

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

Board of Directors Meeting
September 22, 2000 - Syracuse, New York

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

PRESENT: Stan France, Charles Michaux, Richard Geer, Wendy J. Roberson, Hans J. Finke, Benjamin Cobb, Sandra Sopak, Michelle Henry, David Shenk, Patricia Wisniewski

ABSENT: Amanda Walsh, Kathy Sickler, Kathy Newkirk.

MINUTES: *Motion by David Shenk, seconded by Wendy Roberson, to approve the minutes from the June 11, 2000 Board of Directors meeting, as presented. Carried.*

TREASURER'S REPORT : Treasurer Sandy Sopak reported income from the June conference of \$5,075.00. With membership dues and miscellaneous revenues, the total income for the period 01/01/00 through 09/20/00 was \$13,537.73. Expenses for that period totaled \$7,546.26 for an ending balance of \$5,991.47.

Motion by Hans J. Finke, seconded by Richard Geer, to approve the Treasurer's Report, as presented. Carried.

CORRESPONDENCE: None.

COMMITTEE REPORTS:

Budget and Finance – Geer. Rick Geer noted the addition of six corporate members to NYALGRO. He felt the conference was very successful and complimented Hans on the excellent job done with vendors this year.

Reconsideration of 501-c. Sandy Sopak stated her accountant/attorney has all the information, but has not provided her with a conclusive answer yet. The accountant did indicate that it was feasible for NYALGRO to apply but needed some further criteria as to NYALGRO's purpose, etc.

Hans Finke noted that the criteria for NYALGRO to form a 501c would be based on education purposes. He stated there is a one time fee and a requirement of a 501c is that the organization be not for profit. Sandy stated that her attorney/account is looking into the issue and will be getting back in contact with her.

Bylaws - Wisniewski. Nothing to report.

Education & Training Programs – Walsh, Geer, Michaux, Finke.

2001 Conference. Benjamin Cobb reported that the conference will be held at Alexandria Bay. After looking at two different hotels, the Riveredge Resort appeared to be the best site. The Riveredge has offered a three day all-inclusive package (June 10th – 13th) for \$393.00 per person, single occupancy. The other hotel looked at offered \$328.00, but cups, plates, napkins, etc. were also extra charges. Everything is new at the Riveredge, with a beautiful view, complimentary suite. It was noted that there are not many members local to Alexandria Bay, but the location will likely pull in members from the north who don't normally attend conferences.

Stan France stated he was very comfortable with the hotel management. He felt the price was reasonable, taking into consideration the location, but NYALGRO could reduce the registration fee to make up for the increase in cost from last year's conference. Members are charged \$25.00 and non-members \$40.00. Charlie Michaux felt the registration fee was already reasonable and suggested giving a couple \$50.00 scholarships to defray the cost of the conference. Other options were discussed (vendor charges) to subsidize the conference cost. Stan and Sandy will look at the different options to arrive at a conference cost per member.

Motion by Charles Michaux, seconded by Michelle Henry, that the June 2001 Conference be held in Alexandria Bay, NY, June 10th - June 13th. Carried.

A dinner cruise, separate from the conference, will also be offered for approximately \$27.00 per person, or a cruise only for \$15.00. This may be of interest to those coming in early for the conference. Rick Geer suggested a vendor dinner cruise in lieu of happy hour. If scheduled for Tuesday, a dinner cruise would encourage attendees to remain for the Wednesday sessions.

Hans questioned the space arrangements for vendors. Ben stated there was somewhat less room but felt the space would be adequate and if needed, the hotel will work with us to make more room available. Registration will be in a room which can be locked.

Ben will continue to handle the facilities. Hans will be in charge of vendors and Pat, Charlie and Amanda will handle the program. By the January meeting, there should be an idea of what the program will look like. The conference should stress the school aspect with emphasis on "hands on" training.

Courses should be offered in the future that would count toward RMC status, similar to what town clerks have instituted for certification. The trend today is to work toward certification and offering credit courses will draw in more attendees. Charlie explained the requirements for certification for city and village clerks. ARMA also offers certification in records management, but the membership dues are high.

A session on the danger of dealing with old records, i.e. viruses, etc., was suggested, perhaps under the title of "Records could be dangerous to your health." There is a definite need for information on the use of proper equipment and clothing when working with these types of records to avoid health problems.

Nominations and Elections – Walsh, Geer, Carmichael.

Stan stated that there will be three openings on the Board, to fill the seats of Kathy Sickler, David Shenk and David Carmichael. It was noted that Amanda Walsh is the only Board member from the school environment. There is good representation from the western end of the State and candidates to fill these two openings ideally should be from the eastern and southern part of the State. Board members were encouraged to elicit potential candidates by the 1st of October.

Legislation. Michelle and Rick Geer attended a "Rediscovering New York History and Culture" seminar. The NYS Historical Records Advisory Board has a \$7,000,000. fund in their executive budget for grant program. Rick presented a sample letter which he requested be sent on an individual basis to the contact persons provided. The letter urges those contact individuals to support commitment of \$7 million annually for the Rediscovering New York History and Culture in the Office of Cultural Education budget. This support will establish regional heritage documentation projects, increase the capacity of our archives, museums, historical societies and other cultural heritage institutions to preserve and make available historical collections, and increase the ability of cultural heritage institutions to deliver public programs that contribute to cultural heritage tourism, economic development and vibrant communities.

Charlie Michaux noted that NYALGRO cannot lobby as an organization, but individual members can submit the letter.

Membership. Charlie Michaux stated there are 323 active members, including corporate members, with 10 associate members. NYALGO is carrying 236 individuals who have not renewed as yet. Dues are renewable on January 1st and he would like to send membership due notices out by the end of December. Dues notices are mailed out, followed by postcards for overdue membership. The figures presented do reveal a substantial increase in membership.

Publicity. Wendy Roberson stated that acting as Editor for the Network represents a substantial amount of work in addition to her other duties. She expressed her gratitude to Gretchen for her assistance and to those Board members who supplied articles. She suggested mailing a complimentary copy of the Network, with a membership application on the back, in January to clerks in the area where conference is going to be held. This will perhaps generate added interest in the conference and membership.

Wendy also suggested topics along the lines of upcoming conferences or conferences attended involving other organizations with topics related to records management, websites related to records management, updates on legislation and technology, trivia questions with prizes, list of NYALGO members for 10+ years, recommendation of text books found to be helpful, tips on records management, success stories, listing of corporate sponsors, feature on a local RAO.

Articles must be submitted to Wendy by November 10th to meet the Network deadline of November 15th.

Scholarship and Awards – Geer, Shenk. Richard Geer went over the criteria for the Wheeler B. Melius Award, including a significant contribution to the field of records management and his/her own organization. Suggestion was made for sponsorship by mayor/supervisor, or a county association. Criteria will be reviewed for possible further development. Rick is making changes to the scholarship application which will go out in future mailings and he will also submit an article for the *Network*.

Technology – Finke, France. Hans suggested an article on scanning, or what you should look for in software, or what you should expect to spend in terms of time for an article in the Network.

Regionalization – Cobb. Ben is looking at the possibility of having an informational meeting in a region for town and village clerks to encourage NYALGRO membership. Stan stated they had tried this approach before, but finding a clerk to host the meeting was always a problem. Wendy Roberson suggested tagging onto a SARA workshop. Ben will look into this further.

Next Board Meeting. January 26th, Syracuse.

Other Business. None.

Respectfully Submitted,

Patricia C. Wisniewski, RMC/CMC
Secretary