

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

Board of Directors Meeting
September 24, 1999 - Ithaca, New York

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

PRESENT: Stan France, Bebe Morehead, Kathleen Newkirk, Kathy Sickler, David Shenk, Amanda Walsh, Patricia Wisniewski, Hans. J. Finke, Richard Geer.

ABSENT: Charles Michaux, Richard Hogan, Janis Colarusso, David Carmichael.

MINUTES: Motion by Kathy Newkirk, seconded by Richard Geer, to approve minutes from the June 6, 1999, June 8, 1999 and June 9, 1999 meeting, correcting the business meeting minutes to read June 8, 1999, noting the minutes approved at the June 6, 1999 meeting were from the April 12, 1999 meeting, deleting Robert Arnold's name from those absent; and deleting the name of Fred Gavin.

TREASURER'S REPORT : Rick Geer presented the Treasurer's Report and 1999 Budget in the absence of Debbie Hogan. Stan France commented on correspondence received from the CPA, which satisfied his concerns with regard to the expenses listed on the tax return, and he will discuss this with Debbie. Motion by Kathy Sickler, seconded by David Shenk, to approve payment of \$156.00 for preparation of the 1998 tax returns contingent upon the review by the President and Treasurer of the tax return and letter received from the CPA. Carried.

Kathy Sickler suggested that the new treasurer be provided a list of instructions and deadlines for submission of records to the accountant.

Motion by David Shenk, seconded by Amanda Walsh, to approve the Treasurer's Report. Carried.

CORRESPONDENCE : No correspondence received.

COMMITTEE REPORTS:

Education and Training Programs – Morehead, Walsh, Finke, Carmichael

Bebe Morehead was concerned that future conferences may be adversely affected by the loss of vendors, noting the drop in net profits between last year and this year. This may

NYALGO Board of Directors Meeting

September 24, 1999

be a problem again in the 2000 Conference due to the lack of vendors in the immediate area of Ithaca. Kathy Sickler suggested we revisit the one-day package previously discussed in an effort to attract vendors.

By-laws- Sickler, Morehead, Wisniewski

Kathy Sickler stated that Amanda Walsh is now a private consultant and technically is unable to serve on the Board. Under the by-laws, only regular members are eligible to hold office. She suggested a change be made to the By-laws to allow private consultants to serve. Dave Shenk felt any change should also include a situation where a RMO serving on the Board takes a new position mid-term. It was his feeling that in this event, the person should be able to complete the remainder of the Board term. Bebe felt that a consultant would be more accurately categorized as a business member rather than an associate member. Amanda Walsh stated that she provides a professional service.

Discussion followed on the proper category in which to place a consultant. Kathy Newkirk felt an injustice is being done to an individual providing consulting services since a consultant brings a vast amount of experience and knowledge to the field of records management and would be beneficial to this Board. Hans agreed but noted there is a distinct difference between a person who sells knowledge, i.e. computing, and one who does the "hands on" records management work.

Stan France noted his reluctance to have a consultant serving on the Board who is selling a product or themselves as this may be perceived as self-serving.

Dave Shenk suggested allowing a consultant to become an associate member with the understanding that he or she would not be allowed a vendor booth at the conference. In the event a consultant wanted a vendor's booth, then the membership must be in the category of corporate membership.

Bebe noted that the issue at hand is not associate membership or corporate membership, but service on the NYALGRO Board of Directors which is open to regular members only. Even if Amanda's category was changed to associate membership, that would not solve the problem of her inability to serve on the Board.

Stan France stated that the issue of regular membership vs. associate membership will have to be addressed in the near future.

Nominations and Elections – R. Hogan, Michaux, Newkirk, Carmichael

Rick Geer reported that letters have been submitted to NYALGRO members for solicitation of members interested in running for offices about to expire, including President, Secretary, Treasurer and four Board members.

Legislation – Newkirk, Sicker, Walsh, D. Hogan

Stan France expressed his appreciation to Board members for their electronic support of legislation to eliminate the Sunset provisions. The legislation has passed and has been signed by the Governor.

Membership – Michaux, Carmichael, Finke

Bebe stated that in reviewing the schedule for solicitation of members, it was her understanding that an invoice was to be sent out to initiate this process. It was noted in the past that initiation in the form of a miscellaneous piece, i.e. a brochure, was not the best method as this presented problems in submission to Boards requiring a formal invoice. She also noted the number of former town clerks remaining on our membership records, which can be very upsetting to the new town clerks who have replaced them. She also noted the large number of inactive members that should be removed. Amanda Walsh suggested sending notices to any inactive members requesting they advise whether or not they intend to remain in NYALGRO.

Other errors were noted by Board members, for example, active members are listed as inactive, etc. These are problems that must be addressed. Stan did note that the list being viewed today is not the same list on the Internet. The Internet membership listing, to the best of his knowledge, is completely accurate and up to date.

Publicity – Wisniewski, Walsh, Carmichael, Carnevale

Kathy Sickler stated she has possession of the banner. All fliers, etc. were disseminated at the Town Clerks Conference in April and the NYALGRO booth was fairly successful in terms of efforts to solicit new members.

Regionalization- Sickler, Carmichael, Colarusso

All efforts in this area have been unsuccessful.

Scholarships and Awards – Geer, Carnevale, Shenk

Stan France stated that he has been unable to return to Mike Bragman's office in Albany, but will present the Guy Paquin Award to him at the earliest possible time.

Rick Geer will make another announcement in the January newsletter on the Cheryl Steinbach award. Nothing has been received to date on the Zelda Uthe (college) award. David Shenk suggested putting a notice in every newsletter during the year in an attempt to attract more applicants.

Technology – Finke, Sickler, Newkirk

Stan France distributed copies of the *Open Forum*. He commented on the Standing Committee that met last June and included a large number of organizations. There were a number of issues discussed at that time involving common problems, concerns and policies for effective IT management. Hans Finke stated that he has opened up a

NYALGO Board of Directors Meeting

September 24, 1999

discussion group for technology on the Internet. He also commented on the complaints of poor service being provided by the current Internet provider. Stan France agreed and stated it was his understanding that RFP's will be going out within the next few months for Internet service.

Newsletter

Stan France stated that the labels have been sent and the newsletter should be out early next week. It should have been out in August. Deadlines were given in January, but issues still continue to come out untimely. The next issue of the Network comes out in November with an October 30th deadline for submission of articles. He will e-mail RAO's for information on local Archives events. The *Newsletter* problem should be revisited at the January meeting.

Board Meeting Schedule

Next meeting is January 14th at 10:30 a.m. in Syracuse.

Education and Training Programs – Morehead, Walsh, Finke, Carmichael (continued)

Spring Symposium. Bebe stated that she has heard nothing further on the Long Island site. Suggestion was made for a joint session with RMO and IT people, as those two areas are often blended with common issues and concerns.

Bebe stated that she Amanda sit on the LGRAC micrographics committee which has been discussing the need for special training sessions. Amanda Walsh added that they have developed a sub-committee to look at training RMO's at a two-day special workshop with invitations extended to a number of individuals across the State in this field. The workshop will accommodate 30 attendees and consist of intensive training in micro-imaging. Those people will then be expected to go out and work with other State agencies. A three-day workshop session will be held before the training session begins. They are looking for a number of organizations to help defray the anticipated \$20,000 - \$25,000 cost to put this project together. Amanda has been requested to approach NYALGRO with the request for a \$1,000 contribution. NYALGRO would have the discretion to stipulate how the funds were to be used, i.e. a speaker or sending a NYAGRO member to the workshop.

Motion by Kathy Newkirk, seconded by David Shenk, that NYALGRO contribute the sum of \$1,000 toward the conduct of the Comprehensive Micro Imaging training session to be held April 6-7, 2000. On the question, discussion followed on the conditions to be placed on the contribution and it was decided that the \$1,000 would be sufficient to sponsor two NYALGRO candidates to attend the Spring training workshop. Carried.

June Conference. Tentatively scheduled for June 11-14th. Stan France has met with the Clarion Hotel staff and anticipates receiving a proposal for meals, etc. sometime in October.

Hans Finke commented on his meeting with the sales director this morning who seems very cooperative. The conference will be held primarily on the 2nd floor. There are facilities (ballroom) for lunch/dinner purposes and the vendor space appears adequate. The hotel has agreed to provide extensive equipment free of charge.

Stan France extended the Board's appreciation to Bebe Morehead for her past work on the program and ensuring the successful outcome of previous conferences. Items that need to be addressed for June Conference:

Local arrangements for tours (i.e. Cornell Archives)

Speakers (dinner/luncheon)

Arrangements for transportation

Program Coordinator - deals with hotel, checks on vendors, ensure mailings go out on time, etc.

Program Chair – starts with the program and fills in the topics. 17 – 18 different sessions; interview speakers; SARA runs two workshops.

Stan France suggested Board members having interest and knowledge in a specific topic be responsible for the organization of that particular session. Local people could also be contacted for assistance on topics and guest speakers, etc. One central person must be designated to troubleshoot conference as a whole.

The Board discussed the following topics as sessions for the June Conference sessions and features to be included in this year's conference:

- **“Sharing Success Stories”** One of the more successful sessions and well received by conference participants.
- **“Best Practices”. Two SARA programs**
- **RMO Basics for New Officials**
- **Basic Grant Writing**
- **Planning PR for Archives Week**
- **Needs Assessment**
- **Work Flow Analysis**
- **Developing a RFP**
- **How to Manage Records Storage**
- **Organization to Organization – Working Together and Building Cooperation**
- **Electronic Signature**
- **Developing a Records Network Among Municipalities**

- **Cost Benefit Analysis**
- **Indexing**
- **Archival Outreach Program**
- **Management of Active Records**
- **Records Retention**
- **Court Records**

Adjournment: Motion by David Shenk, seconded by Amanda Walsh, to adjourn
(4:00 p.m.) Carried.

Patricia C. Wisniewski, RMC/CMC
Secretary