

**New York State Association of City and Village Clerks
Executive Committee Meeting
Crowne Plaza, Albany, NY – February 21, 2010**

Members Present: President Louis DiDomenico, 2nd VP Sheila Hay-Gillespie, Director Tamara Bonomo, Director Randy Bond, Treasurer Bonnie Page, Secretary James Koury, and Immediate Past President Brian Ridgway

Members Absent and Excused: 1st VP Daniel Borchert

Guests Attending: Shawn Cullinane, Association Counsel

President DiDomenico called the Executive Committee Meeting of the NYSACVC to order at 1:25 p.m.

President DiDomenico then began the meeting by providing the committee with his President's Report. He reported on a number of items. He stated that he had attended a number of local clerk's association meetings since taking office and that he would be attending the IIMC Region I Meeting and the IIMC Annual Meeting to be held in Reno, NV. He also stated that Ms. Montigelli, Clerk-Treasurer, Village of Black River, had developed a list of other clerk's associations and he provided that list to the committee. He stated Ms. Montigelli would continue to compile additional information and forward it to him.

Mr. DiDomenico also stated that he had received a letter from Tom Plowinske thanking the association for awarding him the Distinguished Service Award. He also thanked Mr. Koury for developing the association letterhead. He also extended thanks to Mr. Ridgway for making arrangements for the April 29-30 Executive Committee meeting to be held in Skaneateles, New York.

President DiDomenico moved on to the Secretary's Report. Mr. Koury stated that committee members had received the minutes of the November 8, 2009 Executive Committee meeting. *Upon a motion made by Mr. Ridgway and seconded by Ms. Bonomo, the minutes of the November 8, 2009 Executive Committee meeting were duly approved.*

President DiDomenico asked Treasurer Page to present the Treasurer's Report. Ms. Page distributed the financial summaries for September 2009 thru January 2010. Hearing no comments or questions President DiDomenico asked for a motion to approve the reports. *Upon a motion made by Mr. Ridgway and seconded by Ms. Bond, the Treasurer's Reports for the period September 2009 thru January 2010 were duly approved subject to further audit.*

Mr. DiDomenico moved to the second item of business under the Treasurer's Report. He stated that the association each year financially supports the Tug Hill Local Government Conference. He asked for a motion to approve that support once again in the amount of \$150.00. *Upon a motion made by Ms. Bonomo and seconded by Mr. Ridgway, the expenditure of \$150.00 for the Tug Hill Local Government Conference was duly approved.*

President DiDomenico moved to the next item on the agenda, Committee Reports. A summary of those reports is provided below:

Membership: Ms. Gillespie stated there were 151 non-member municipalities (14 city, 137 villages). She stated she had created a letter to non-members to introduce them to the association. There was a discussion on the changes in clerks and how to monitor them more effectively. Ms. Page stated that the number of paid members was running behind the previous years' numbers.

Directory: Ms. Gillespie stated that the directory listing was on the website along with most of the other components of the previous printed directory. She had a question about honorary and life members and who should be listed. She stated that some of the names that Mr. Koury had on his Bulletin list were not in the life/honorary list. Mr. Koury stated that he had placed some names on The Bulletin mailing list since they had retired or left service after the annual meeting held at the Fall Training School. He stated that

those names should be introduced at the annual meeting and then Ms. Gillespie should put them on the official lists.

Bulletin: Mr. Koury stated that the Winter Bulletin had been mailed. He stated that the next issue would be the May issue. Mr. DiDomenico stated he would like to see a number of items in the next issue related to the Cornell School, the scholarship application, information about the CMC recertification changes, a summary of the Region I meeting and a report on the Tug Hill meeting. Mr. Koury stated he could certainly accommodate these topics and requested that the information be given to him to be included in the next issue.

IIMC Report: Mr. Cullinane reminded the committee about the IIMC Region I meeting to be held on Providence, RI March 25-26 and the Annual IIMC Conference to be held in Reno, NV May 23 – 27.

Mr. Cullinane also reminded the committee about the changes in the CMC recertification. He stated as of January 1st one's CMC designation will be permanent. There is a form that needs to be submitted to IIMC in order to obtain a replacement certificate that has no expiration date.

He continued stating that those attending the annual conference would be once again awarded 8 points for attending. However there would be a new system in place where those attending classes would be recorded with scanning devices instead of placing their names on a sign in sheet.

Mr. Ridgway stated that he was surprised at the quick pace by which the CMC regulations were changed. He stated that there did not seem to be any discussion or input garnered from the membership. He stated that the process seemed very quick. He also felt that there was a drawback in not requiring recertification of the CMC designation in that members would not seek continuing education opportunities in order to do their jobs better.

Legislation Committee: Mr. Ridgway stated that he would continue to monitor legislative initiatives to Mr. DiDomenico.

RMC Report: Ms. Page stated there were no updates to provide the committee. She stated there were a few members who would need to submit applications for recertification.

Education/CMCI: Mr. DiDomenico stated that he had been discussing the upcoming CMCI with Mr. Howe and Ms. Prince. He informed the committee that the Mayor of Ithaca would be contacted to be the speaker at the banquet.

He continued stating that the cost of the CMCI would remain at \$775.00. Scholarship information would be available on the website. He stated that he would once again like to offer a motion later in the meeting under New Business to contribute \$1000.00 toward the operating expenses for the institute. He informed the committee that there would be no separate mailing about the school and that information would be disseminated to the membership via The Bulletin.

Mr. Koury reiterated his position that he felt a separate mailing had to be done in order to reach those persons who were not members of the association. He once again stated that he felt a separate mailing to both members and non-members would be beneficial, as it would be a single topic mailing and not mixed in with other items. After a brief discussion, it was decided that a separate mailing would be done. Mr. Koury stated he would assist Mr. DiDomenico in drafting the cover letter.

Website: Mr. DiDomenico informed the committee that the website was updated and current. He stated there was a lot of information on the website. He was very happy with General Code in its efforts to maintain the content and doing updates in a timely fashion.

There being no other committee reports, President DiDomenico moved to the next item of business on the agenda, Old Business, as follows:

New England Association of City and Towns: Mr. Cullinane provided the committee with an update from the 2009 New England Association of City and Towns Annual Conference. He expressed his thanks to the committee for allowing him to attend to represent the NYSACVC. He continued stating that there were approximately 150 attendees at the conference. Mary Lynne Stratta, President of IIMC, was in attendance as well as Dale Barstow, the MCEF President, who informed conference attendees that the MCEF had approximately \$1million on hand to distribute to the members in the form of scholarship assistance.

He also reported that the President Stratta reported on the mid-year board meeting and the discussions had on the long range strategy for the IIMC. There was consensus that the IIMC wanted to maintain and strengthen the relationship between the IIMC and the various state associations.

Mr. Cullinane provided some information on the MMC program and the point distribution.

He also informed the committee that the 2014 conference had been awarded to Milwaukee, WI.

He concluded stating that the New England clerks have a daily drawing fundraiser that might be something the NYSACVC would want to look at further.

At this time Mr. DiDomenico asked for a motion to authorize the expenditure of \$1000.00 in support of the CMCI. *Upon a motion made by Mr. Koury and seconded by Ms. Bond, the expenditure of \$1000.00 was authorized to support the operating costs of the 2010 CMCI.*

President DiDomenico asked if there was any other old business. Hearing none, he moved to the next item on the agenda, New Business.

The first item of new business was a motion to authorize the expenditure of funds to committee members to attend the IIMC Region I meeting in Providence, RI. *Upon a motion made by Ms. Bonomo and seconded by Mr. Ridgway, the expenditure of funds to cover the hotel, registration and travel costs to attend the Region I meeting by committee members was duly approved.*

Mr. DiDomenico again reported that the 64th Annual IIMC Conference would be held in Reno, NV and that he would be attending to represent the association.

The last item of new business Mr. DiDomenico discussed was the planning session for the 2010 Fall Training School. He stated that the planning meeting would be held on March 11th instead of in April as it usually had been in the past. He stated that it was his intention to discuss the "newbie session" and his concerns over the structure of that session. He stated that at the 2009 session, there were complaints about noise and the unstructured nature of the session. He also stated that he would adamantly express his belief that the newbie session should be held on Tuesday morning, early in the morning. He stated this would be better since people would not be pre-occupied with checking into the hotel and rushing to get to the session.

There was a brief discussion about getting the list of new registrants from NYCOM to possibly to a mailing prior to the school to inform new registrants about the school and what would occur during the week. It was decided that a mailing would not be done.

Mr. DiDomenico reminded the committee that the next meeting would be held in Skaneateles, NY on April 29-30.

An additional item was brought up by Mr. DiDomenico at this time regarding the Distinguished Service Award. He stated that in 2009 there were two very qualified candidates for the award and Mr. Plowinske from the Office of the State Comptroller was chosen as the recipient. He stated he would like to see the Award Committee give the designation to the other candidate that was under consideration. The committee concurred with Mr. DiDomenico and that second name would be relayed to the Award Committee for final action/recommendation.

There being no further business, *upon a motion made by Mr. Koury and seconded by Ms. Bond the meeting was duly adjourned at approximately 2:40 p.m.*

Respectfully Submitted,
James R. Koury, Secretary, NYSACVC

APPROVED