

**NYALGRO Executive Board Meeting
January 23, 2023 – 10AM
Batcheller Mansion Inn, Saratoga Springs**

Present: Desiree Potvin, President; Karen Sweeting, Vice President/Education Chair; Rosemary Switzer, Treasurer; Kerriann Harrington, Jessica McClennan, Wendy McConkey, June Patterson, Matt Shaler, Board Members

Absent: Gina Doty, Emerit; Dina Falcone, Board Member; Louisa Ingrassia, Secretary; Dave Lowry, State Archives Representative; Donna Mumbulo, Immediate Past President; Colleen Rathbun, Board Member

I. Administrative Business:

a. Welcome New/Re-Elected Board Members

President Potvin congratulated the re-elected Board Members. Which included K. Sweeting, June Patterson, Matt Shaler, Kerriann Harrington and Rosemary Switzer.

b. Acceptance of Minutes – Louisa/Jessica

A motion was made by K. Sweeting, seconded by M. Shaler, to accept the minutes of the meeting held October 2-3, 2022. President Potvin conducted a roll call of the board with resulted in the motion being:

ADOPTED	AYES	8	Potvin, Sweeting, Switzer, Harrington, McClennan, McConkey, Patterson, Shaler
	NOES	0	
	ABSENT	6	Ingrassia, Doty, Falcone, Rathbun, Lowry, Mumbulo

c. Approval of Treasurer’s Report – Rose

R. Switzer stated that \$15,184.81 was the overall total of cash on hand. She then explained in detail the inflow and outflow and that we spent more on last years conference then we have in the past few years. M. Shaler stated that last year’s audio visuals and location were more expensive than years prior. R. Switzer then stated she had received thirty-nine membership checks and one vendor check with the addition of payment for a coffee break.

A motion was made by K. Harrington, seconded by W. McConkey, to approve the Treasurer’s report. President Potvin conducted a roll call of the board with resulted in the motion being:

ADOPTED	AYES	8	Potvin, Sweeting, Switzer, Harrington, McClennan, McConkey, Patterson, Shaler
	NOES	0	
	ABSENT	6	Ingrassia, Doty, Falcone, Rathbun, Lowry, Mumbulo

II. State Archives Update – Dave

D. Lowry was not able to attend but sent the report to President Potvin who read the following report.

“Tom Ruller is retiring at the end of February. The department will conduct a nationwide search. So far, no word on an interim state archivist. It will likely take at least six months before a successor is named. The Archives is still working on filling some open positions in the Archival Services unit of the Archives. Government Records Services is fully staffed. EGrants is open and tomorrow is the first Ask Us Anything About Grants live webinar. We are encouraging applicants to watch the pre-recorded grants webinars and then come with questions. We will host another Ask Us Anything on February 16. The department continues to pursue an increase in the LGRMIF fee from \$5 to \$7.50.”

III. Committee Reports/Establish Committees for 2023:

a. Newsletter/Publicity –

D. Falcone, R. Switzer and M. Shaler volunteered for the Newsletter/Publicity committee.

b. Membership –

J. McClennan stated she will continue her role on the membership committee.

c. Scholarship/Awards –

W. McConkey stated she will continue her role on the Scholarship and awards committee. K. Harrington volunteered to help.

d. Nominations/Elections –

President Potvin stated she would prefer not to run again, but if nobody will step up, she will be President for the next two years and asked that someone think about stepping up into the position. She then stated she will continue her role on the Nominations/Elections committee.

IV. 2023 Conference Planning:

a. Conference Timeline Review – Karen

The board discussed the conference timeline and decided on Sunday night the board would host Trivia and Music, similar to last year. President Potvin stated she would ask the Hotel about a cash bar. M. Shaler asked if we could utilize the restaurant bar for the banquet and the welcome reception. It was then discussed that we would play Left/Right/Center on Sunday, Monday, and Tuesday night. J. McClennan stated she would put together a scavenger hunt similar to what was done last year, and she passed around an example of what she intends to hide.

K. Sweeting asked about the AV at the hotel and asked that anyone responsible for a speaker ask that they bring a USB with their presentation. She then stated that at least two computers will be needed. K. Harrington stated the conference space has everything that they need there but requested that President Potvin supply her with contact information so she could follow up with the Hotel.

K. Sweeting stated most of the State Archive people are not staying overnight but stated they still need to send registration information to membership. W. McConkey asked President Potvin to place a scholarship post on Facebook. K. Sweeting asked the board if they had anyone in mind that they would like to nominate for an award. Multiple names were suggested. K. Sweeting then suggested giving a proclamation to a State Archives member and invite him to the Banquet on Monday night. The Board then came to a decision on who to nominate for an award and asked President Potvin to reach out to the respected person to have a nomination application filled out for the suggested nominee.

W. McConkey stated she has not received any scholarship requests yet. M. Shaler stated that his boss is starting a Madison County Towns and Village's organization and that their first meeting is on Wednesday. He then stated he will talk about NYALGRO and bring applications with him when he attends. He also stated he will talk about scholarships that the Board offers.

W. McConkey stated she needs help with the website and suggested a revamping since she was thrown into taking care of the website but doesn't have any knowledge on how to improve it. M. Shaler stated he could take the lead on the website and asked if W. McConkey could send him the information on the website. R. Switzer stated the time was coming up to pay for the website. K. Harrington stated she would like to help M. Shaler with his quest to update the website. W. McConkey was ecstatic to pass on the duties of website maintenance to M. Shaler and K. Harrington.

The board then discussed having a Book Swap table in the Vendor area and K. Harrington stated she will take on the organization of the table. It was also suggested that a blurb be put into K. Sweeting's conference preparation tip sheet.

b. Conference Committees Update:

1) Vendor – Dina/Colleen/Rose

One check has been received with that Vendor also paying for a coffee break.

2) Registration/Conference Give-A-Way – Colleen/Wendy

The Board decided that this year's give away would be a mini sticky notebook. The board then discussed logos. The board opted to stick with the original logo for all giveaways and use the artistic one for handouts for only this conference.

3) Board Member Prize – Louisa/June

J. Patterson stated the Board should continue to do the Board Member prize, by bringing a little basket that contains things that their area is known for. The Board Member prize will be given out during the business meeting on Tuesday. Members must be present to win.

4) First Time Attendee Welcome – June/Louisa/Matt

The Board decided to order totes for first-time attendees in which the board could use said totes for future first time attendees. J. McClennan stated that the board was low on inventory from previous conferences. J. Patterson stated her committee would then fill those totes up with similar items they have put in, in the past.

5) Activities/Networking – Jessica/Wendy/Kerri

The Board felt that what was done last year was very well received so the Board decided to continue with what was done. J. McClennan stated that she will change it a little due to a different theme at this years conference.

c. Miscellaneous Issues/Concerns - Karen

K. Sweeting as well as the board discussed her conference preparation tips sheet which includes what goes on through the conference, what to expect, what type of clothes to pack and what type of networking and activities that go on.

V. Old Business/New Business:

a. Review – Position Descriptions/Duties

K. Sweeting stated she received most of the position/committee duties from the board members; but would like it to be more in depth and requested that each member who has a responsibility to a committee go thoroughly through and write down what is done from month to month throughout the year. M. Shaler suggested putting Vice President and Education Chair as one sole duty since they go hand in hand. The board thought that was a good idea.

b. Decision - Locations for 2024 Conference

VI. Board Member Comments

President Potvin stated that D. Lowry is retiring in 2024 and he asked for Lake Placid. Unfortunately, High Peaks was the only hotel to respond, and they only do food packages so Lake Placid will not be an option. The board then discussed where the conference is going to be held in June of 2024. President Potvin passed out multiple options and the board felt that the River Edge Hotel in Alexandria Bay was the best option.

A motion was made by K. Harrington, seconded by J. Patterson, to hold the conference in Alexandria Bay in 2024. President Potvin conducted a roll call of the board with resulted in the motion being:

ADOPTED	AYES	8	Potvin, Sweeting, Switzer, Harrington, McClennan, McConkey, Patterson, Shaler
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	NOES	0
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	ABSENT	6	Ingrassia, Doty, Falcone, Rathbun, Lowry, Mumbulo
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M. Shaler discussed the Mentor program and asked if the board members were keeping in contact with their assigned mentee's. Multiple board members have kept in contact where others stated they reached out but never heard anything back. He then stated he did his best to link up members with board members who do the same thing.

The board then discussed having meetings via zoom or in person. The board collectively felt that there was a big disconnect when using zoom. President Potvin stated the Bi-Laws state that the board must meet four times a year and a board member is allowed to miss one meeting a year, unless there are extenuating circumstances.

The board then inquired about the June 2022 meeting minutes and President Potvin stated she will reach out to L. Ingrassia about the minutes.

K. Sweeting stated she wants to encourage people to submit the survey at the end of the conference and she intends to give a ticket/raffle for every completed submitted survey. She then stated she will put a basket together and give it away at Tuesday lunch.

R. Switzer stated she is shocked that Desiree is potentially stepping down since she thought she would be in her position for the next 2 years, however she understands since it is a lot of work.

M. Shaler stated he received his new flat bed scanner for maps that he received with ARPA money this past week and is excited to use it.

W. McConkey stated that she will need all documents that need to be printed for the March meeting by March 22, 2023. President Potvin stated the following documents should be in the mailer. The Presidential Invite, the tentative schedule, conference registration form, hotel registration form, the tip sheet, scholarship application and the tax exempt form.

R. Switzer requested all documents for the newsletter by the end of the week and stated she will have the newsletter out by the second week in February. She also requested a short version of the schedule to be sent to her.

K. Harrington suggested a post card be sent out to the surrounding counties reminding them that NYALGRO will be having a Records Management Conference in Ithaca in June. She then stated that she will put it together and send it out.

VII. Next Meeting Date/Location

Monday, March 27, 10AM – Harbor Hotel, Watkins Glen – Board Meeting

Sunday, June 3, 1PM – Hotel Ithaca, Albany – Conference Prep

Wednesday, June 7, 8AM – Hotel Ithaca, Ithaca – Board Meeting

Sunday, October 1, 1PM – River Edge, Alexandra Bay – Conference Planning Board Meeting

VIII. Adjournment

With no further business to discuss a motion was made by J. Patterson, seconded by M. Shaler, to adjourn the meeting at 12:56 PM. President Potvin conducted a roll call of the board with resulted in the motion being:

ADOPTED	AYES	8	Potvin, Sweeting, Switzer, Harrington, McClennan, McConkey, Patterson, Shaler
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	ABSENT	6	Ingrassia, Doty, Falcone, Rathbun, Lowry, Mumbulo

Jessica McClennan, Stand in Secretary