

**New York State Association of City and Village Clerks
Executive Committee Meeting
Owego, NY – The Owego Treadway Inn – April 28, 2005**

Members Present: President Kathie Montigelli, Director Brian Ridgway, Director Louis DiDomenico, Treasurer Vikie Strong, Secretary Jim Koury, and Immediate Past President Shirley Sanfilippo.

Members Absent: First VP Lisa Copeland, Director Tom Augustini

President Montigelli called the meeting to order at 1:40 p.m. at the Owego Treadway Inn in Owego, New York.

President Montigelli called for the Secretary's Report. She asked if there were any changes to the minutes from the November 14, 2004 minutes. Hearing none a motion was made by Mr. Ridgway and seconded by Ms. Strong to approve the minutes. The minutes were approved.

Ms. Montigelli then called for the Treasurer's Report. Ms. Strong distributed the appropriate reports to committee members. Ms. Strong stated that as of the date of the meeting there was \$13,209.00 in the account. Ms. Montigelli asked how the association's finances were. Ms. Strong stated that the association was doing fine.

Ms. Strong did state that dues were down approximately \$800.00 +/- . Mr. Koury stated that after Ms. Strong did the final reminder mailing that he would convene the Membership Committee.

Mr. DiDomenico inquired about the miscellaneous line. Ms. Strong stated that was the refund of scholarship money back to the association.

Mr. DiDomenico asked if it might be more beneficial to utilize the website for the distribution of the dues statements.

Mr. DiDomenico inquired about the fundraising line and the fact that no funds had yet been received. The committee explained that the bulk, if not all, of the association's fundraising was done at the Fall Training School and that is why there is no receipt of funds at this point in time. Mr. Ridgway and Mr. DiDomenico suggested that the association do a fundraiser at the school; having Mr. Patrick Farrell, a clerk and entertainer, perform and have a cover charge to see him. Ms. Montigelli stated that she would raise this possibility at the Fall Training School Planning Meeting to be held in Lake Placid in May.

Ms. Montigelli asked for a motion to approve the Treasurer's Report. Upon a motion made by Mr. Ridgway and seconded by Mr. Koury, the Treasurer's Report was approved as submitted.

Ms. Montigelli stated that she would jump to new business so action could be taken on Ms. Lee's resignation from the committee and to appoint Mr. DiDomenico to replace her, as Mr. DiDomenico could not vote on any issues before the committee until she has officially accepted Ms. Lee's resignation and appointed Mr. DiDomenico.

Ms. Montigelli stated that the committee would regretfully accept Ms. Lee's resignation. Ms. Montigelli also reported that Ms. Lee had accepted another position and was no longer the Village Clerk in Cooperstown.

Ms. Montigelli then officially appointed Mr. DiDomenico to the Executive Committee of the New York State Association of City and Village Clerks. All welcomed Mr. DiDomenico to the committee.

Ms. Montigelli then went back to the committee reports as per the agenda.

The first report was that of the Education Committee, given by Ms. Montigelli. Ms. Montigelli stated that she had a busy month coming up in May as follows:

May 12th: Southern Tier West Local Government Conference at Houghton College.

May 13th: Cornell Institute Meeting. She stated that this year, 2005, there would be a CMC Institute as well as a one-day Academy session. She also stated that this year would be the first graduating class since going to Cornell University. She stated graduation would be on July 27th and thought it would be good if the committee members could attend the banquet.

The next report was the RMC Committee Report. Ms. Montigelli stated there was no report, as Ms. Page was not present at the meeting. However Ms. Strong stated that one check had been received from the Village of Sands Point.

The next report was the Scholarship Committee Report. Ms. Sanfilippo stated that there were 6 applications for scholarships for the Institute.

Ms. Sanfilippo had some questions regarding eligibility for scholarships. She stated that one had to have membership in both IIMC and the NYSACVC for one year. However, the Directory only says one has to be a member of IIMC. Ms. Sanfilippo wanted to know what would be best; to have the applicant be an IIMC member at the time of application and maintain the one year membership requirement for the NYSACVC.

Mr. Ridgway inquired whether or not there were any scholarship criteria in the by-laws. He stated that somehow there should be a formalization of scholarship criteria.

Ms. Sanfilippo made a motion that any applicant for scholarship needed to be a member of the NYSACVC for 1 year and a member of IIMC at the time of application for scholarship. Mr. Koury seconded the motion. Ms. Montigelli asked for discussion on the motion. Hearing no further comments, the motion was duly passed.

Mr. Koury stated that he would make sure that the Directory and Information Manual was consistent with the newly approved motion.

Ms. Sanfilippo made an additional motion that the Executive Committee establishes the scholarship amount and informs the Scholarship Committee of the amount. Ms. Strong seconded the motion. Ms. Montigelli asked for discussion on the motion. Ms. Sanfilippo stated that that the way it was before, the Scholarship Committee would set the amount and then notify the Executive Committee. Mr. Koury stated that he did not feel that was appropriate, as the Executive Committee should have complete control over the association's finances. Upon hearing no further comments, the motion was duly approved.

As a result of the prior vote, it was the consensus of the committee that the scholarship amount for the institute be set at \$200.00. The committee also felt that it needed to recommend some clarifications and tighten up scholarship procedures/policies.

Ms. Montigelli stated that she would also call General Code Publishers to check on their contribution to the Scholarship Fund.

Mr. Montigelli then gave a summary of the IIMC Region I meeting resolution that was passed at the meeting held in Massachusetts based upon a report submitted to her by Mr. Cullinane. She stated that a motion was passed to recommend that the waiting period between the various levels of the MMC Certification be reduced to one year instead of 2 years.

Upon a motion made by Mr. DiDomenico and seconded by Ms. Sanfilippo, a resolution was proposed that the NYSACVC support the change in the 2 year waiting period to a 1 year minimum. Upon hearing no further discussion of the motion, it was duly passed.

The next topic was that of the tax exempt status of the association. Mr. Cullinane reported to Ms. Montigelli that he was still working on it but was waiting for the copies of The Bulletin from Mr. Koury. Mr. Koury stated he would get those to Mr. Cullinane and apologized to Ms. Montigelli for the delay.

Ms. Montigelli inquired what the association's filing status would be upon receipt of tax exempt status. Ms. Montigelli stated that she would ask Mr. Cullinane to look into it.

Ms. Montigelli then stated that some discussion was needed in relation to the "holes" in the committee membership due to Ms. Lee's departure. She stated that Lori Cashel, Chair of the Conference/Registration Committee, was happy to not have a replacement, as she pretty much takes care of the conference registration preparation. After some discussion the following replacements were made:

RMC Committee: Mr. Louis DiDomenico
Education Committee: Ms. Brenda McConnell
Scholarship Committee: Ms. Sue Davis

Nominating Committee: Randy Bond stepped down. The committee is now comprised of Mr. Cullinane, Ms. Page, Mr. Koury (3 Past Presidents) and Ms. Jeanette Viegleman and Ms. Sheila Gillispie.

The next item of business was the letter from Mr. George Vitti regarding housing the association's website. Mr. Vitti had contacted Mr. Koury and he (Mr. Koury) stated to Mr. Vitti that he would present the idea to the committee at the April meeting.

After some discussion it was decided that the NYSACVC would wait to see how the Town Clerk's liked Mr. Vitti's software and how their site looked.

Ms. Montigelli then stated that she had received a letter from the Ohio State Clerk's Association asking that the New York Association approve a resolution to oppose the Bachelor's Degree requirement for the MMC. Mr. Ridgway felt that this requirement might help the clerk's profession.

Mr. Koury made a motion seconded by Ms. Sanfilippo to oppose the Bachelor's requirement.

Ms. Montigelli stated that she really did not think that there was enough information to make a motion for a resolution. Therefore, Mr. Koury withdrew his motion and Ms. Sanfilippo withdrew her second. Ms. Montigelli stated she would write to the Ohio Clerks representative to inform them of New York's action.

Ms. Montigelli stated that the Fall Training School Planning meeting would be held on May 16th. She again stated that she would bring up the Pat Farrell idea to see if it can be integrated into the program somehow. She also stated that the "blue dot orientation" would be Monday after dinner; the orientation would serve as a way to match up new clerks with seasoned persons and give them an overview of the school, etc. Last, she stated that there would be a golf tournament on Wednesday as well as tours.

She (Ms. Montigelli) continued stating that this year's school will be the 50th anniversary of the NYCOM/OSC FTS.

The next topic of discussion was the gift for the fall school. Mr. Ridgway inquired why a gift was given at all. After some discussion of Ms. Cashel's recommendations for a gift, it was determined that Mr. Ridgway would look into coffee mugs and get some quotes.

(Editorial Note: After additional discussion "post-meeting" the committee decided to go with Ms. Cashel's recommendation to purchase binoculars)

Continuing with the Fall School discussion it was decided that fundraising must be a concerted effort by all the Executive Committee. Everyone should be selling 50-50 tickets.

Mr. Ridgway stated that he had looked into the fleece pullovers. The price was too exorbitant (35-40/shirt). It was decided that the Executive Committee members would purchase their own pullovers and one would be ordered as a sample. The association would cover setup charges. It was felt that orders for the shirts could then be taken at the school using the sample and those being worn by the Executive Committee as models.

The award programs were discussed next. It was decided that a recommendation to award the Distinguished Service Award to XXXXXXXXX (name of award winner will be attached to original minutes in a separate envelope), was made. Ms. Montigelli was to notify the Awards Committee of the Executive Committee's recommendation.

There would be no President's Reception this year.

Last, it was decided that the committee would try to meet prior to dinner on the Monday of FTS week, tentatively set for September 19th at 5 p.m.

There being no further business before the Executive Committee, upon a motion made by Mr. Koury and seconded by Mr. Ridgway, the meeting was duly adjourned at 4:00 p.m.

Respectfully Submitted,

James R, Koury
Secretary, NYSACVC

/jrk