

# **NYALGRO Fall Board Retreat and Meeting**

## **October 27-28, 2024**

### **Villa Roma, Callicoon**

**Present:** Desiree Potvin, President; Kerriann Harrington, Vice President/Education Chair; Colleen Rathbun, Secretary; Karen Sweeting, Membership; Jessica McClennan; Megan Sokolow; Jamie Niziol; Matt Shaler (via Zoom); Denis Meadows, State Archives

**Absent:** Rosemary Switzer, Treasurer; Nicole Doherty; Gina Doty, Emerit; Donna Mumblo, Immediate Past President

President Potvin called the meeting to order...

#### **2024 Conference Review:**

Megan reviewed the surveys that she sent out to the attendees and went over the results.

#### **2025 Conference Planning:**

A discussion was held, and the theme of the conference will be “**3 days of records, boxes and bytes**”. The Board also came up with a tentative class schedule. The course schedule is located on our website [www.nyalgro.org](http://www.nyalgro.org).

##### **a) Conference Committees:**

- Vendor Committee- It was brought up that the vendors should be offered the same package as the attendees. They can also choose a commuter as well. The different prices will be included in their vendor letter.
- First Time Attendees Welcome Committee – Jamie mentioned reaching out to a first-time attendee to talk about their experiences from last year. This class helps to give suggestions on what they can get out of the conference as well as tips on what to expect.
- Networking Activities – We always have great networking activities planned.

#### **2026 Conference Planning:**

The Board is still waiting on a few more quotes in order to make the discission on where to hold the 2026 Conference.

##### **I. Administrative Business:**

a. A motion was made by Jamie Niziol to accept the minutes from the June 5<sup>th</sup> Board Meeting. motion made by-Jamie and seconded by Megan Sokolow.

##### **b. Establish 2025 Meeting Dates/Locations**

January 27, 2025, Saratoga Springs  
March 31, 2024, Harbor Hotel, Watkins Glen  
June 1-4, Villa Roma, Calicoon  
October 26-27, location to be determined

- c. A discussion was held regarding the “Tip of the Month” being available on our website.

## **II. Old Business/New Business:**

- a. Discussion was held about our reimbursement policy and who was eligible to receive it.
- b. A motion was made by Matt Shaler and seconded by Jessica McClennan to draft an amended fee structure and definition of membership. Kerriann Harrington made a motion to add New York State Archives/Government Records Services honorary members if they request it and it was seconded by Desiree Potvin. A motion was made by Kerriann Harrington to draft a change to add a Committee to our Bylaws, Web Master, it was seconded by Karen Sweeting.
- c. Book club- Megan will add a book club at this conference. She will select the book and hold a discussion on it. We will also have a wellness session this year.

## **III. State Archives Update/LGRAC Update**

Denis Meadows spoke about the changes in employees at the Archives. He also spoke regarding the grant process as well as and the money has not been released yet for current grant awardee’s.

## **IV. Committees Reports:**

- a. Newsletter – The deadline for publishing will be November 15<sup>th</sup>. If you would like to add anything please send it in to Rose.
- b. Website/social media – A tentative class schedule is up on our website. There will be some teasers on Facebook regarding the upcoming conference.
- c. Membership – Karen stated the membership forms will be mailed out on December 1<sup>st</sup>.
- e. Nominations/Elections – Elections go live on November 1<sup>st</sup>. We have a vacant seat, so we are encouraging members to write in names to become a board member. The election will run until November 30<sup>th</sup>.

## **V. Adjournment**

A motion made by Kerriann Harrington and seconded by Jamie Niziol to adjourn the board meeting.