

**NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS  
OFFICERS**

Board of Directors Meeting  
June 4, 2003 – Corning, New York

Meeting was called to order by President Stan France at 8:30 a.m.

**PRESENT:** Stan France, Charles Michaux, Hans J. Finke, Kathleen Newkirk, Adelia Pearson, Donna Mumbulo, Richard Geer, Eileen Weishan, Barbara Sechrist, Wendy Roberson, Ben Cobb, Jim Koury, Patricia Wisniewski.

**ALSO PRESENT:** Bob Arnold.

**ABSENT:** Hans J. Finke.

**CONFERENCE EVALUATION AND NEXT YEAR SCHOOL:**

Evaluation sheets were distributed and reviewed.

Board member comments/suggestions:

- Rick Geer will communicate with sponsor of award winner, thanking her for the nomination.
- Letters could be sent to individuals not selected for an award, encouraging them to apply again.
- Scholarship/award information should be sent out sooner. Adelia would like to see more clarification on the criteria, qualifications and rules for recipients, with further discussion in October, as well as suggestions for potential recipients.
- Stan France noted there are a number of deserving individuals who have never been nominated.
- The newsletter will contain the information on award/scholarship winners, including following up story/honor roll of previous winners.
- Monitoring duties need to be improved, including knowing where emergency phones are in case of an emergency in the room.
- Speakers should receive letter several weeks before the Conference with request for a copy of the speaker's proposed handout and detailed instructions on any equipment needs.
- This school seemed more "loosely" organized than in the past.
- Meal tickets a problem, i.e. day trippers/last minute registrations; Donna Mumbulo noted that many Board members registered late.
- Sticker on registration name tag for first-time attendees; recognition should also be given to first-time attendees; problems were noted with stickers for first-time attendees, in that some people felt uncomfortable with that designation on their name tags.

- Two stations for less congestion; one for registration and one to obtain meal tickets, etc.
- Counts were off between NYALGRO and hotel; area information lacking at hotel reservation desk. It was noted that the local Chamber of Commerce will provide brochures and information.
- Noted that a school success can be undercut by too warm/too cold rooms.
- Wine tasting well received as a social and networking site.
- Backup plan needs to be instituted in case a session is cancelled.
- Vendor signature sheet for each attendee to obtain signatures for prize for most signatures.
- Chinese/silent auction. Chinese auction more popular and would generate money. Ben Cobb agreed that these function do bring in money, but the organization has been financially sound over the past few years. Adelia felt extra funds would be better utilized for equipment needs to avoid the problems experienced this year. Donna also noted she can bring needed equipment if she is aware of what is required beforehand.

**Suggested sites for 2004 School:** Mohonk House in Catskills  
Granite Hotel in Catskills  
Poughkeepsie  
Albany, Lake George

Stan France suggested that in the event the cost came in high for NYALGRO, that the organization may want to consider subsidizing the cost to registrants in order to keep the price under \$400.00. He will be checking out the Mohonk site and get back to the Board members. Charlie stated the overall expenses has to be considered. Ben Cobb stated there may be other options to bringing the package prices down, noting that the coffee breaks this year were covered by the vendors.

**NEWSLETTER:** Deadline is June 15<sup>th</sup>.

**ELECTIONS:** Kathy Newkirk needs to know who is interested in running for re-election and also needs candidate resumes. An article should be published in the newsletter to attract candidates.

**NEXT MEETING:** October 3<sup>rd</sup>.

**ADJOURNMENT:** *Motion by Adelia Pearson, seconded by Jim Koury, to adjourn (10:00 a.m.). Carried*

Respectfully submitted,

Patricia C. Wisniewski,  
Secretary

**NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS  
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Annual Business Luncheon/Meeting  
June 3, 2003 – Corning, New York

Meeting was called to order by President Stan France with a welcome to all attendees and introduction of Board members.

**TREASURER'S REPORT** : Treasurer Michele Henry reported on income and expenses for the period 1/1/02 – 12/31/02, noting that NYALGRO is in sound financial status.

Income and Conferences	\$	3,893.00
Federal Tax Refund		2,560.40
Membership Dues		6,920.00
Miscellaneous Revenue		237.09
State Tax Refund		<u>1,015.97</u>
Total Income	\$	14,626.46
Total Expenses	\$	5,081.62
Total Income/Expenses	\$	9,544.84
Checking Account balance:	\$	2,943.83
Savings Account balance		20,208.58
Certificate of Deposit		<u>10,429.75</u>
Total Assets	\$	33,582.16

*Motion by Eileen Weishan, seconded by Kathy Newkirk, to accept the Treasurer's Report, as presented.* *Motion carried*

**MEMBERSHIP:**

Charles Michaux, Vice President Membership, reported that NYALGRO currently maintains 309 active members, 3 associate members and 6 corporate members.

**SCHOLARSHIP AWARDS:**

**Cheryl Steinbach Scholarship Award**

Scholarship Chairman Richard Geer presented the Cheryl Steinbach Scholarship award to Debbie Mickle, Liverpool Public Library Personnel Manager and Town of Thompson Town Clerk Donald Price. Rick stated this scholarship award, developed in honor of Cheryl Steinbach, Town Clerk and RMO for the Town of Chautauqua and a past Treasurer and NYALGRO board member, is presented each year.



**NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS  
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Board of Directors Meeting  
June 3, 2003 – Corning, New York

Meeting was called to order by President Stan France at 10:40 a.m.

**PRESENT:** Stan France, Charles Michaux, Hans J. Finke, Sandra Sopak, Kathleen Newkirk, Adelia Pearson, Donna Mumbulo, Richard Geer, Eileen Weishan, Adelia Pearson, Patricia Wisniewski.

**ALSO PRESENT:** Bob Arnold.

**ABSENT:** Wendy Roberson, Ben Cobb, Sandra Sopak, Barbara Sechrist, Jim Koury.

Charlie Michaux addressed the Board members on the issue discussed at the June 1<sup>st</sup> meeting concerning the Wheeler B. Melius award winner. He noted that the information provided on this award did not state that the recipient was required to be present to receive the award. Charlie stated that his year's recipient, Laurie Hancock, was a charter member of NYALGRO and served on the Board of Directors. At one time, she was very active in the organization, and he felt it was a disservice to her to rescind the award because she is unable to be present to personally accept it. Charlie stated he would be willing to accept the award on her behalf at the Business Meeting luncheon. Bob Arnold suggested a presentation also be made in her office due to her inability to accept the award in person.

Adelia Pearson stated it did not seem fair to present an award to a person who declined to participate in the school's session or be present to accept the award.

Following discussion on the issue, *a motion was made by Charles Michaux, seconded by Kathy Newkirk, that the Wheeler B. Melius award be presented in person to Laurie Hancock at her office, noting that procedures and guidelines be clarified and put in place for future awards.* *Motion carried (two abstaining).*