

**New York State Association of City and Village Clerks
Executive Committee Meeting
The Sherwood Inn, Skaneateles, NY – April 25, 2008**

Members Present: President Brian Ridgway, 2nd VP Daniel P. Borchert, Director Randy Bond, Secretary Jim Koury, Treasurer Bonnie Page.

Members Absent and Excused: 1st VP Louis DiDomenico, Director Sheila Hay-Gillespie and Immediate Past President Lisa Copeland

Guests Present: Shawn Cullinane, Association Counsel

President Ridgway called the meeting of the Executive Committee to order at 9:00 a.m. in the West Porch of The Sherwood Inn. He thanked everyone for attending the meeting.

Mr. Ridgway called for presentation of the Secretary's Report. Mr. Koury stated that he had circulated the minutes from the February 24, 2008 meeting. *Upon a motion made by Ms. Bond and seconded by Mr. Borchert, the minutes from the February 24, 2008 meeting were duly approved and ordered filed.*

Mr. Ridgway asked Ms. Page for the Treasurer's Report. Ms. Page distributed the reports for February and March 2008. She stated that the association is doing well financially. *Upon a motion made by Mr. Borchert and seconded by Ms. Bond, the Treasurer's Reports for the months of February and March 2008 were duly approved.*

Mr. Ridgway then called for Committee Reports.

In Mr. DiDomenico's absence, Mr. Ridgway presented the report for the 100th Anniversary Planning Committee. He reviewed the memo that Mr. DiDomenico had sent to the Executive Committee prior to the meeting. Mr. Ridgway provided some additional information on a number of issues raised by Mr. DiDomenico in his e-mail.

Mr. Ridgway stated that a commemorative book would be produced that contained ads and other pertinent information about the association, its history, past presidents, current officers and similar items of interest and would be distributed to the members along with a meeting folder at the Fall Training School to be held in Lake Placid. He continued stating that an ad mailing was done and Mr. DiDomenico was to follow through with the mailing. Mr. Ridgway reported that the association would pay for Past President lunches but if they wanted to stay overnight, they would have to take care of that expense. Additionally, the balloons would be purchased from a local florist in Lake Placid, and the cups and napkins with the logo on them would be used each night of the school. Mr. Ridgway stated that the "padfolio" looked good and that it was dark blue. Last, the fireworks would occur as long as there was a sponsor for the cost. NYSACVC funds would not be expended.

At this point Mr. Ridgway called Mr. DiDomenico on a conference call in order to allow him to address any questions committee members might have.

Mr. DiDomenico greeted all and addressed the gift (the padfolio). He stated it would have the round logo on it. Members would receive the padfolio as well as the commemorative journal upon registering for the school. Gift baskets and tickets were also discussed. The baskets would be donated by individual members and/or local associations and tickets could be purchased at any office product store, Wal-Mart, or similar retail establishment.

There being no other questions or topics to discuss regarding the Centennial, Mr. DiDomenico departed the conference call and the meeting.

Mr. Ridgway asked for the Membership Committee Report. Ms. Page stated that she had been in contact with Ms. Gillespie about the Membership Committee activities. She stated that a letter was distributed to

non-members on or about February 1st. It was felt that the regional members could reach out to those on the list to contact them to follow through with the letter. Ms. Page gave the list of non-members to which the letter was sent to Mr. Ridgway who stated he would forward it to the Regional Directors to follow through with. Mr. Ridgway thanked Ms. Page and Ms. Gillespie stating that their efforts were very much appreciated and expressed his thanks to the both of them.

Mr. Ridgway recognized Association Counsel Shawn Cullinane to provide the committee with the IIMC Region I Update. Mr. Cullinane stated that the IIMC Region I meeting was held March 26-27 and out of the 50-55 attendees, 20 were from New York State. There was a tour of the Saratoga Museum and Linda Cohen (ME) and Bernice Dixon (CT) did a great job organizing the tour and the meeting arrangements. Mr. Cullinane stated that the rotation for the Director's spot would next go to Rhode Island in 2009. Then subsequent to RI it would be MA, VT and then back to NY.

As the IIMC Liaison, Mr. Cullinane continued to report on activities at IIMC. He stated that for a number of years, IIMC had been pre-occupied with various issues such as pending litigation, the former director's trial and other financial issues. He stated that IIMC has brought on new staff and the organization has begun to move forward once again. He stated that the finances have also stabilized. He continued reporting that the IIMC Annual Conference would qualify for 4 points for certification credits for the MMC.

He stated that he was serving on the Property Task Force and would be meeting at the IIMC Conference in Atlanta. He stated that the task force would be looking at real property issues in terms of the building housing the main headquarters in Rancho Cucamonga. He stated that there were some concerns with the building and the task force would be developing some broad based, comprehensive recommendations for the Board of Directors to consider.

Last, he stated that the 2nd Vice President would be elected on an organization-wide ballot since the by-laws were changed to allow for this. The result of the election would be announced at the Annual Conference.

Mr. Ridgway thanked Mr. Cullinane for his report and asked for the RMC Committee Report. Ms. Page stated that there were 59 active RMC's and 23 renewal notices would be sent.

Mr. Koury stated that he felt that a lot of the membership still really did not know why they want to get the RMC. He stated that the issues in the past have been that many member's boards do not see the benefit in continuing education and many were just not supportive. He stated that at one time, it was felt a mailing to the Mayor's in the municipalities would be beneficial and to help encourage their clerks to get certified. Mr. Cullinane stated he would assist Ms. Page with public relations in order to get the word out better.

Mr. Ridgway stated that in Mr. DiDomenico's absence, he would report on the Scholarship Applications. He stated that there were currently eight applicants for scholarships to attend the July CMCI at Cornell University.

President Ridgway moved on to Old Business and recognized Mr. Koury for a report on the CMCI Planning Committee meeting. Mr. Koury stated that the committee met in Ithaca, NY on April 21st. Mr. Koury stated the committee discussed a variety of topics including guidelines for missing a class, a revised approach to the Learning Action Plan, sponsorships, marketing/updates on registrations, a new cancellation policy, a banquet speaker, class curriculums/schedules and the new IIMC course review process. He stated he would keep the Executive Committee apprised of the committee's work/planning efforts in terms of the CMCI.

Mr. Ridgway moved on to New Business. The first topic was an update on the status of The Bulletin. He stated he had been working on the new issue. He informed the committee that The Bulletin would be published twice annually, instead of three; Spring/Summer (June) and Fall/Winter (November). Mr. Ridgway expressed concern that the budget code may not contain enough money to cover the cost to publish the upcoming issue and thought a transfer might be appropriate.

After some discussion a motion was made by Mr. Borchert and seconded by Mr. Ridgway that all transfers that may be needed through the end of the fiscal year be authorized. The motion was approved by the Executive Committee.

Mr. Ridgway discussed the status of the website and the changes made. He stated that there had been a request for web advertising and he wanted to know how the committee felt about that. Without benefit of a motion, all agreed that there was no real concern with having website advertisements.

The By-Law Report was next on the agenda. Mr. Ridgway stated that Mr. Cullinane, Association Attorney, would be reviewing the bylaws since any changes had to be proposed and sent to the membership prior to the Annual Meeting in September at the Fall Training School. Mr. Ridgway asked that all committee members review the bylaws and make suggestions to Mr. Cullinane.

Mr. Ridgway next touched on officer nominations. He stated the nominations process would begin in July. He stated that existing committee members, if they wish to serve again, should inform the chair of the Nominating Committee. He continued stating that having a list of associations around the state would be a good idea in order to recruit new people to association committees.

Mr. Ridgway continued with new business stating that he, Mr. DiDomenico and Mr. Borchert attended the Fall Training School Planning meeting on March 14th. He stated that the meeting was a nice review of the upcoming school.

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. Borchert and seconded by Mr. Koury, the meeting was duly adjourned at approximately 11 a.m.*

Respectfully Submitted,

James R. Koury
Secretary, NYSACVC

/jrk