

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS

Board of Directors Meeting
June 13, 2000 - Ithaca, New York

Meeting was called to order by President Stan France at 3:30 p.m.

PRESENT: Stan France, Kathleen Newkirk, Charles Michaux, Richard Geer, Amanda Walsh, Wendy J. Roberson, Hans J. Finke, Benjamin Cobb, Sandra Sopak, Patricia Wisniewski

ALSO PRESENT: Bob Arnold, Gretchen Randazzo, Schoharie County.

ABSENT: David Shenk, Kathy Sickler, Michelle Henry.

CONFERENCE EVALUATIONS: The evaluations were generally favorable. A summary will be prepared.

PROGRAM: Overall, the program went well. Stan noted the outstanding job done by Board members to step in and take over the Court Records class after Vinnie Armerino needed to cancel due to an emergency. Stan felt the Board members also went out of their way to reach out to all the attendees. Suggestion was made that a complete list of attendees be included in the registration packets or posted at the time the Conference begins. A message board would also be helpful.

Sandy Sopak noted the number of attendees who were willing to participate in the "Success Stories" portion of the program, but felt that a wireless microphone should be made available for the future. Stan felt that instructors need to provide more handouts in the future, especially in light of the classes moving more toward a classroom atmosphere. It was noted that the NYALGRO training sessions qualify for credits toward the Registered Municipal Clerk certification. It was also suggested that sign-in sheets be used at sessions in order to verify attendance. More sessions for school districts are needed.

It was also noted that the person in charge of handling registration is not in a position to carry a heavy course load, especially a morning session, or act as monitor. Monitor assignments need to be looked at for future school sessions.

Ben Cobb noted comments on the evaluation sheets about sessions designed for smaller school districts and towns. He also thought that some sessions could be lengthened for more in-depth and hands-on material. Bob Arnold suggested a session combining a basic SARA workshop session with success stories of RMO's.

Stan stated that we've gone without a luncheon or dinner speaker and perhaps the individual receiving an award return the following year and be given time at one of the meals to discuss his or her experiences. This would allow the recipient of the award to share with attendees the benefit of their knowledge on whatever topic the recipient chooses.

Amanda Walsh noted comments made by attendees on the vagueness of the dress code for the conference and meals. She felt this should be clarified for the next conference.

SCHOLARSHIPS: The criteria and method of application for scholarships need to be clarified. Selection process must also be completed in enough time prior to the conference in order to adequately determine whether the applicant is paying their own way or the municipality.

Amanda suggested a one page application be contained in the conference mailing, which application would then be directed to Rick Geer. Stan will go over the application form again with Rick and noted its presence on the NYALGRO website.

It was also noted that Board members must have information on classes ready by the January meeting, which will give us more lead time to get speakers lined up.

Amanda Walsh thought the room used for registration was somewhat tight. Charlie Michaux suggested that the registration area be located nearby the vendors, giving more visibility to the vendors. Other criticism revolved around the confusion in registering for the conference and the hotel. The Town Clerks Associations used a three part form which is easy to fill out and understand but uses an impact printer which increases the cost. There are too many forms to fill out for meals. Hotel deadlines must also be earlier than the registration deadline. A new form will be discussed and worked out at the next meeting. Problems developed with communication between the hotel personnel and the front desk. The person in charge of hotel arrangements ideally should be someone who lives the closest to the hotel and focus on an accurate count for rooms and meals. If any questions arise, they can then be directed to whomever is designated as the contact person.

VENDORS: Hans was commended for the close attention given vendors.

HOSPITALITY ROOM: Charlie Michaux reported the total cost for shirts, liquor and snacks amounted to \$815.90. \$817.00 was brought back in and there were 12 shirts left over for next year. Tote bags, clipboard, cups were discussed for future conferences. Stan felt the room was conducive to networking and provided a pleasant and informal gathering place.

2001 EDUCATION & TRAINING SCHOOL: Several sites were suggested for the 2001 Education & Training School, including:

Lake George (unavailable for 2001), Lake Placid, Saratoga, Old Forge, Alexandria Bay (River's Edge, Edgewood, Bonnie Castle), Chautauqua (centrally located), Jamestown, Olean, Oswego, Syracuse, Geneva, Buffalo, Poughkeepsie.

Kathy Newkirk suggested the Board look at three years in advance to avoid a last minute scramble for a location site, plus this would put the Board in a position to secure better hotel rates, etc. The Town Clerks Conference takes place the third week in April and the IIMC Conference takes place in May. The normal timeframe for the 2001 conference would be June 3-6, if the first week, and June 10-13 if held the second week in June.

After discussion of location, dates, and meeting rooms, Alexandria Bay and Poughkeepsie were chosen as possible sites for the 2001 Education & Training School, if held June 3-6, 2001; and Lake George, depending upon any conflict with the County Clerks conference, if held the second week in June.

WHEELER B. MELIUS AWARD: Stan France noted that paying full hotel costs for winner of this award has its downside. Suggestion was made that the winner be given a NYALGRO life membership, which presents the winner with a lasting benefit. *Motion by Kathy Newkirk, seconded by Wendy Roberson, that future winners of the Wheeler B. Melius Award be presented with a life membership in NYALGRO. Carried.* Criteria for selection of winners also needs to be established. The scholarship committee was requested to revisit this award, develop criteria and report back at the September meeting.

NEWSLETTER: Stan France noted that the *Network* needs a new editor with Esther Sokol no longer being able to handle this position. Stan felt that the Board members and Publicity Committee could take a more active role in gathering articles, etc. To the best of his knowledge, Ed Sokol would be continuing with the design and printing. Speakers were encouraged to submit articles on their sessions. An article on vendors would be helpful and Stan noted that vendors should be reminded that they are entitled to two free ads if corporate members.

NEXT MEETING: September 22, 2000. Location to be announced.

ADJOURNMENT: Motion by Amanda Walsh, seconded by Kathy Newkirk, to adjourn (10:30 am).

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS
Annual Business Luncheon/Meeting
June 13, 2000 - Ithaca, New York

Meeting was called to order by President Stan France with a welcome to all attendees.

MINUTES: Secretary Patricia C. Wisniewski read the minutes from the June 9, 1999 meeting. *Motion by Amanda Walsh, seconded by Shirley SanFilippo, to approve the minutes as read. Carried.*

TREASURER'S REPORT : Treasurer Sandy Sopak presented report from 1/9/99 to 12/31/99 with an ending balance of \$16,457.12.

President Stan France introduced the Board members. Membership Chairman Charlie Michaux reported on current NYALGRO membership of 312. This represents an increase of 133 members over last year.

Esther Sokol, *Network* editor, and Ed Eagan were unavailable for today's meeting. It was noted that Esther has announced that her job duties will make it impossible to continue acting as editor. Esther was recognized for her past contributions in this important role as *Network* editor. NYALGRO will continue to look to members for articles of interest for publication in the *Network* and any member interested in acting as Editor can contact Stan France.

Scholarship Chairman Richard Geer presented the Cheryl Steinbach Scholarship awards to Barbara Sechrist, Southport Town Clerk; Kathi Rickman, Hamlin Town Clerk; and Adelia Pearson, Boylston Town Clerk. The scholarship awards, developed in honor of Cheryl Steinbach, are presented to first time attendees of the annual school.

Robert Arnold gave a background on Wheeler B. Melius for whom the award for outstanding service by a professional in the field of records management was named. Stan France presented Bebe Morehead with the first Wheeler B. Melius award in recognition of her outstanding service to her local government and to New York's records management community.

ADJOURNMENT: *Motion by Bebe Morehead, seconded by Charles Michaux, to adjourn (1:50 pm). Carried.*

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS

Board of Directors Meeting

June 11, 2000 - Ithaca, New York

Meeting was called to order by President Stan France at 2:30 p.m.

PRESENT: Stan France, Kathleen Newkirk, Richard Geer, Amanda Walsh, Wendy Roberson, Hans J. Finke, Benjamin Cobb, Sandra Sopak, Michelle Henry, Patricia Wisniewski.

ALSO PRESENT: Bob Arnold.

ABSENT: David Shenk, Charles Michaux.

The Board discussed remaining items to be completed for the Annual School, including monitor assignments, printing of labels and badges, signs for Hospitality Room/Meeting Rooms and tables for registration.

The duties of session monitors were outlined. Monitors are to greet the speaker and give a brief introduction of that person to those in attendance at the session. Evaluation forms are to be passed out, collected and turned in at the registration desk at the completion of the session. Other duties include monitoring room temperature, assisting with distribution of handouts, and making sure water is available for the speaker.

Details for Tuesday's business luncheon were finalized. Bebe Morehead to be presented the Wheeler B. Melius award. Bob Arnold will give the background on this award.

Rick Geer reported that a number of NYALGRO members have applied for the scholarship award, but no letters have been received to date. He has decided to award the scholarship from a review of the forms. He will attempt to make contact on Monday with those indicating a desire to apply for the scholarship.

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary