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NYALGRO Executive Board Meeting held on March 25, 2019 at the Doubletree Binghamton, NY.

Board Member's Present:

President - Desiree Potvin

Vice President - Michele Rowe

Treasurer - Rosemary Switzer

Secretary – Mary Ellen Beams

Members Present: Wendy McConkey, Karen Sweeting, Dave Lowry, James Tamaro, Erica Linden, Angie Arasim, Elizabeth Larkin, Donna Mumbulo

Absent: Jessica McClennan, Louisa Ingrassia

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

President Potvin informed the Board that Board member Jessica McClennan's father passed away last night.

Donation in Memory of William McClennan

A motion by, Mary Ellen Beams seconded by Donna Mumbulo the following was

Adopted Ayes 12 Nays 0

Acceptance to make donation of \$100.00 of the McClennan Family's chose in William McClennan's memory.

Acceptance of Minutes

A motion by, Angie Arasim seconded by Donna Mumbulo the following was

Adopted Ayes 12 Nays 0

Acceptance of the NYALGRO Board meeting of January 14, 2019 minutes subject to the changes requested by Board Member Larkin.

State Archives Update

Dave Lowry reported that Linda Bull's job was posted on Thursday and they hope to have someone in place by early May. The person will be based out of Albany. Grants were reviewed this past week and it was a tough year with about 1/3 of the applicants funded. 2/3 of the shared service grants were funded. He informed the Board that tomorrow Michael martin is running a workshop on Managing Electronic Records to Managing Electronic Records Digitally. The MU1 updated schedule is on target to be out by the end of the year.

Committee Reports

Budget/Finance/Treasurers Report- Rosemary

Rosemary Switzer reported that increasing the membership dues has helped, we are in better shape than last year. Total income to date is \$13,635.00 with expenses to date of \$4,032.15 with a total balance of \$9,602.15. The balance for the Community Bank as of date is \$9,176.38, Community Savings Bank is

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\$4262.75 and the M&T Bank –CD1 is \$6,749.33 brings the overall total to \$20,188.46. Rosemary Switzer reported that NYALGRO's taxes have been filed. Jim Tamaro asked if we are moving any money over to savings and Rosemary Switzer stated we will do that after conference.

Acceptance of Treasurers Report

A motion by, Donna Mumbulo seconded by Erica Linden the following was

Adopted Ayes 12 Nays 0

Acceptance of the Treasurers report submitted by Rosemary Switzer.

Membership-Jessica/Mary Ellen

President Potvin reported that we have 20 plus new members and she printed 650 pieces of conference material to be folded and stuffed in envelopes today.

Scholarship/Awards-Donna/Wendy/Jim

Wendy McConkey reported that we have received to applications for the scholarship award, one is from a Town Clerk the other from a Village Clerk. The deadline for that application is April 12, 2019.

We have received no nominations for the other awards. Karen Sweeting informed she has someone from Batavia and Dave Lowry brought forth JoAnn Ria's name for an award. The Board discussed the two awards. Rosemary Switzer will send out a special email to the members with a link to the applications for nominating someone for these awards. The education scholarship the reviewers Erica Linden, Rosemary Switzer and Donna Mumbulo have the guidelines. There is someone who is interested but to make it official to be considered they must email their application to Jim Tamaro.

Standards/Technology- Wendy/Desiree

Wendy reported that everything has been updated on the website and the Facebook page with the minutes, school schedule and scholarship information.

Publicity-Rose/Kathy

The newsletter just went out which introduced the new board members. The deadline for the next newsletter to get your articles for April 5, 2019. This newsletter will have all the conference material in it.

Nominations/Elections-Donna/Jim/Dave

President Potvin read the list of names of the members whose position on the board is up for reelection. Desiree Potvin, Mary Ellen Beams, Jessica McClennan, Wendy McConkey, Erica Linden, Angie Arasim Jim Tamaro asked that Election Buddy.com be put on the board meeting g agenda for June discussion.

Sunshine Committee

Donna Mumbulo will send a card to Board Member Louisa Ingrassia and as discussed earlier make a donation in the memory of William McClennan to an organization that the family requests.

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Conference Committees:

Vendors – The vendors need to know that the hotel rsvp deadline is April 26th and the President needs to know the vendors that want meals. Erica Linden is going to reach out grant writing companies to see if they are interested in becoming a vendor and also send out an email to Matt at Polygon.

Give-a-ways – Wendy, Jessica, Rosemary

Wendy McConkey passed around the water bottle conference give-a-way. The Board was very pleased with the water bottle. It was decided to sell the extra water bottles for \$8.00 at the sales table. Jess will send an email to Rosemary and Wendy for we will need 12 water bottles for the speaker's thank you bag.

Sales Table – Angie/Wendy

It was agreed that we keep the prices the same for the sales table. For the Board giveaways one item of each merchandise will be put in a basket to giveaway.

Registration table –Mary Ellen/Desiree/Louisa

Mary Ellen will email out sign up list for working registration/sales table.

Mary Ellen Beams will put together a packet for the attendees on what is in the area for them to do on their free time.

Sales Table – Angie/Wendy

It was agreed that we keep the prices the same for the sales table. For the Board giveaways one item of each merchandise will be put in a basket to giveaway.

First Time Attendees Welcome Committee –Michelle/Jim

Michelle Rowe and Jim Tammaro will do the first time attendee's session. Jessica and Louisa will put together the contents for the first time attendees welcome bags.

Board Member Prizes- Donna, Mary Ellen, Louisa

Each Board member please make sure to bring a basket to the Board Members conference room when you arrive.

Mary Ellen will bring the raffle tickets.

Reimbursement Policy

The Board discussed the reimbursement policy for the speakers. NYALGRO will pay for a speaker's 1 night hotel room if a speaker has to travel 150 miles if requested. If they are speaking in the morning session the hotel is provided the night before if it is an afternoon session they can choose whether they prefer the night before or that evening. Speakers will be provided a meal depending on what time of day they speak. If a speaker does two sessions they will be provided two meals.

The Board broke for lunch.

Education: Karen gave an update on the school schedule and informed the Board that we are in a good place with speakers. The Social Media panel Jim Tammaro will check with panel to see their order of

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speaking. Panelist should be introduced in their order of speaking. There should be a time keeper and each panelist should have 15-20 minutes to speak with Q&A at the end. Jim Tammaro feels the Attorney should be the last speaker.

President Potvin went over the schedule.

Sunday June 2

4pm-6pm Registration

6pm-7pm Paint with Angie- Wine/Liquor/Beer tasting

7:30pm-9pm Welcome Reception

Monday, June 3

7am-8:30am Breakfast

8:30am-9am New Member/First Time Attendee Orientation

9am-10am Key Note Speaker Tom Duffy "Reducing Your Information Footprint"

10am-10:30am Vendor Break

10:30am-Noon Grants- Speaker Panel/Board Member Erica

10:30am-Noon Evaluating Your RM Program- Speaker Jim / Board Member Jim

Noon-1pm Lunch

1pm-2:30pm Implementing an ECMS & Working with IT Speaker Steve Goodfellow/Board Member Rose

1pm-2:30pm Mold Mitigation & other stuff Speaker Jeremy Linden/Board Member Rose

3pm-5pm Orange-Ulster BOCES Demonstration Grant/ Board Members Dave

6pm Presidents Cocktail Hour

7pm Annual Banquet/Award Ceremony

Tuesday, June 4

7am-8:30am Breakfast

8:00am-8:30am Vendor Break

8:30am-10:30am Social Media Speaker Panel/Board Member Karen

10am-10:30am Vendor Break

11:00am – Noon Making a Disaster Plan Speaker Lillian/Board Member Desiree

Lunch-Business Meeting

1:30pm-3pm Retention Schedule Consolidation Speaker Jennifer O'Neil/Board Member

3:00pm-4:30pm Attendees on their own to explore Alexandria Bay.

Wednesday, June 5

8am-Noon Board member Meeting-Board Conference Room

President Potvin asked Board members to bring some games to conference if they have any for game night after the banquet. (LCR, card games, trivia games etc.)

President Potvin stated that all awards will be given out at the awards banquet.

By-Laws Amendment Proposal

The Board discussed the proposed changes and decided that the Board are to look over the by-law amendment proposal and it will be put out at the retreat in September.

Retreat will be at the Radisson, Corning on September 29th -30th 2019 Sunday thru Monday with Sunday meeting starting at 1:00pm.

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2020 Corning President Potvin went over the cost.

Next Meeting Date/Location- Alexandria Bay 2019 Conference June 2nd at 1:00pm to stuff conference folders and bags. Contact Wendy if you have any printing needs.

Retreat will be at the Radisson, Corning on September 29th -30th 2019.

Meeting Adjournment

A motion by, Erica Linden seconded by Angie Arasim the following was

Adopted Ayes 12 Nays 0

Acceptance to adjourn the meeting of March 25, 2019.

Respectfully submitted by:

Mary Ellen Beams

Secretary, NYALGRO