

**NYALGRO Fall Board Retreat Meeting held on September 24, 2017 at High Peaks, Lake Placid, NY.**

Board Member's Present:

President - Desiree Potvin

Vice President - Michele Rowe

Treasurer - Rosemary Switzer

Secretary – Vacant

Members Present: Gina Doty, Wendy McConkey, Kathy Montematano, June Patterson, Mary Ellen Beams, Angela Arasim, Jessica McClennan, Bennie Giles, Karen Sweeting, Dave Lowry, James Tamaro, Donna Mumbulo

President Potvin called the meeting to order with the Pledge of Allegiance.

**General Announcements:**

President Potvin made the following announcements:

This evening's dinner will be upstairs on the outside patio.

Today is Gina's last meeting and Karen will be chairing the Education Committee.

Thank you Angie for the Go for the Gold candy bags which were given to each board member.

**Vacancy Position for Board Secretary**

A motion by June Patterson, seconded by Donna Mumbulo the following was

Adopted            Ayes 15                            Nays 0

Approval of to appoint Mary Ellen Beams as Secretary for the NYALRGO Board effective immediately.

**Theme Suggestions/Give-a-ways**

The Board members discussed many theme options and decided on Carry the Records Management Torch.

Give-a-ways The Board discussed card carriers, charging stick notebooks and languor's and after much discussion and no decision it was decided to circle back to the give-a-ways.

**Create Course Schedule**

The Board discussed the plenary options of someone from SEMO head, Chief data Officer for NY State and Center of Technology. It was decided that Dave Lowry would ask Theresa Pardo from the Center of Technology & Government. He let her know that it is expect for her to speak for an hour.

Jim discussed the surveys and how important it is that Speakers have handouts. If the speaker cannot make copies themselves Wendy will make the copies for them.

Gina make sure the screens are not too small, be mindful that there is two sessions and everything should be centered. These are questions for hotel on room setup.

Karen spoke about having a cheat sheet check off list if someone could put this together. Desiree said she would take care of it.

The Board worked together and created the Tentative School Schedule as follows:

**Sunday June 3**

4pm-6pm Registration

6pm-7pm Ice Breaker

7:30pm-9pm Welcome Reception

**Monday, June 4**

7am-8:30am Breakfast

9am-10am Key Note Speaker

10am-1030am Vendor Break

1030am-Noon Demo Grant- Speaker Denis Meadows/Board Member Jim

10:30am-Noon Managing Case Files- Speaker? / Board Member Donna

Noon-1pm Lunch

1pm-2:30pm Making an Office Retention Schedule Speaker Jenifer O'Neill/Board Member Dave

1pm-2:30pm Establishing Creating an Email Policy Speaker? /Board Member Dave

3pm-5pm Disaster Now What? Speaker FEMA and or SEMO Rep/ Board Members Desiree & Mary Ellen

6pm Presidents Cocktail Hour

7pm Annual Banquet/Award Ceremony

**Tuesday, June 5**

7am-8:30am Breakfast

8:30am-Noon Electronic Records Boot Camp Speaker Maria & Linda Bull/Board Member Dave

8:30am-10:30am Cloud Computing Speaker? / Board Member Jim

10am-1030am Vendor Break

10:30am Working with your Historian Speaker Amy Alden & Dawn Lander/Board Members Kathy & Dave

1:30pm-3pm Fire Districts Q&A Speakers Donna & Mary Ellen

1:30pm-3pm Round Table Q&A (send us your topic ahead of time) Speakers Desiree, June & Donna

Wednesday, June 6

8am-Noon Board member Meeting-Board Conference Room

**Tour Options**

The Board discussed 3 options and the possibility of offering two tours the Olympic Museum and Olympic Center and include the boat tour information in the packet as an FYI.

Olympic Village Museum behind the scenes \$5.00

Olympic Center Tour \$10.00

Boat Tour \$17.00

**Conference Committees:**

**Sales Table** - Angie will do an inventory list for the sales table.

**Vendors** - Michelle spoke her concerns about the vendor tickets for meals and the problems that a rose at the conference. Desiree will work with Michelle and the hotel on the meal tickets.

**Registration table** - Mary Ellen will send out sign up list earlier for Board Members.

**Board Member Prizes** Board Member's give your completed basket to Donna & Bennie.

**First Time Attendees Welcome Committee** – Bennie and June are working on the packets for first time attendees.

**2019 School/Location** – Board Members discussed the 3 locations in Alexandria Bay that submitted quotes and narrowed it down to Bonnie Castle and River Edge. After a lengthy discussion it was decided that the Board Member's would review both choices and we would decide tomorrow.

The Board discussed promoting NYALGRO and Angie will create a document with information about NYALGRO to be distributed at functions Wendy stated that the brochure we have now the middle page is a tear off application. Jess had passed them out earlier Jim asked her if he could get 50 copies by October 15<sup>th</sup>.

President Potvin asked everyone to come back in January with any organizations that hold conferences that NYALGRO could get a table and we could promote our organization.

President Potvin ended the meeting and asked all Board member's to return at 8:00am for a continuation of the meeting.

**NYALGRO Fall Board Retreat Meeting held on September 25, 2017 at High Peaks, Lake Placid, NY.**

President Potvin called the meeting to order with the Pledge of Allegiance.

**Administrative Business:**

**Acceptance of Minutes**

A motion by Karen Sweeting, seconded by Angela Arasim the following was

Adopted           Ayes 16                           Nays 0

Acceptance of the NYALRGO Board meeting of June 7, 2017.

**Establish 2018 Meeting Dates/Locations**

The following dates and locations were established for 2018.

January 22, 2018 Gideon Putnam, Saratoga.

March 19, 2018 President Potvin is looking onto the following areas: Syracuse, Courtland and Binghamton.

October 14<sup>th</sup> & 15<sup>th</sup> retreat for conference for 2019 Alexandria Bay.

After a brief discussion by a show of hands Bonnie Castle in Alexandria Bay was the location chosen for the 2019 conference in June.

**Create Symbol for Organization**

After discussion Angie will work on a symbol, NYALGRO already has a sign.

**Sunshine Committee**

Donna will be in charge of the sunshine committee of sending a plant or donation when needed for the following family members Mother, Father, Spouse, Partner, Parent, Guardian, Son, and Daughter.

**Old Business/New Business:**

**Education Scholarship Brainstorming**

Jim spoke about in the past two years we have had only had 1 person apply each year. Last year we broadened it. The Board discussed expanding it this year to include eligibility of expenditure of books as long as a receipt is turned in. Donna suggested any one going back to school for a certification or higher education. Jim will draft wording for the Board and send it out to the Board for review and comments. Jim will ask the State reviewers if they are still interested. Jim will be the administrator and Rosemary, Donna and Kathy will stay on as reviewers.

**Award Nomination Procedure/Form Creation**

Wendy will make a form with contact information and information in regards to what they are being nominated for. The Board discussed eligibility qualifications for the awards and agreed you have to be a past or present member to receive an award.

## **Update LGRAC**

Dave Lowry gave the board an update in regards to the members sitting on the LGRAC Board and informed the board that LGRAC has decided it will be just the president of the Board and it is the position not the person who will be appointed to LGRAC Board by the Commissioner. There will be an appointment letter in January. The Board meets three times per year with the first meeting late this March.

## **State Archives Update**

Dave Lowry reported that they have had some personnel issues. They are working on updating the local government schedules. They have hired a full time person for the MYS records center which has 300,000 cubic ft. of records. Grants are same as last year under 5 million. 1.5 million for demo, 1.2 million for shared services and \$500,000.00 for individual grants. What each level doesn't use will trickle down. January 16<sup>th</sup> -17<sup>th</sup> is the grant deadline with grant review in late March award letters in June.

## **Committee Reports**

### **Budget/Finance/Treasurers Report- Rose/Kathy**

#### **Acceptance of Treasurers Report**

A motion by June Patterson, seconded by Gina Doty the following was

Adopted            Ayes 16                            Nays 0

Acceptance of the Treasurers report submitted by Rosemary Switzer account balance as of today is \$22,550.25.

### **Membership- June/Jessica/Mary Ellen**

Jessica gave a report for membership NYALGRO has 586 members, 4 new members 3 new Town Clerk's and 1 new fire district.

Jessica discussed the 2018 registration packet which will have a straight application and Wendy will redo the Cheryl Steinbach scholarship application.

### **Scholarship/Awards-Donna/Wendy**

The Board discussed the scholarships and what cost are covered by NYALGRO. The scholarship does not pay for the tour just the room meals and registration. Three for the two night package \$540.00 and registration for three scholarships.

### **Publicity-Rose/Kathy**

The next newsletter to go out will go out October 15<sup>th</sup> so get any material you have for it to Rosemary and Kathy to October 10<sup>th</sup>. Wendy and Donna will do a write up on the award winners for the newsletter.

### **Standards/Technology- Wendy/Desiree**

Wendy reported that the website was updated on September 11<sup>th</sup>. She will add the corporate member's to the website. Jim spoke about an app on smartphones for conferences. You would go into the app store and go to Guidebook and install it.

Jim and Wendy will work on setting up our conference for this app.

**Nominations/Elections-Donna/Bennie**

President Potvin read the list of names of the members whose position on the board is up for reelection. The committee informed the member's up for reelection to have their bios to Donna no later than October 24<sup>th</sup>. Ballots will go out November 1<sup>st</sup> and return date on or before December 1<sup>st</sup>.

It was Gina's last meeting as member on the Board, she spoke about her time on the board and thanked everyone.

**Adjournment:** President Potvin adjourned the meeting.