

**New York State Association of City and Village Clerks  
Executive Committee Meeting  
Owego, NY – April 27, 2006**

Members Present: President Lisa Copeland, 1<sup>st</sup> VP Brian Ridgway, 2<sup>nd</sup> VP Louis DiDomenico, Secretary Jim Koury, Director Jeanette Viegelmann, Treasurer Shirley Sanfilippo, Incoming Treasurer Bonnie Page and Immediate Past President Kathie Montigelli.

Members Absent: Director Daniel Borchert

President Copeland called the meeting to order at 1:30 p.m. at the Owego Treadway Inn, Owego, New York.

President Copeland called for the Secretary's Report. She asked if there were any changes to the minutes from the November 13, 2005 minutes. *Hearing none, a motion was made by Mr. Ridgway and seconded by Ms. Viegelmann to approve the minutes.* The minutes were approved.

Ms. Copeland then called for the Treasurer's Report. Ms. Sanfilippo summarized the November, January, February and March reports. Mr. Ridgway had a question on a mileage reimbursement and whether the association had received a "thank you" from the Louisiana Clerks' Association for the donation made in the amount of \$500.00. President Copeland stated that she had not received any notification. *Upon a motion made by Mr. Ridgway and seconded by Ms. Montigelli, a motion was approved to close the Katrina account and put the excess funds, if any, into the Endowment Fund.* President Copeland then called for a motion to approve the Treasurer's Reports. *Upon a motion made by Mr. Koury and seconded by Mr. DiDomenico, the treasurer's reports for November to March were duly approved.*

Mr. Ridgway also brought up the issue of the deficit in the hospitality line. Ms. Sanfilippo stated that the bill for the prior year had come in after the end of year report. After some discussion it was decided to just let the deficit ride until later in the year and then a budget transfer could be done when there is a better handle on where the association's finances stood.

Ms. Sanfilippo added that she had to manually correct the e-mail addresses in the directory list since they were such a mess. She also reported that dues are ahead of the budget. She felt that that was due to the increase in dues. She stated that 109 persons did not renew their memberships.

It was decided that Ms. Haye-Gillespie, the Chair of the Membership Committee, would be contacted to come up with a game plan for updating the membership list in preparation of the Fall School in October. Mr. Koury stated that he would follow through with a phone call to Ms. Haye-Gillespie.

Ms. Copeland then called for the Education Report. Ms. Montigelli stated there were some issues to be dealt with as per Mr. Hattery's letter. The first issue was the composition of the Planning Committee for the Clerk's Institute. She stated that there was a need to shift around the membership on the committee to get new ideas, etc. After some discussion it was decided that Ms. Montigelli, Ms. Viegelmann and Mr. Koury would be the upcoming years' representatives on the planning committee; membership to take effect after the July school at Cornell, in order to

allow those currently serving on the committee to finish out the completion of the year with the culmination of the school.

Ms. Montigelli stated the second issue in Mr. Hattery's letter dealt with the deficit in the school budget and the request made by Mr. Hattery of the Clerk's Association to contribute \$900.00 toward the deficit. The Town Clerk's Association had already agreed to contribute an equal amount. Ms. Montigelli said the quality of the program is fantastic and greatly exceeds the Syracuse school.

A lengthy discussion ensued on the deficit and whether it was feasible to continually contribute to take care of a deficit situation. Some suggested that the Endowment Fund could be used as a funding source for the subsidization of the school. Mr. Ridgway stated that in the future he would like to see a report on expenses to further clarify why there is a deficit and have Mr. Cullinane, the Association Counsel, to look into other ways of funding support for the school.

*Upon a motion made by Ms. Montigelli and seconded by Mr. DiDomenico, a motion was made to contribute \$900.00 from the existing Endowment Fund. The motion was duly approved. Additionally, the committee had another lengthy discussion over the appropriate name for the Endowment Fund. Upon completion of the discussion a motion was made by Mr. Koury and seconded by Ms. Viegelmann to change the name of the Endowment Fund to the "Municipal Clerks Education Fund."*

Ms. Copeland called for the RMC Committee Report. Ms. Page, Chair of the RMC Committee, summarized the list of RMC's that she handed out to everyone. The list was a summary of those receiving/having their RMC's since the 2005 Fall School.

Ms. Copeland then moved on to old business. The first item on the agenda was the website. Mr. Ridgway stated that he had taken on this issue from the Secretary in conjunction with Mr. DiDomenico. He stated that the purpose of the website was to be an educational and communication tool. He stated that the website needed a good facelift. He looked into having an outside company redesign the website and the cost ranged from \$1,200 to 2,500. He also stated the had called Mr. Cadman at General Code and expressed some of the concerns that the committee had in terms of getting the site updated and the turn around time to do so. Mr. Cadman talked with his staff, specifically the point person for the website and he had informed Mr. Ridgway that the turn around time for getting updates loaded would be 2 days. After some discussion it was decided that the association would not expend any funds, maintain the relationship with General Code and would use the Fall School as a deadline to see how things were going.

The next item under old business was the tax exempt status. There was no report. Ms. Copeland stated she would contact the Association Counsel to see what the status was and what the delay was about.

Ms. Copeland then reviewed the IIMC Region I meeting held in New Paltz at the Mohonk Mountain House. Ms. Copeland stated that there were 25 New York State clerks in attendance. She stated that issues discussed included voting at the Annual Conference and having to be there to vote, summarized the cyber security program given by Mr. Stan France and she stated a presentation was also given by the Mohonk Mountain House Archivist.

The issue of purchasing a Past President's pin was again discussed. After some discussion, Ms. Page stated that she would get some information on pins and will also check on getting a Past President's pin. She would get a cost estimate and e-mail it to the committee.

Ms. Montigelli stated that she would like to "bag" the issue of term limits. All agreed but Ms. Copeland stated that she would still be interested to see how long some folks served in those positions. Mr. Koury stated that he could most certainly look into that for her.

The issue of auditing the association books was again discussed. It was the intent of the committee to have 2 audits done instead of one, just to keep an eye on finances, given the situations had in the past. It was decided that Louie and Brian would do a second audit of the books and present those findings to the committee.

Ms. Copeland asked if there was any other old business from the floor. Ms. Sanfilippo stated that the scholarship amount had to be set. She had stated that the Scholarship Committee determined who would get a scholarship but the Executive Committee had to set the amount of the scholarships. A question was asked in regard to who sends the money; the association of the municipality. As per the by-laws the Association would pay the Institute directly. *Upon a motion made by Mr. Koury and seconded by Ms. Montigelli, a motion was made and seconded to set the scholarship amounts as follows: CMC - \$250.00, MMC - \$125.00.* The motion was duly approved.

There being no additional old business, Ms. Copeland continued with the agenda and moved on to New Business. She stated that she would like to formally appoint Ms. Bonnie Page as the new Association Treasurer to replace Ms. Sanfilippo, who had to vacate the position due to her retirement from the City of Jamestown.

The next item of new business was the issue of the payment of the stipends. Mr. Koury stated that he was bringing this issue up without reference to any particular situation. He stated that due to the resignations of certain officers from the committee, the stipends were paid up front and there was no money left to give the new officers. After some discussion, *upon a motion made by Ms. Page and seconded by Mr. DiDomenico, it was decided that the stipends for Treasurer, Bulletin Editor and Secretary would be made on a quarterly basis beginning on October 1, 2006.* Ms. Sanfilippo stated that she would be giving Ms. Page the portion of the stipend that she would be entitled to. All stated that that was not necessary and that the issue was not brought up because of this. However, Ms. Sanfilippo insisted.

The next issue of new business was the Fall Training School planning. Ms. Copeland stated that the Fall Training School had been relocated to Albany, New York and would be held at the Crowne Plaza in Downtown Albany. She also stated that the date had to be changed from the original September dates to October 2 - 6, 2006. She stated that there was one other conference going on at the same time at the Crowne Plaza but the hotel was going to investigate the possibility of having that group change their plans so all attendees of the FTS could stay at the Crowne.

Another issue discussed was the "newbie" session held on Monday night. All agreed that a new format was needed, as last year's format was rather loose and sort of ineffective. After some discussion it was proposed that Mr. Baynes would provide a welcome statement, the President of the Association would make some comments and then a review of the weeks' events would occur with an explanation of key events that should be attended.

The next issue discussed was the gifts. It was decided that the expenditure for the gift would be \$6.00 -7.00 and not to exceed \$2,000.00. Ms. Vikery of Little Falls would be notified of the committee's wishes.

The hospitality room was then discussed. Ms. Montigelli felt that the hospitality room needed some "sprucing up" in terms of the amenities. It was decided that she, Mr. Ridgway and Mr. Koury would serve as the hospitality committee.

Other issues discussed included the following:

Registration table: The chair would send out a list ahead of time to see who could volunteer to work the table.

Distinguished Service Award: *A person was selected by the committee and would be referred to the Awards Committee upon a motion made by Mr. Montigelli and seconded by Mr. Ridgway.*

Ms. Montigelli felt that the award winners had to be hyped up much more than they have been in the past, as it is an honor to receive the Clerk of the Year Award and the Distinguished Service Award.

Ticket Rolls: Someone volunteered to purchase ticket rolls for the 50-50.

There being no further business before the Executive Committee, upon a motion made by Ms. Montigelli and seconded by Ms. Copeland, the meeting was duly adjourned at 5:00 p.m. until the next scheduled meeting to be held at the Fall Training School in October. As was the case before, if a meeting was required before then, one would be set up. Otherwise business that needed to be transacted could be done by e-mail.

Respectfully Submitted,

James R, Koury  
Secretary, NYSACVC

/jrk

List of Things To Do:

Website updates by the Fall School or sooner - Ridgway

Fall school gift needs to be agreed upon and ordered – Page

Script needs to be communicated to NYCOM regarding the "newbi" introduction on first night – Exec. Committee

Contact Sheila Haye-Gillespie about strategy for updating membership – Koury

"Sprucing up hospitality" strategy – Montigelli, Ridgway, Koury