually.

6. *Activities/Networking – Jessica/Wendy/Kerri*

J. McClennan stated that she is putting together three "treasure chests" to be won at the conference. She then went on to say that she will be hiding keys throughout the conference for people to find and then open the treasure chests. Must present key to win and be at the Tuesday board meeting, only one key per person. J. McClennan then stated she was planning a Jeopardy game after the Sunday night welcome reception. President Potvin suggested a trivia game instead of Jeopardy and that it be played after the Monday night dinner. The board agreed. K. Harrington, C. Rathbun, and President Potvin offered to help.

7. *Miscellaneous Issues/Concerns – Karen*

K. Sweeting stated Jim Tammaro looked up train prices from all over the state and she has the AMTRAK link available if anyone needs it. She went on to say that she has all the information that she needs except for one speaker. She also requested that everyone who is in charge of a speaker send her a spreadsheet of the meals that they need.

President Potvin stated that Board Members pay for the hotel, milage and meals however they do not pay for the conference itself. She stated the board meets on Sunday afternoon to get packets together, put giveaways together and make sure everything is in working order for the conference. She stated that the Vendor committee must be present when vendors start showing up around 1pm. She then stated at least four board members will be there on Saturday night.

b. *2023 – Corning*

➤ *Retreat – October 2-3 (tentative)*

President Potvin stated the conference was supposed to be in Corning in 2020, but due to COVID it was cancelled, and the board lost its \$500 deposit. The board is booked to have the September retreat in Corning but the hotel in Corning stated the only available time they have to host a conference is Halloween weekend 2023. They also told her they would not be able to give the government rate for bookings. She then reached out to Watkins Glen who would not be able to accommodate the board for

the September retreat, however hotel Ithaca was available. After a board discussion M. Shaler made a motion, seconded by K. Harrington to cancel Corning all together and book with Ithaca for 2023. President Potvin conducted a roll call of the Board which resulted in the motion being:

<b>ADOPTED</b>	AYES	10	Potvin, Sweeting, Switzer, Falcone, Harrington, McClennan, McConkey, Patterson, Rathbun, Shaler
	NOES	0	

*c. 2024 – Lake Placid Area (work in progress)*

President Potvin stated she had reached out to multiple hotels in the Lake Placid area and the prices were either too high or there was no availability. She stated she will continue to look for more options and she will also look into Lake George for 2024.

**V. Additional Business/Board Member Comments**

President Potvin stated she gets multiple calls a week from incoming or new clerks requesting assistance. She then went on to say how K. Sweeting suggested a "Clerk Mentoring Program" which would couple a senior clerk with a new clerk. President Potvin then requested that a board member take ownership of this program. M. Shaler stated he will take the lead with K. Harrington to assist. President Potvin stated it should start at the conference but then continue all year. M. Shaler stated he will write a letter for the newsletter and D. Falcone stated that on the survey at the conference there should be a blurb about it and request clerks put their name and number down if they would be interested in mentoring. President Potvin then requested that J. McClennan send M. Shaler the names of the new members once they send in their membership forms so that he could match up a seasoned clerk with a newer clerk. R. Switzer stated she gets many calls from neighboring towns, and she is all for this program.

**VI. Upcoming Meeting(s) Date/Location**

Sunday, June 12 1PM – Crowne Plaza/Desmond, Albany, Conference  
Wednesday, June 15, 8:30AM – Crowne Plaza/Desmond, Albany, Board Meeting  
Sunday, October 2, 1PM – Radisson, Corning, Board Retreat

**VII. Adjournment**

With no further business to discuss, a motion was offered by M. Shaler, seconded by J. Patterson, to adjourn the meeting at 12:56 PM. President Potvin conducted a roll call of the Board which resulted in the motion being:

<b>ADOPTED</b>	AYES	10	Potvin, Sweeting, Switzer, Falcone, Harrington, McClennan, McConkey, Patterson, Rathbun, Shaler
	NOES	0	

**VIII. Folding, Stuffing, Sealing, Stamping, Labeling Party**



Jessica McClennan, Stand in Secretary