

**New York State Association of City and Village Clerks
Executive Committee Meeting
Albany, NY – February 24, 2008**

Members Present: President Brian Ridgway, 1st VP Louis DiDomenico, Director Sheila Hay-Gillespie, Secretary Jim Koury, Treasurer Bonnie Page.

Members Absent and Excused: 1st VP Daniel P. Borchert, Director Randy Bond, Immediate Past President Lisa Copeland

Guests Present: Shawn Cullinane, Association Counsel

President Ridgway called the meeting of the Executive Committee to order at 1:15 p.m. He wanted to recognize the passing of Daniel Smatko (Fort Edward), Helen Averso (Muncey Park), and Brenda McConnell's (Brownville) mother. He stated that he had extended condolences on behalf of the NYSACVC.

Mr. Ridgway called for presentation of the Secretary's Report. Mr. Koury stated that he had circulated the minutes from the November 18, 2007 meeting. *Upon a motion made by Ms. Page and seconded by Mr. DiDomenico, the minutes from the November 18, 2007 meeting were duly approved and ordered filed.*

Mr. Ridgway asked Ms. Page for the Treasurer's Report. Ms. Page distributed the reports for October, November, December 2007 and January 2008. She stated that the association is doing well financially. Mr. DiDomenico had questions regarding the hospitality and IIMC Regional meeting attendance lines and inquiring of the status. Ms. Page stated that the cost for the hospitality was more due to the requirement to hire union bartenders. She also stated that the association did pay for Executive Committee members to attend the IIMC Regional meeting. *Upon a motion made by Mr. DiDomenico and seconded by Mr. Koury, the Treasurer's Reports for the months of October – December 2007 and January 2008 were duly approved.*

Mr. Ridgway then called for Committee Reports.

Mr. DiDomenico presented the report for the 100th Anniversary Planning Committee. He stated that he would develop a budget. He also stated that he had a number of ideas he wanted to present to the Executive Committee. First, he thought a journal to be given to the membership and vendors compiling the history of the association, its past presidents and awards given would be a good item to distribute as a commemorative of the 100th anniversary. He also thought a nice collage of pictures for the journal would be a nice addition. He continued stating that it would nice to give out the journal as well as the annual welcome gift.

Second, he inquired about the anniversary pin and whether there were plans to proceed with that. After some discussion, Ms. Page stated she would investigate pricing and report back to the Executive Committee. She stated she would also look into the Past President pin that has been discussed at prior meetings.

Ms. Hay-Gillespie gave her Membership/Directory Committee Report at this time. She stated that there were 605 entries on the overall list with 485 paid members. She stated that she was making progress with the Information Manual and Membership Directory and that it would be mailed directly to the membership by General Code Publishers.

Mr. Cullinane then provided an IIMC update as the IIMC Liaison. He stated that he wanted to report on a number of items. First, the NYSACVC Annual Meeting would be listed in the IIMC Bulletin. Second, the Region I meeting would be held March 27-28 in Saratoga Springs at the Gideon Putnam. He also stated that he would contact the Capital District Clerks Association to inform them of the meeting in order to increase attendance by New York Clerks at the Regional Meeting. Third, he asked about the donation to the Region I Director Fund that had traditionally been done in the past. He stated the purpose of this fund

was to support the Region I Directors since IIMC did not financially support the various regions in terms of mailings, advertising, etc. After some discussion it was agreed to continue the past practice and donate \$500 to the Region I Director's Fund. He stated that he would have the Region I Directors send an invoice for payment of the funds. Next, he reported on the Education Forum that would be summarized at the Atlanta Conference in May. He stated there was some controversy for MMC coursework due to the 2007 changes. He stated that those entering the MMC Academy in 2007 and 2008 would be grandfathered but those coming in 2009 would have to adhere to the new regulations. Last, he stated that Sharon Keesler from Ohio was running for 2nd VP and that due to changes made in the Constitution at the 2007 conference, all members would be able to vote for 2nd VP and not just those attending the conference. He stated that this was a very important and worthwhile change to allow more participation in the election process.

Ms. Page presented the RMC Committee Report. She handed out the summary report and asked if anyone had any questions. Mr. Cullinane stated that in the future it might be helpful if the current certified members should be put in the front, at the beginning of the list, in order to better understand the current status. Ms. Page stated that would not be a problem to do. She also stated that if there were any changes that needed to be made to forward them to her.

Mr. DiDomenico reported on the CMCI Planning Committee Meeting. Mr. Koury stated that he was not able to participate in the telephone conference meeting and deferred the summary to Mr. DiDomenico. Mr. DiDomenico stated that Mr. Howe and his staff had been diligently working on the institute and some changes will be in place for the 2008 Institute and Academy and reported the following: 1) Master classes have been extended to Thursday morning; 2) Registration fees are the same as last year; 3) More sponsors will be sought in order to offset costs of the week; 4) the brochure has been sent out; and 5) a survey will be sent in regard to the computer classes to be held and what types of topics attendees would want to have as part of the class.

Mr. Ridgway asked if there were any additional committee reports. Hearing none he moved on to the next item on the agenda dealing with the status of the Regional Managers. He once again reiterated his summary of the role of the managers from the prior meeting and asked that if there were any suggestions and/or comments moving forward to get them to him. Overall, he felt that the regional notification network was working effectively.

Mr. Ridgway then moved on to Old Business. He stated that there were a number of items he would like to address as follows:

1. Approval of payment to Pat Farrell: Mr. Ridgway stated the amount of \$158.59 was to cover the cost of dinner for Pat and his wife since he played the piano for a few hours the last night of Fall School. After some discussion, *a motion was duly made by Ms. Page and seconded by Mr. Koury to pay Mr. Farrell the stated amount and was duly approved.*
2. Tug Hill: Mr. Ridgway asked that a payment of \$100 be approved to support the Tug Hill Conference. *Upon a motion made by Mr. Koury and seconded by Mr. DiDomenico, the payment of \$100 in support of the Tug Hill Conference was duly approved.*
3. Plaques: Mr. Ridgway stated that the plaques for Ms. Giliberto and Ms. Morgiewicz were given to them at a party in their honor given by NYCOM. He stated he provided photocopies of the plaques. He stated the plaques were very much appreciated.
4. NYALGRO Session: Mr. Ridgway stated that Mr. Koury would be presenting the session at the annual NYALGRO School in Corning, New York in June dealing with clerk certification programs.
5. Recruitment Ads: Mr. Ridgway stated that the recruitment ads on the website were moving forward.
6. Opinion of the NYS Comptroller: Mr. Ridgway reported that he was contacted from a fellow Clerk who asked if an option had been or could be written to better describe vacation and sick-time that is

granted to elected official and a appointed official. Information was gathered and provided to the Clerk who had raised the question.

Mr. Ridgway asked if there was any additional old business to be discussed. Hearing none, he moved on to "New Business." He stated that there were a number of items he would like to address as follows:

1. Southern Tier West Conference: He stated that the STW Conference would be held on May 7th and they were requesting a \$200 contribution to the conference. After some discussion, *a motion was made by Mr. DiDomenico and seconded by Mr. Koury to contribute \$100.00 to the STW for the local government conference was duly approved.*
2. Status of Tom Augustini: Mr. Ridgway reported that Mr. Augustini was no longer the Village Clerk-Treasurer of Johnson City and that he would be taking a position with PERMA.
3. Bulletin: He stated that the Bulletin was moving forward and that there would be only a Fall/Winter and a Spring/Summer Issues from now on. Mr. Koury stated that if that was to be the case, the advertisers that have already paid for three annual issues need to be notified that there will only be two per year. Mr. Ridgway stated that he would take care of that.
4. Calendar of Events: Mr. Ridgway reviewed the calendar of events as updated February 22, 2008.
5. IIMC Conference: Mr. Ridgway reported that the annual IIMC Conference was to be held in Atlanta, GA from May 18-22 and inquired as to who would be attending. Mr. Koury stated that he had sent in his registration materials and was booked at the main hotel.
6. Next Executive Committee date: Mr. Ridgway stated he would notify the Executive Committee as to when the next meeting would be held and the location.

Mr. Ridgway asked if there were any additional items of "New Business" to be discussed.

There being no further business before the Executive Committee, *upon a motion made by Mr. Koury and seconded by Ms. Page, the meeting was duly adjourned at approximately 3:00 p.m.*

Respectfully Submitted,

James R, Koury
Secretary, NYSACVC

/jrk