

NYALGRO Board Meeting  
February 13, 2009

Present: Donna Mumbulo, James Ranger, Dianne Tarity, Pat DePasquale, Kathy Walruth, Pamela Brown, Eileen Weishan, Sue DiBenedetto, Geof Huth

Absent: James Koury, Gina Doty, Dan Karin, Charles Callari, Pete Scheibner, Amanda Walsh

**Minutes** of the September 2008 meeting were approved as presented per motion Pat DePasquale, seconded by Kathy Walruth. Motion carried.

**Treasurer Report** – Eileen Weishan passed out copies of the Treasurers report for Chuck Callari. The Treasurers report was approved per motion by Kathy Walruth, seconded by Pat DePasquale. Motion carried.

**NYS Archives Report**

Geof Huth summarized the current 2009-2010 grant status: 464 grant applications were received which is down from 540 for the 2008-2009 year. This is the second lowest number of applications received since the first year (which was the lowest). There are a number of reasons: record late start and grant fund reduction for the 08-09 grants; discouraged by process; competition rises so not worth time; economy and chaos taking away focusing on extras. However, the dollar amount is not down significantly. The total grant amounts requested this year is \$16million compared to \$18 million last year. However, it is possible that there will be another sweep against the fund as well as against the remaining from 08-09 grant funds.

Geof announced that Archives is looking at a dramatic change to the grants program next year. The grant application will be simplified dramatically. The application will be electronically downloaded, written, submitted and reviewed. Attachments can be submitted but the pages requiring blue ink signatures must be mailed. Electronic submission must be received by an exact date/time. The application can be submitted by paper if absolutely necessary. The only extensions awarded will be if the Archives system goes down or natural disaster in your area.

For the 20<sup>th</sup> Anniversary of LGMRIF, NYS Archives will be completing an assessment of the program through last 20 yrs this year. The goal is to see what affect the Local Government Records programs have had with staff, awards, local government programs etc. The first part of the survey is being completed by SUNY because there is no funding for outside company. This will be followed by discussion with some local governments to get more an in depth assessment. They would like to determine what has been missed, what are successes and failures, what needs to be done better and how to accomplish goals better.

A bill is almost in place to raise filing fees. The fees have not been raised in many years. The budget to run operations has been frozen for 20 yrs. Ability to function is extremely difficult. NYC grants are funded this year at considerably lower rate. They also provide funds (fees) at extremely larger rate. Counties have been collectors of fees however they get only \$.25 per transaction. Plan to increase fees includes putting aside \$.75 per fee for county non-competitive records projects. The Cultural Education Fund is 5 yrs old and is in the red slightly because fluctuates like LGMRIF. CEF pays for Library, Museum, ½ Archives and Public

Broadcasting. Fund deficit will affect the local government program as well. State sweeps about \$9mill from CEF each year. Geof expect counties to fight the bill because they collect the fees and don't get any of the money. LGMRIF Fee increase and CEF increase have been placed together on same bill. LGMRIF fee would increase from \$5 to \$7.50. The increased funds will increase grant money not operating expenses because they are frozen. Once the proposed bill receives a number for the Assembly and Senate there will be campaign to support it. So far County Clerks have mixed thoughts on it. Geof is planning on discussing the issues with the County Clerks and RACs.

### **Committee Reports**

**Budget** - Eileen Weishan presented the 2009 Budget submitted by Chuck Callari. *Motion to approve the 2009 Budget was made by Dianne Tarity, seconded by Pat DePasquale. Motion Carried.*

**Bylaws** - Kathy – No Report.

**Elections** - Donna Mumbulo reported for Daniel Karin and congratulated Pam Brown for her election to VP of Membership. There remains one open seat on the Board. Donna announced that Tim Clarke, IT Director at Broome County BOCES, is interested. Donna Mumbulo appointed Tim Clarke to fill the two year term

**Membership** – Pam Brown reported she mailed 478 member invoices, 14 associate invoices. She has received 287 regular memberships, 4 associate memberships and 4 contributor memberships.

**Publicity** – Pat DePasquale is looking for printer to get the Network newsletter out in a timelier manner. She would like to change deadlines for 3 issues. Bulk mailing was discussed and would be revisited at the next meeting. Next year, the Spring issues will go out March 1st. The February 15<sup>th</sup> deadline would include the school and scholarship information. Members should receive by March 15<sup>th</sup>. The Fall edition would go out Aug 1<sup>st</sup> with submission of articles by July 15. It would include information on fall workshop and pictures, etc. from June school. The winter edition would go out Dec 1st with Nov 1<sup>st</sup> articles submission. The winter edition would include information on elections, Board members, grant application articles and basic June school information.

Biels is owed free ad from Fall as part of membership renewal. Three out of ten have renewed for 09.

**Scholarship** - Pat DePasquale reported that scholarship award information will go out in next newsletter. There is one held over from last year because the nomination was received late. Board members should think about award nominations. Pat will send out the awards and requirements.

**Technology** – No report

**Website** – Dianne just renewed with Network Solutions. Dianne will be making changes as submitted.

Committee List for 2009 President made Committee appointments for 2009. See attached sheet.

### **2009 School, Classes and Speakers**

Board reviewed hotel details and charges. Donna will be finalizing the contract and signing after the meeting. May 7 registration deadline for hotel & registration.

Kathy felt that NYALGRO is carrying too much money in reserve and should give back something to members. She suggested for those who are staying for full package, NYALGRO should give \$50 back to each person making it \$408 for single package. No one was sure how many stayed last year. Even if there are 50 people it would only cost \$2500. *Motion was made to approve paying for \$50 of the full package for NYALGRO members per Kathy Walruth, second by Donna Mumbulo. Motion Carried.*

Speakers – Board reviewed each topic and its status. Geof finalized all of his programs. Eileen needs program descriptions and title for each session, not necessarily the speaker by February 27th. Sue & Kathy talked about the Customer Service program – including turnaround time, accessibility/retrieval of records, improvements, loss of staff, foil requests, etc.

SCHOOL DEADLINES: Pat needs all school info before 3/1 in order to get the information to the printer for the NETWORK. It should be in the mail by March 15 and received by members by April 1<sup>st</sup>. So, Eileen needs all education/hotel info by 2/27. Donna will put together a flyer school announcement to be sent to nonmembers in the counties surrounding the Utica area.

Pam will receive registration and forward money to Chuck. Eileen will give copy to Dianne to post on the website.

SPEAKERS: Once you have the speakers Eileen needs the speakers contact information. Speakers can be offered a meal, registration and mileage. Hotel covers all parking. Any overnight or fees requested by speakers will be determined on a case by case basis.

Donna will order name tag holders without dates to be used in any event - 500 - \$3.89/each. Donna will also order Flash drives as give away.

Eileen will check with Chuck on supplies of envelopes, brochures & folders and who does the printing.

### **2009 Fall School -**

Board discussed presenting another fall school. It was decided to look into cosponsoring programs in each region like the RAC Electronic Symposium. Donna will talk with David Lowry to discuss the idea. NYALGRO should do more with the regional RMO's and RAC's in order to coordinate regional programs.

### **2010 School Location**

The 2010 School will be in Saratoga at the Holiday Inn. Amanda is working on the contract which will be sent to Donna for review and board approval.

### **2011 School Location**

Board discussed locations for 2011. Donna has received many requests to have the school in Rochester. Board agreed that Amanda needs to talk with Dan about location possibilities and bring ideas to April meeting.

**Correspondence**

**Conference Cosponsor** - Board received a request from Southern Tier West RPDB to cosponsor the May 6 Local Government Conference as they have the past 2 years. *A motion was made to Cosponsor the Southern Tier West Local Government Conference on May 6, 2009 for \$225 by Donna Mumbulo, seconded by Sue DiBenedetto. Motion Carried.*

**Region 6 Symposium** - On behalf of Region 6, Kathy Walruth thanked NYALGRO for sponsoring a break at region 6 Education session. However, because of the large number of registrations, there was plenty of funds to pay for the break so they will be refunding money to NYALGRO.

Next meeting is in Utica on April 17 at 10:30.

Meeting was adjourned at 3:30 per motion by Kathy Walruth, Dianne Tarity and carried.

## EMAILS

Board members –

We discussed a lot of information at the Friday Board meeting. Here are some deadlines and information we need to remember:

1/ I need each program title and description by **February 27<sup>th</sup>**. Even if you don't have the speaker, a program description is needed to go to the printer and in the Network. Dianne will be putting it on the website as well. She also needs speaker contact information as soon as you get it. More details are in the minutes.

2/ Let me know if anyone has brochures, letterhead, folders or envelopes. I have some but not sure who else may have a supply.

SEND LATER....

3/ Attached - Donnas Committee Appointments  
Pat's Network Deadlines  
Minutes

Donna, I need all hotel information to get the copy for the network. I also need a copy of the committee changes and the Contact info. I'll send everything together with the minutes.

Pat – I need copy of the deadlines to make sure I have them right for the minutes and to email board members.