

**NYALGRO Executive Board Meeting January 22, 2010**

Holiday Inn—Vestal, NY

The meeting was called to order at 10:40am

**Present:**

Donna Mumbulo  
Pat DePasquale  
Pam Brown  
Gina Doty  
Jim Ranger  
Judy Keysa

Eileen Weishan  
Sandra Shaver  
Geoff Huth  
Kathy Walruth  
Dianne Tarity

**Absent:**

Chuck Callari  
Susan DiBeneditto  
Rick Caballo

Peter Scheibner  
Dan Karin

1. Sept 27-28, 2009 board meeting minutes: Approved by Pat Depasquale and 2<sup>nd</sup> by Dianne Tarity.

2. Treasurers Report: Pam has 2 speakers that require speaker fees and Chuck will need to adjust the budget report after this meeting to include these. Chuck was not at the meeting, but submitted all the budget reports. Pat Depasquale made a motion and Kathy Walruth seconded to approve the budget reports with corrections.

3. News from NY Archives: Geof Huth reported that local governments are still waiting for their grant money for the 2009-2010 grant cycle even though the grant year is half over and 2010-2011 grants are due February 1.

-As of yesterday there were 320 applications for the 2010-2011 in the process. They are currently looking at the reviewers they will need for the grant process. Dianne asked Geof if the grant timeframe could be extended. Last year this was brought up and it was denied.

4. Committee reports

- A. **Budget & finance:** Discussed briefly using the reports Chuck emailed earlier.
- B. **Bylaws:** (Kathy) New members received a copy. At this time there is nothing to discuss. She plans to review the bylaws again.
- C. **Nominations & Elections:** Nothing to report on at this meeting. There are two new board members present, Judy Keysa and Sandra Shaver. The board welcomed them to their first board meeting.
- D. **Membership:** (Pam) Membership and invoices went out the end of December. Pam has received renewals for 428 members, 15 honorary (exempt from dues), 8 associates. Reminder about the Cheryl Steinback award, the applicant needs to be active by April 15<sup>th</sup> or they are not eligible for this award.

--All corporate members were sent out membership forms and received 4 renewals so far. Dianne's brochure for vendors was given to them (it's on the web page in color to use).

--Kathy Walruth reminded everyone to talk to the RAC's to make sure they are members.

--The attendance listing has been revised. Pam is working on advertising the school due to the close location to the Rochester area. We need to "talk-up" the June school at the RAC meetings. There are more fire districts interested in joining our organization.

E. **Publicity:** (Pat) The newsletter is almost ready to send out. The newsletter was passed around for review before final print at this board meeting.

--Within the newsletter four scholarships are being given. Pat will call General Code to confirm their intention to donate a scholarship. We want to advertise for this company if they are paying for this scholarship.

--The Cheryl Steinback application is also within the newsletter. Chuck told Pat the budget is low for the newsletter. Pat asked the board about full color or black & white to cut costs. Board agreed to use black & white during the year, except for the newsletter prior to the school. Changing the newsletter to a PDF will make the web page documents easier to view. The board liked these changes to help with the costs. In the future we hope that more email use can decrease the need for so much printing.

F. **Scholarships/Awards:** (Pat) Make sure we adhere to the deadline of April 15<sup>th</sup> to be a NYALGRO member when applying for the scholarship. As budgets are cut more, we expect more applications. We should not feel that we have to make awards in the other categories if we receive few applications. We need to make sure the winner is very worthy.

G. **Technology:** (Dianne) The new committee has Rick Cobello, who has a background in technology. Dianne and Rick will have an article about technology and records management in a future newsletter since technology is moving so fast. If you have ideas contact Dianne.

H. **Accommodations:** (Donna) The contract has been signed for the Radisson on the River in Rochester. Donna and Chuck reviewed it thoroughly for all charges. The board discussed the location for the vendors to be set-up for the best access to attendees. Large rooms instead of a long hallway is preferred and have the break times with food near them.

--The board needs to work on the location for the 2011 school.

I. **Website:** (Dianne) Vendor and June 2010 school, information is there. The new list of board members and their information is almost up-to-date. There is a membership list, but it will be updated soon. The board discussed their concern about the information given out on the web page about our members. The membership renewal form may be altered to include what not to include for personal information on the web.

## 5. OLD BUSINESS

**Education & Training: 2010 School: Rochester Radisson by the River.** (Eileen)  
The President's reception on Sunday, June 13 (3-5pm) will be at the North River canal boat tour. Dinner is on our own afterwards and there are many places to choose from. Dan has a hold on this tour and a deposit is required.

-- Discussed the schedule for Monday June 14. The session on Photos and Digital preservation speaker has backed out, so this is being reworked to find who else can discuss this.

--The topic that we want in detail for the George Eastman house 1-2:30pm session needs to be given to the speaker Alison Nordstrom. There are many areas to discuss about this location, but we need to fine-tune the topic for Alison.

--Attorney John Jablonski will speak for "Retention Policy & Discovery" topic. (1-2:30pm). The "Outreach & Public Relations" (3-4:30pm) session is being fine-tuned now. Another program "Computing in the Sky" class #7 is a possible topic for 3-4:30pm and Geoff is working on this to finalize it.

--Tuesday, June 15: Ray Lafever will be working on the topic of "Alienated Records" (8:30-10am). Departments that do not have IT people in small government is a session (1-2:30pm) about what do they do? Eileen is still working on who will be doing this session.

--The tour of the Eastman House is from 3-5pm. The web page shows numerous tours. We are reserving a privately guided tour and we will also see how they store and process their work. We will discuss transportation for this. This is the last session for the school/conference. People can choose to stay the night or leave after this tour, which will be a cost savings.

--Observation on our school schedule: There are 2 really good sessions in the Monday schedule to move around to other slots if possible.

### ***Expenses for School:***

***President's Reception and the Boat Tour.*** 2 hrs \$850 minus 20% , which is \$680 for the boat tour. 50 people for the reception food and wine/beer station about \$900. Approx \$1700 for the President's Reception. All of this is done on the boat.

--Issue: How do we get there and to the Eastman House. The boat is downtown and not far to walk. The hotel may have a shuttle Donna will check into.

--On the registration form, you pre registration for the boat. The max capacity for the boat is 60 people. We could do a cash bar or run a tab, or wine/beer bar \$4 per person per hour. The board chose the wine/beer bar and anything else is cash from the person.

--The hotel package is \$99 for a single/double per night.

***Registration Cost for hotel, meals, President's Reception, breaks:*** Due to the money in our accounts, the board decided to reduce the price for all people attending the school in the following categories:

**One night:** President reception w/ boat tour, meals and breaks is \$175 but will pay **\$150**

**2 nights :** \$320 with all the above reduced by \$50 to **\$270**  
(Note: No extra deduction if the person does not attend Pres. Reception)

**3 nights:** \$430 with all the above reduced by \$50 to **\$380**  
(Note: No extra deduction if the person does not attend Pres. Reception)

**Discussed day trippers:** Pay the same registration fee and be given meal tickets. The western chapter of ARMA is being invited to this for the day tripper fee. Discussed what other chapters should be invited to this school.

--Last year we subsidized \$50 off each registration for the 3 day pkg. To benefit all our members we need to choose something simple while reducing the cost. It can be complicated with meals, hotels, and such if we reduce certain areas and not others. Another question asked is: does the package discourage people from coming?

**Advertising by Mail:** The board discussed the timing of school registration to the printer and mail service. This is a separate mailing not to go with the newsletter.

--The First week of March have registration packets in the mail.

--This information will be also be emailed immediately to our membership list.

-- All details of information on the speaker and topic must be finalized by February 5 and given to Eileen so this can be mailed out. Email your information to Eileen.

--Room reservations are needed by May 14 to the hotel. Gina brought up the issue of bulk mail being slow and our deadlines being compromised. We discussed whether to mail out bulk or priority mail. The board chose bulk, and email will be sent also. We want to see if the email works well or not. The school information will be sent out by paper and email. Also the reservation will show a headcount for attendance to the President's Reception/boat tour AND the Eastman House Tour.

**Give Away Gift & Miscellaneous "To Do" items:**

--Free give away: Eileen showed everyone a canvas tote bag that is blue/white stripe with NYALGRO logo on it is an idea. It is a reuseable shopping bag. We have \$1100 last year spent for this budgeted item. Eileen will check into this more.

--Kathy and Eileen will check on supplies they might have for the school and the secretary.

-- We will have a gift basket with items from each Board members area for the giveaway.

--Hospitality: Judy will do this and Gina will send details from last year on what to purchase and quantity of food and beverages.

6. **NEW BUSINESS:**

***Southern Tier West Local Govt Conference:*** \$225 is being requested from NYALGRO to be a co-sponsor. A motion by Kathy Walruth was made and seconded by Dianne Tarity. The board voted unanimously to contribute to this program.

--***Meet the RMO'sDay*** : A RAC Meeting on April 16 region 6 \$100 being asked to co-sponsor this event. A motion by Eileen and 2<sup>nd</sup> Dianne . The board voted yes to give this money in support of this program.

--If you have something you want funds approved from NYALGRO for a records management event, send an email to Donna and the board will vote by email.

**Next meeting:** Friday, April 9<sup>th</sup> at 10:30 am in Liverpool, NY at the Ramada Inn, 1305 Buckley Road.

The meeting adjourned at 1:50pm  
Gina Doty, Secretary