

**NEW YORK ASSOCIATION OF
LOCAL GOVERNMENT RECORDS OFFICERS**
Board of Directors Meeting
June 14, 2005 – Lake Placid, New York

Meeting was called to order by President Ben Cobb at 5:00 p.m.

PRESENT: Benjamin Cobb, Kathleen Newkirk, Wendy J. Roberson, Donna Mumbulo, Adelia Pearson, Richard Geer, James Koury, Steve Geurds, Eileen Weishan, Patricia Wisniewski, Michelle Henry, Barbara Sechrist.

ABSENT: Charles Michaux.

Evaluation sheets were distributed and reviewed. The evaluations were generally good, despite the power outage.

Board members comments/suggestions/critique of 2005 School:

- Plenary session with Skip went well. Suggestion was made for other speakers on people skills/professional development.
- Hors d'oeuvres were free, but the bar was a cash bar. The incidental things wound up costing attendees.
- Even with the power going off, the session scheduled at that time went well.
- Hospitality Room – not allowed to bring alcohol in, or in the alternative, the hotel would have charged \$96.00/case. A suite seems to work out better for use as a hospitality room.
- Sunday night award presentation went well.
- Wine social suggested for next year at Canandaigua.
- The site setup for vendors was totally unacceptable.
- Need for re-evaluation of hotel package. Suggestion made for a Sunday-Tuesday school, rather than the Monday-Wednesday.
- State Archives (Jim Tammaro) is holding a two-day session on Managing Electronic Records in October. NYALGRO has agreed to provide refreshments and will work with State Archives to coordinate event. Pat Wisniewski offered to be available at the session to provide NYALGRO fliers and act as a presence for NYALGRO.
- Charlie Michaux will be stepping down as Vice-President and that office needs to be filled. ***Motion by Michelle Henry, seconded by Wendy Roberson, to appoint Steve Geurds to fill the vacancy in the office of Vice-President/Membership. Carried***
The Post Office box address also needs to be changed and 2 people (Steve, plus 1) to have access. There will be two offices to fill with the resignation of Barb Sechrist from the Board and Steve Geurds moving up to Vice-President.
- September 15th is the cutoff date for the September newsletter.
- The welcome bags were well received. Left over bags will be given away at the October Archives session to new members.
- Other items to consider: pins, shirts, portfolios, rope strings for badges.

- A new banner is needed. The current one does not fit correctly on a table for good viewing. *Motion by Steve Geurds, seconded by Jim Koury, to authorize Ben Cobb to purchase a new banner, smaller in size, at a cost not to exceed \$300.00. Carried*

TREASURER'S REPORT:

Income/Expense report for 1/1/2005-6/10/2005 was distributed.

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|----------------|--------------------|
| Total Income: | \$15,871.91 |
| Total Expenses | <u>\$17,770.49</u> |
| Net Loss | \$ 1,898.58 |

Expenses were higher than normal for this period. \$6,490 was transferred from the savings account into the checking account. Printing expenses, \$4,189.78, were high due to purchase of new folders, letterheads, etc.

Overall net worth: \$ 38,813.00

It was noted that State Archives attendees should be paying the \$25.00 registration fee, unless serving as a speaker.

NEXT MEETING: September 23, 2005, Canandaiqua Inn on the Lake. Site for 2006 School will be announced at the September meeting.

ADJOURNMENT:

Motion by Steve Geurds, seconded by Michelle Henry, to adjourn. Carried.

Respectfully submitted,

Patricia C. DePasquale,
Secretary