

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

Board of Directors Meeting
March 1, 2001 – Syracuse, New York

Meeting was called to order by President Stan France at 10:30 a.m

PRESENT: Stan France, Kathleen Newkirk, Amanda Walsh, Adelia Pearson, Richard Geer, Wendy J. Roberson, Hans J. Finke, Benjamin Cobb, Donna Mumbulo, Ron Lagasse, Jim Koury, Patricia Wisniewski.

ABSENT: Charles Michaux, Sandra Sopak.

MINUTES : *Motion by Adelia Pearson, seconded by Wendy Roberson, to approve minutes of the January 25, 2001 meeting, as presented. Carried.*

TREASURER'S REPORT : Treasurer Sandy Sopak was unavailable for the meeting.

CORRESPONDENCE: No correspondence. Stan reported that the vendor fee previously quoted by the NYS Town Clerk's Association was an oversight and was corrected.

COMMITTEE REPORTS:

Budget and Finance – Geer. Rick Geer has made a change in the postage/printing line item in the budget as noted in the minutes of the previous meeting.

Bylaws – Wisniewski. Nothing to report.

Nominations and Elections - Cobb. Nothing to report.

Legislation – Sopak. Nothing to report.

Membership – Michaux. Charlie Michaux unavailable for meeting. Stan France stated that he and Charlie have been working on rectifying the problem with two data bases. Stan has a complete membership listing on the website where changes can be made as needed. It was his understanding that they have agreed on maintaining the website database as the official one. Labels and invoices can be printed directly from the website database. They will continue working on any remaining issues.

Publicity – Roberson. Wendy Roberson distributed a draft of the upcoming *Network*. Wendy requested that future articles for submission sent by e-mail not be in

caps. Also, any forms that cannot be sent electronically, i.e. membership forms, let her know in advance so that she can create a form.

Scholarship and Awards – Geer. Rick Geer stated that he will submit an articles for the next newsletter for both scholarships. He has changed the submission date for the Melius award to May 1st. He is looking for the newsletter to stir some nominations, although we may not necessarily have a recipient every year.

Technology – Finke. Hans Finke reported on discouraging news that several counties are cutting their computer purchases for one year and some for two years. He felt a major problem will be created, especially with a two-year interruption and will submit an article on the importance of this issue.

Regionalization – Cobb. Ben Cobb reported on his state-wide canvass in the last newsletter, with one e-mail in response. Eileen Weishan, Region 9, has expressed interest in doing a regional meeting. Kathy Newkirk noted the past difficulties in putting regional meetings together and hoped there will be greater success in the future.

Governor's Budget. Stan reported on the Governor's proposal to increase the cover page fee in the County Clerks' offices and then taking the entire State Archives, Library, and Museum out of the state budget, setting them up as a non-profit corporation to be funded totally out of the money dedicated for records management grants. Consequently, future grant money may be lost. He doubted that the State Assembly would be agreeable to the change, but it poses a distinct problem for the grant program. Kathy Newkirk stated that in talking with Bob Arnold, he felt as many as 40-50 grants could be lost each year because the money will now be distributed differently. A sample resolution in opposition was distributed and Board members were encouraged to submit similar resolutions to their municipal boards.

Amanda Walsh felt this was particularly disturbing in light of all the hype by the State over the last number of years for municipalities and organizations to move ahead with records management programs. Grant funds have been used to purchase computers and as seed money to upgrade records programs, and this development now is creating uncertainly for the future of records management programs across the State.

Stan felt NYALGO and its membership should go on record in opposition to the Governor's proposal. He also cautioned, however, that NYALGRO now has a 501-C3 tax status which needs to be protected. Information can be made available, but lobbying is prohibited. He will have Sandy check with the attorney to make sure of what the position of NYALGRO should be under the circumstances. Stan will prepare a draft and distribute by e-mail which can be voted on electronically by the membership. General

discussion followed and Wendy Roberson felt an alert on the situation could be included in the *Network*.

Supplies. Amanda has been taking an inventory. Ribbons for Board members are needed, envelopes and stationery. Adelia Pearson suggested the names on the badges be made larger for easier reading.

Certification. Wendy Roberson reported that there will be a follow-up article in an upcoming edition of the *Network*. Stan stated we can do an informal polling in June.

Newsletter – Roberson. Wendy reported that the next newsletter will focus on the school and will include registration. Anticipated publication is April 1st. Hans suggested an electronic version of the newsletter as a cost saving measure. Stan stated he has been attempting to do this in PDF format, but has been unsuccessful so far. He will continue his efforts and would also like to see an electronic format for the newsletter which could be downloaded from the website.

Discussion followed on which regions should be targeted for the June school. Stan stated last year Regions 5 and 6 were targeted, but stopped at Albany. Adelia Pearson stated she is in Region 5 but received nothing. NYALGRO will also have a presence at the Town Clerk's conference in April which should generate some interest. Board members who are town clerks will attempt to cover the NYALGRO table as best as possible. Pat Wisniewski questioned the status of the NYALGRO brochure. The new brochure is being worked on but may not be ready at the time of the Town Clerk's conference. Amanda Walsh said she was able to bring in 6 first-time people to the school last year by questioning those she met out in the field on their training, etc. and encouraging them to contact their RAO for approval of funding to attend school. She found this approach to be very workable and is continuing to do the same this year.

Planning for June Records and Information Management School

Amanda Walsh said the deadline for class descriptions is one week from today for timely submission in the newsletter. Descriptions limited to two to three sentences in length. Speaker bio information needs to be complete, but no more than four sentences in length.

Adelia Pearson stated that George Williams, Oswego County Clerk, also chair of LRAC, has agreed to do the basic RMO class with Bob Arnold.

Hans Finke asked if attendees are obligate to attend the workshops for which registered, or if they have the ability to change their minds and attend another class. Amanda Walsh said this was common place at the school. An approximate number is given speakers for preparations of handouts, but the number is never assured. In reviewing the comments

from last year's school, one attendee did indicate a class was attended because it was signed up for, even though after arriving at the conference, another class in the same time period would have been preferred. Occasionally, registrations are received without an indication of what classes will be attended because the person is unsure and wishes to wait until arrival at the conference to make the selection. Class choices are flexible.

Amanda has added #14, *Archival Preservation*, the title of which may change. In this class, Ray will explain the analytical difficulties in archival preservation, how to keep records protected, etc.

Class sessions were reviewed by the Board and time slots, descriptions were discussed. Kevin Neary to do the SEMO session, with a question and answer period. Stan would like a ten minute period at the beginning to set the tone for the school and what NYALGRO is attempting to accomplish. The SEMO session will begin at 8:55 a.m., rather than 8:45 a.m. It was Stan's understanding that the Scriba Town Clerk Cindy Crowley sustained major vandalism problem. He will contact her to see if there is any interest in being part of the panel discussion. Two municipal agencies recently received emergency grants and he will also contact Bob Arnold for further information.

Jeff Huth and Andy Raymond will be assisting Stan for the afternoon session. He is considering a self-assessment questionnaire for the Recovery and Implementation class. The time slot was moved up to 1:30 p.m. In line with the topic, Kathy Newkirk stated that she has prepared a disaster preparedness grant but has experienced difficulty in convincing the Emergency Management Director in her town of the need for a section on this in the emergency manual. Stan felt the coordination issue is a major problem for many in the field.

Coffee break sponsors will be identified by May 1st. Iron Mountain, a records storage facility, has committed so far. Other commitments include Biels and ASR. Brown's River will contribute financially, even if not present for the school. Hans is also anticipating some new vendors. Ben Cobb stated that the breaks will be covered by the Riveredge and it was noted that soda should be included. Amanda remarked on compliments received following last year's school on the vendors being helpful without being "pushy" during breaks and felt the vendors should be made aware of this. Location for the vendors was discussed. Ben also noted that outside classes are dependent on the weather.

Session #4, microfilming session, will include discussion on the criteria for microfilming, producing high quality microfilming and optic imaging vs. microfilming.

Center for Technology in Government will be handling the web site development class with Stan. Discussion will include issues on policies, support, defining an official site, etc. as opposed to instruction on use of HTML.

Wendy spoke with Andy who will most likely be handling the SARA class, Maps/Plans, on Thursday a.m. She will handle confirmation.

Ben Cobb and Jim Koury are working on description for Inactive Records session.

Stan stated that a security video has been produced and may be included in the Computer Security session.

Thursday lunch will be the standard business meeting with awards and gifts.

Remainder of Thursday's classes were reviewed, Teaching with Historical Records (Julie Daniels), Business Process Analysis, Archival/Preservation, Public Access to Records (Kathy Marchione, Saratoga County Clerk and Pat Wisniewski) and Effective Grant Writing. Bob Arnold to suggest an RAO for the grant writing session. Adelia will follow up.

Potential for Friday a.m. class by State Archives was discussed. Stan will check with Bob Arnold. Alternatively, school attendees will have the opportunity to extend their stay over the weekend at their own expense. Dinner scheduled for Thursday night and the President's reception on Tuesday night will replace the hospitality room. Amanda Walsh reminded members to do their best in welcoming attendees, not only at the reception but also in the lobby as they register. Boat trip for Tuesday afternoon which would include Board meeting was discussed, but found to be unfeasible. Individual boat trip left open. Amanda reminded members that anyone susceptible to mold would be best advised not to visit the castle. Two cocktail hours prior to dinners will be offered; one sponsored by Hotel and one by NYALGRO.

Conference registration and welcoming station will be incorporated and located at the front entrance across from hotel registration. There will be adequate signage for classes and activities. Equipment needs/power strips/internet access needs addressed, as well as writing pads on tables at the sessions.

Speaker Registration Fees

The Board clarified waiver of registration fees for speakers. In the past, waived for all speakers. On the other hand, the registration fee is low and Board members probably would have no objection to the fee. Amanda Walsh was of the impression only a number of the first-time attendees' registration fees were waived. It was Pat Wisniewski's

understanding that the fee was waived for any Board member who was a speaker. Stan felt NYALGRO could not expect an outside speaker, minimally, to pay a registration fee. Amanda felt the Board members should not be expected to pay registration fees in light of the amount of work and effort put into the conference. It was then clarified that the registration fee is waived for any speaker, whether an outside speaker or Board member.

2003 Conference Site

Stan France stated that he would like the Board to begin consideration for next year's conference site. This is the first year that conferences were back to back at the same site, and originally the thought was to move the conference site around the State to encourage attendance in the difference regions. Ithaca was not very successful and the south of Albany lacks a good site. Lake George was pleasant, but the motorcycle group meets at the same time as NYALGRO. However, there is a new hotel across the street. Suggestion was made to add an inquiry on the evaluation sheet at the close of this year's school as to potential future sites.

Resolution on Governor's Budget

Motion by Adelia Pearson, seconded by Hans Finke, to authorize the drafting of a resolution by Stan France to be voted on electronically. Carried.

ADJOURNMENT: *Motion by Adelia Pearson, seconded by Hans Finke, to adjourn (1:45 p.m.).* Carried.

Respectfully submitted,

Patricia C. Wisniewski,
Secretary