

NYALGRO Executive Board Meeting Minutes

March 30, 2012

University Union West Rm 325

SUNY Binghamton

Attending:

Donna Mumbulo

Gina Doty

Steven Geurds

Kathy Walruth

Cindy Hicks

Yvonne Deligato

Pamela Brown

Peter Scheibner

Daniel Karin

Wendy McConkey

Excused: Eileen Weishan, Rick Cobello

The meeting was called to order by Donna M. at 10:35am and she welcomed the two new board members Wendy M. and Yvonne D. Introductions were made around the room. The December 12, 2011 meeting notes were reviewed and Kathy W. made a motion to approve them and 2nd by Peter S. then all approved.

1. **Treasurer's Report (Donna M.):** Judy Keysa was elected to be the new Treasurer and receive account information changes from Chuck Callari, but this did not occur. For reasons beyond her ability, Judy has to decline participating as our Treasurer and also as a board member. Donna M. has the ability to sign checks and is working with Chuck temporarily on the accounts.
 - a. Kathy W. volunteered to finish Judy's term as the Treasurer. A motion was made by Donna M. to approve Kathy W. into this new position and 2nd by Steven G. and all agreed. Kathy W., Donna M. and Chuck Callari will meet before the June school in Syracuse to perform the transfers on accounts.
 - b. Donna M. gave the financial summaries to everyone which showed our net worth as of March 29, 2012 as \$27,694.72
 - c. Donna M. mentioned that Chuck Callari was not pleased with M&T Bank operations and another bank should be chosen. Kathy W. will check into this and also find out about the termination of the CD's currently at M&T Bank. We are a nonprofit organization and should only keep so much money in our accounts.
 - d. There is not a budget for 2012 year yet, so this is an action item.
 - e. Donna M. will ask Chuck C. if the 2011 taxes have been completed yet.
 - f. The board members compared December 2010 to December 2011 budget statements, we have a deficit of \$500, which is mostly due to the liability insurance we now pay for the annual school.
 - g. Until Kathy W. gets on board, send Donna M. your travel voucher forms and receipts and anything you need reimbursement for. Kathy W. has blank voucher forms which she will email to everyone.
 - h. Steven G. made the motion to approve the Treasurer's report and 2nd by Kathy W. and all approved.

2. **NYALGRO Newsletter “The Network” (Donna M.):** A proof is ready to go now. The newsletter will be going out electronically and 50 copies will be printed and mailed to members who do not use an email address. Donna M. checked into her BOCES handling the development of the newsletter. She said that \$35 an hour is the set-up cost and it is estimated that less than one hour is needed. We send to the newsletter editor the content and that person will send it all to BOCES who already has a template of our design.
 - a. Dan K. volunteered to perform the duties of the Publicity Chair person, which includes handling the newsletter. Thanks Dan for doing this!
 - b. Pamela B. has a g-mail account with emails and when the newsletter is ready to be sent electronically, Dan will need to forward the final newsletter to her and she will send them out.
 - c. Peter S. asked if NY Archives could send out our newsletter also to their readers. Donna M. will speak to Geof Huth about this idea.
3. **NY Archives Report (from Geof Huth):** The report is in the forthcoming newsletter. There were 281 grants and many shared services grants.
4. **Bylaws (Kathy W.):** There is nothing new to report. Gina D. will make sure printed copies of the bylaws with the approved board revisions from the September 2011 board meeting are ready for the June 2012 business school meeting.
 - Donna M. will ask Chuck Callari if he would be interested in being an advisor to our group. We would like to speak to him on occasion about finances, since he has conducted his role as our Treasurer in a superb manner. His role as advisor would be minor, but his wisdom with finances would be greatly appreciated.
5. **Nominations and Elections (Kathy W.):** We discussed which board member’s term is up in December 2012 and Pamela B., Cindy H., Pete S., and Steve G. are at the end of their commitment. In a noncommittal discussion Cindy H. and Peter S. said they would like to return.
 - We need to be aware that Eileen W. is going to part-time work in her job in May. We need to make sure that others on the board learn from her the many facets of developing and organizing the annual school, because she has done it for many years.
6. **Membership Report (Pam B.):** 235 paid members, 3 new members, and 130 unpaid members. Having this many unpaid members compared to past years is not a common occurrence. Pam sent out reminders for members to renew their memberships by email and she mailed 60 invoices through U.S. Postal Service due to undeliverable email addresses. She requested that if they do not plan to renew their membership, to let her know. There are two associate memberships and right now one has renewed. There are seven active vendors and two have renewed their membership (New England Archives and General Code).
 - a. Peter S. sent out vendor packets and he is not getting responses back. Only New England Archives has committed to the June 2012 School and will host something.

- b. Donna M. suggested we need to look at IT companies. She plans to reach out to Continuum Company about coming to our school as a vendor.
 - c. Pam B. will send out her vendor list to Pete.
 - d. If you know of a vendor company that should be contacted, let Peter S. know.
7. **Publicity Report (Donna M.):** Donna M. has been working on the next issue of “The Network” and it will soon be going out. She needs a volunteer to be the person handling publicity for the organization, and Dan Karin volunteered to perform this role. He will be the editor of this newsletter and use the BOCES that Donna M. has been using for the design of the newsletter. When you have an article for Dan K., please send it to him and when the BOCES print shop has the newsletter completed and ready for distribution, Dan K. will send the final product to Pam B., so that she can use our g-mail account for distribution. About 50 copies will be printed to be mailed where needed also. Donna M. will work with Dan K. on the dates of distributing the newsletter soon.
8. **Scholarship Report (Cindy H.):** Cindy H. has received two applications for the Cheryl Steinbach scholarship (one from the RMO of the Village of Fishkill and the other from the Town Clerk of Oswego). Applications must arrive to Cindy H. no later than May 1st.
- a. Pat DePasquale, our past chairperson for this committee, gave Cindy H. the paperwork to use for scholarships.
 - b. Cindy H. needs the NYALGRO letterhead. Donna M. will check to see if we have the NYALGRO logo and Wendy M. will do so also and send it to Cindy H.
 - c. Cindy H. asked that Wendy M. edit the web site to reflect that three scholarships are given out. This change needs to occur on the NYALGRO brochure which is now on the web site.
 - d. Awards to be given at the June 2012 School was discussed at the meeting. The Paquin award will be going to Jim Tammaro and the Melius Award to Stan France. Please let Donna M. know no later than April 16th who should the Arnold Award go to.
 - e. Cindy H. will check on the prices of having plaques purchased and engraved for the school. Donna M. will speak to Chuck Callari about the certificates used as thank you’s to the vendors. We think Chuck C. made them himself or used a local printing company, but we are not sure. Donna M. will ask him about the information the printing company may have such as the paper used and template for the certificates.
 - f. Gina D. asked Donna M. for a summary listing of all the award winners in the year they won their specific award. Gina could not locate this information quickly.
9. **Website Report (Wendy M.):** She is learning how to use the new web site programming with the help of Rick Cobello.
- a. Rick is changing the Membership Officer information from Steve G. to Pam B.
 - b. There are more details about the school and more NYALGRO information there now.
 - c. If you want to add or change something on the site, let Wendy or Rick know.
10. **June 2012 School Accommodations and Details (Kathy W.):** Everything is going well with using the Doubletree Inn in Syracuse. Remember to bring something for the

door prizes given out from the board members. Bring something from your region or something gender neutral for a prize.

- a. There will be no ball game while we are there.
- b. To save money, we are not having a Sunday night President's reception, so supper is on your own Sunday night and also Tuesday night. We'll have the Monday night reception and awards banquet.
- c. There will be board meeting on Wednesday morning between 7:30 to 8:00 am. Some board members will be departing back to work on Tuesday missing this meeting.
- d. The "give aways" for all school attendees will be the 18 month calendars printed at the BOCES where Donna M. works.

11. **Other Business:** Kathy W. gave a reminder that in Region 6 in October 2012 the TC3 location will have a "Shared Records Services Symposium". She requested \$100 for coffee breaks in case the funding is needed.

- a. **NYALGRO Presence:** Pam B. asked if we will have a NYALGRO table at Eileen Weishan's conference in Houghton. The past two years we have done this. Donna M. will check with Eileen W.
- b. **Membership declining and Retreat in Sept 2012:** Discussed the membership cost of \$30 a year and what the member gets for their dues. This is the question being asked by some new members. The networking at workshops and schools seems to be the biggest benefit. Our membership has been declining since 2008. We all know that throughout the state the budget is causing travel and conference budgets to be depleted. Further discussion is planned at the September 23-24, 2012 retreat, which starts at 1:00 pm on Sunday. The retreat will be at the Radisson Hotel in Corning.
- c. **Idea to have Regional Workshops for Members more:** Donna M. asked Pete S. his thoughts about the direction of the organization in general, since he's a founding member. He thought doing things regionally would be something to look into. Steve G. explained his thoughts to have more regionalized workshops after 2013 so that members can attend a one day educational workshop at a low cost including lunch. Members most likely will find it easier to leave work for training from 10:00 am to 2:30pm, as an example, than justify to their supervisor a 2-3 day school with hotel accommodations involved. Gina D. felt that this was a very good idea due to the budget constraints everyone is feeling where they work. She would assist in a workshop in the Albany area. Pam B. and Dan K. also felt this was a good idea due to the changes we are seeing with our membership numbers and less people attending our June school. Only the board members in that region where they work would be responsible for arranging the workshop. There was also discussion that vendors would respond more favorably to this arrangement and possibly sponsor the lunch or breaks during the workshop.

Reminder: Our retreat is Sunday-Monday, September 23-24, 2012 at the Radisson Hotel in Corning. Please arrive at 1:00 pm on Sunday.

The next time we all meet is Sunday June 3 at 1:00 pm at the Doubletree Hotel in Syracuse for the school. At this time we fine-tune our game plan for the school and ensure the school informational packets are filled and ready for registration.

A motion to adjourn was made by Kathy W. and 2nd by Steve G. and all approved. The meeting adjourned at 2:20 pm.

Meeting minutes taken by:
Gina Doty, NYALGRO Secretary