

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT RECORDS OFFICERS
Board of Directors Meeting
April 12, 1999 - Syracuse, 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,, Hans-J. Finke, Amanda Walsh, Richard Geer, David Shenk, Janis Colarusso, Joseph Carnevale, Robert Arnold, Patricia Wisniewski

ABSENT: Debra L. Hogan, Richard Hogan, Charles Michaux, David W. Carmichael,

MINUTES: Motion by Jan Colarusso, seconded by Dave Shenk, to approve the minutes of the January 22, 1999 meeting with the correction in the spelling of Mary Wallen's name. **Carried.**

TREASURER'S REPORT : Richard Geer reported in the absence of Debbie Hogan and distributed copies of the Treasurer's Report. He stated that all the financial information was presented by Debbie to the accountant in a timely manner on February 22nd, but the accountant failed to prepare the tax return on time. This resulted in a payment of \$325.00 by NYALGRO for the extension of time. The secretary was directed to draft a letter to the accountant, requesting reimbursement of \$325.00 due to the fact the return was not filed on a timely basis with no fault on the part of NYALGRO. Motion by David Shenk, seconded by Hans-J. Finke, to approve the Treasurer's Report, as presented. **Carried.**

NYSTCA CONFERENCE: Kathy Sickler will be in charge of the NYALGRO table at the Conference in Syracuse. She needs copies of the newsletter and membership application and requested volunteers to assist. Stan noted that the brochure needs updating.

COMMITTEE REPORTS :

June Conference. Bebe distributed a draft of the registration form for the Conference to be held at Fort William Henry in Lake George. There are two large meeting rooms upstairs and three meeting rooms downstairs, with a hospitality room in lieu of a reception. The dinner cruise tentatively planned did not work out, but Bebe noted that renovations will allow NYALGRO to have use of the entire Conference Center.

This year's conference theme, "On Our Way to a New Millennium" was contributed by Amanda Walsh. Bob Arnold suggested using "school" rather than "conference" on the registration form and the word "apply" rather than "receive" on the portion dealing with scholarships. Bebe is continuing to work on speakers and is working with Prudence Backman and others for possible speakers.

Bebe presented a brief description of the various conference sessions. Topics were discussed and suggestions given. At this point, Bebe noted there was broad range of topics to interest attendees from different fields of records management, including the following:

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- **Sharing Success Stories.** Panelists will share their most successful records management stories. Panelists must be limited to five minutes.
- **Electronic Management of Court Records.** Bebe noted that Barry Silvers has presented this in previous years, but without adequate attendance. Bob Arnold discussed a court records initial grant which may be in the planning and suggested encouraging court clerks to attend this session. Bebe suggested combining the program with the automated programs approved by OCA. Barry Silver may be helpful in providing information on this at the next court clerks meeting.
- **Educations Uses of Records.** Julie Daniels is working on this session.
- **SARA Certificate Program.** New program dealing with effective management of large case files. Amanda Walsh attended this session previously and thought it was well presented.

Panelists still needed for Indexing Minutes, and Stan France will participate in this session. Remaining sessions were discussed.

The problem in distinguishing between NYALGRO and SARA continues. Stan will reprint an article on this from the Network for inclusion in the packet of material given at the registration desk.

Ten to twenty vendors are anticipated. Fee is \$200.00. Each vendor receives two luncheon tickets and will be provided a list of registrants following the conference, with a thank you letter.

SARA Sunset. Bob Arnold reported that there are two bills pending in the Assembly. One bill deals simply with an extension. The second bill (A7536) deals with elimination of the Sunset and is sponsored by Mike Bragman, Majority Leader in the Assembly, Sam Hoyt, and Thomas DiNapoli. There is currently no bill number in the Senate and Mary Lou Rath needs to be contacted. Resolutions can be obtained from RAO's for presentation to local municipal boards. Bob requested the assistance of NYALGRO Board Members in bringing this to the attention of their area representatives.

Scholarships. Following discussion, a motion was made by Kathy Sickler, seconded by Kathy Newkirk, to divide the scholarship money between two scholarships, the Zelda Uthe Educational Scholarship and the Cheryl Steinbach Memorial Scholarship. Carried.
Motion by Kathy Sickler, seconded by Amanda Walsh, that Mike Bragman receive the Guy Pacquin Award. Carried.

Newsletter. It was noted that the NYALGRO *Network* publication continues to improve. The April issue is intended to promote the Conference and members were encouraged to submit articles. Deadline for submission is April 20th. Hans-J. Finke will submit an article on Y2K issues to be addressed at the Conference. Amanda Walsh will submit an article on managing case files. Discussion followed on how much input the Board actually has on the content of articles and the concern that an article may be published with incorrect information. It was noted that there has not been any problems in this area in past editions of the *Network*

CHANGE OF ADDRESS : This will be addressed at the June meeting.

WEB SITE: Some problems have been experienced in connecting with nyalgro.org and Stan stated that these issues are being addressed. The membership list is available and members can be looked up either by name or municipality. There are discussion groups available at the site and member with e-mail addresses can be contacted automatically.

CONFERENCE MEETING : June 6th at 2:00 p.m.

ADJOURNMENT: On motion of Kathy Sickler, seconded by Stan France, the meeting was adjourned at 1:10 p.m.

Respectfully submitted,

Patricia C. Wisniewski,
Secretary