

NEW YORK ASSOCIATION OF LOCAL GOVERNMENT
RECORDS OFFICERS
Post School Board of Directors Meeting
June 11, 2008 – Corning, New York

President Donna Mumbulo called the meeting to order at 8:30 am.

PRESENT: Pamela Brown, Charles Callari, Patricia DePasquale, Sue DiBenedetto, Gina Doty, Steven Geurds, Donna Mumbulo, Dianne Tarity, Peter Scheibner, Kathy Walruth, Amanda Walsh, Eileen Weishan

ABSENT: James Ranger, Geof Huth Daniel Karin, Jim Koury

COMMITTEES:

Budget: Chuck Callari was waiting for the hotel bill so figures were not complete yet. Conference income including registration and vendors fees is at \$4240. All vendors have paid. Expenses so far are \$5995. Speaker mileage (\$1000) was way over budgeted estimate of \$200. Speakers are reimbursed if they request it. Chuck will forward final figures by email to Board after receiving final expenses for the 2008 school.

2008 SCHOOL

Recommendations

NYALGRO received an overall positive assessment of the program with good comments and suggestions:

Registration desk needs to have someone there from 8am – 5pm as attendees and speakers come in at all times of the day. We had more day trippers and speakers coming in at many different hours.

Always check on parking availability. Some day trippers had to pay for parking.

Include hospitality room on the schedule and on the announcement board.

Include emails on the attendee listing.

Include an email on the evaluation form with the mailing address.

Make sure schedule is correct with appropriate breaks, meals and class times.

Have more of the classes certified for RMC credits.

Sign in sheets for each classroom and registration sheet for CMC/RMC

A monitor is necessary for each room to introduce speaker if required, check on AV, temperature, chairs, attendance sheets, handouts, etc.

More attention needs to be paid to speakers needs such as AV and meal tickets.

Thank you letters need to be sent to each vendor and speaker.

Vendors should be acknowledged on Monday not Tuesday.

School should have a timeline and procedures as to who is responsible for what.

Amanda will check to see if she has one already. Meanwhile, Pam and Eileen will work on the timeline and procedures.

Tuesday afternoon should have a tour, field trip or other event.

Have dress code suggestions on the registration form – business casual.

We are always struggling with AV speaker needs, hotel AV fees, etc. A motion was made for NYALGRO to purchase two projectors. Chuck will investigate and purchase the units. We also need to look in the previous minutes about purchase of digital camera.

Motion made by Donna Mumbulo, 2nc by Chuck Callari and carried.

Nominations and Elections:

Election information needs to be included in the September Network newsletter. The following terms expire at the end of 2008: Pam Brown, Sue DiBenedetto, Dianne Tarity, Kathy Walgruth, Steve Geurds and Peter Scheibner. Steve will complete this term and not run again. The Election Committee is Dan Karin, Jim Ranger and Eileen Weishan. Dan needs to get the letter for nominations from Pam Brown or Dianne Tarity for the newsletter.

2009 School: The 2009 school will be held at the Radisson in Utica, NY.

Education Board discussed the Records Grant Workshop to be held at the Inn at Canandaigua on October 17, 2008. Steve Geurds presented a tentative agenda and suggested some speakers/topics. A tentative layout was agreed upon

Next Meeting: Next meeting will be held in the Radisson, Utica for a 2 day meeting to discuss school in detail on Sunday & Monday September 21/22.

Meeting adjourned at 11:30am

Respectfully submitted ,

Eileen R Weishan
Secretary

Fall Workshop

October 16

3:30 - 4:45 Board Meeting: packet stuffing, assignments & last minute details

5:00 - 7:00 Registration / informal gathering

7:00 - Dinner on your own

October 17

7:30 – 9:00 Registration

8:00 - 9:30 Continental Breakfast (*ballroom*)

8:45 - 9:00 Welcome - Donna Mumbulo

9:00 - 10:30 Grant writing basics: **BOCES** (*Donna*)

10:30 - 11:00 *Break with vendors*

11:00 - 12:15 Grants available for Records Management

LGRMIF (*Geof*)

SMSI (Shared Municipal Services Incentive) (*Kathy*)

Conservation/Preservation Discretionary Grant Program

DHP: **Preston Pierce** (*Chuck*)

Federal Grants (*Donna*)

1:30 - 3:00 Active Grants Tract

1- Active Records: **Debbie Hogan** (*Pat*)

2- Imaging: **Rick Hogan** (*Steve*)

3- Standards & Legislation (*Geof*)

1:30 - 3:00 Inactive Grants Tract

1- Inventory & Planning: **Amanda/Pam/Kathy**

2- Inactive Records: **Jim Tammaro** (*Steve*)

3- Microfilm **Hans Finke** (*Chuck*)

3:00 - 3:30 *Break with Vendors*

3:30 – 4:00 Grants Administration: **Bernie Rotella**, (*Steve*)