

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

Board of Directors Meeting

June 10, 2000 – Alexandria Bay, New York

Meeting was called to order by President Stan France at 2:30 p.m.

**PRESENT:** Stan France, Kathleen Newkirk, Richard Geer, Amanda Walsh, Wendy Roberson, Hans J. Finke, Benjamin Cobb, Sandra Sopak, Michelle Henry, Charles Michaux, Donna Mumbulo, Ron Lagasse, Patricia Wisniewski.

**ALSO PRESENT:** Bob Arnold.

**MINUTES:** *Motion by Ben Cobb, seconded by Charles Michaux, to amend the minutes of March 16, 2001, as presented, to reflect that the individual is the member of NYALGRO, not the municipality. Motion carried.*

The Board discussed remaining items to be completed for the Annual School, including monitor assignments and other items. The duties of session monitors were outlined. Monitors are to greet the speaker and give a brief introduction of that person to those in attendance at the session. Evaluation forms are to be passed out, collected and turned in at the registration desk at the completion of the session. Other duties include monitoring room temperature, assisting with distribution of handouts, and making sure water is available for the speaker.

Lunches will be served on the 4<sup>th</sup> floor, breakfasts on the 1<sup>st</sup> floor. Tuesday's business luncheon and dinner will be outside, weather permitting. Reception will be held prior to dinner.

Total count for registration so far is 82-84. The number may increase with walk-ins. Ben Cobb noted that the rooms will need to be cleared as soon as possible. There should be a table and chairs set up in the lobby for greeting of attendees and he asked for volunteers to help on the welcoming committee. Charlie gave an update on the times for the hospitality room.

Rick Geer reported that four NYALGRO members have applied for the two available scholarship award. Amanda and Sandy will assist Rick in review of candidates.

Sandy Sopak noted that while waiving registration fees for first-time attendees was intended to attract people to the school, it actually caused some confusion because of the mixture of registration fees. Some prepaids need to be returned. She also suggested that next year, NYALGRO limit the number of registration fees waived for first time attendees to 10. The matter of travel reimbursement was researched. Travel 160 miles or more is reimbursed.

The Board will meet again on Wednesday at 9:00 a.m.

Respectfully submitted,

Patricia C. Wisniewski, RMC/CMC, Secretary