

**New York State Association of City and Village Clerks  
Executive Committee Meeting  
The Sherwood Inn, Skaneateles, NY – July 10, 2009**

Members Present: President Brian Ridgway, 1<sup>st</sup> VP Louis DiDomenico, Secretary Jim Koury, Treasurer Bonnie Page, Director Randy Bond, Director Sheila Hay-Gillespie, Immediate Past President Kathie Montigelli

Members Absent and Excused: 2<sup>nd</sup> VP Daniel P. Borchert

President Ridgway called the Executive Committee Meeting of the NYSACVC to order at approximately 9:15 a.m.

Mr. Ridgway called for the Secretary's Report and asked if any member of the Executive Committee had any changes to present. Ms. Montigelli questioned the section of the minutes dealing with the reimbursement to the Long Island Clerks Association for gift baskets. After some discussion, it was determined that there was no "reimbursement" but a "provision" of gift baskets for the Long Island Clerks Association meeting. Therefore the change to the February 22<sup>nd</sup> minutes would change the word "reimburse" in the motion to "provide."

Additionally, the original motion was made by Mr. DiDomenico and not Ms. Montigelli. The February minutes would also be amended to reflect this change.

Hearing no further comments or changes, *a motion was duly made by Ms. Bond and seconded by Ms. Montigelli to approve the minutes of the February 22<sup>nd</sup> Executive Committee minutes as amended.* The motion passed.

The next item on the agenda was the Treasurer's Report. Ms. Page presented the Treasurer's Reports for the months of February, March, April, May and June 2009. After some brief discussion, *a motion was duly made by Mr. Koury and seconded by Mr. DiDomenico to approve the Treasurer's Reports for February through June, 2009.* The motion passed.

Ms. Page stated that the committee should begin to start thinking about the proposed budget for 2009-2010 and the annual audit of the association's books to be done at the Fall Training School in Albany, NY. Mr. DiDomenico stated that given the current economic climate, the Budget Committee should be conservative on the expected revenue to be generated from member dues.

Additionally, Ms. Wharmby, Village of Fairport and Ms. Mitchell, Village of Camden, had agreed to do the audit and would give the Audit Report at the association's Annual Meeting to be held at the Fall Training School.

Mr. Ridgway called for Committee Reports and are presented as follows:

Membership: Ms. Page reported that there were 553 members with 68 unpaid memberships. She stated this number is somewhat under where the numbers should be at this point in time.

IIMC Update: Mr. Ridgway stated he was impressed with the overall conference held in Chicago. He felt it was very professional and well organized. He stated that President Mary Lynne Strata would be coming to the Annual Meeting in September and requested that the association consider paying for her lodging. After some discussion, *a motion was duly made by Mr. Ridgway and seconded by Ms. Page that the NYSACVC pay for one room for two nights at the Fall Training School in Albany, NY.* The motion passed.

Mr. DiDomenico stated that the Region I Directors should also be invited to attend. The Executive Committee felt that no remuneration other than lunch should be provided to the Region I Directors since they were relatively close to Albany. President Ridgway stated he would contact the Region I Directors.

Mr. DiDomenico summarized the status of the CMCI. He informed the committee that an e-mail was received from Mr. Howe and Ms. Prince regarding the registration for this year's institute. He stated that a decision was made to combine the first and second year classes together (9 registrants each). This was done due to the small number of registrants for each year. He continued stating that there were 14 third year registrants and 15 Masters students registered.

Mr. DiDomenico also informed the committee that third year students had to comply with the new education requirements and obtain 120 points in order to get their CMC's. Many were concerned that they would not meet the new criteria. He stated that Mr. Howe and Ms. Prince added classes on Sunday and Thursday in order to help make up the required points. He also stated that the action plan would qualify for points.

Last, he stated that the banquet would be held on the 22<sup>nd</sup> and the cost was \$60.00.

Mr. Koury stated that he wanted to reiterate the need to do a separate mailing apart from the dues mailing to help promote the CMCI. He was very concerned that if the associations did not start being much more proactive in promoting the institute that there would eventually once again, not be an institute in New York State. After some discussion, all agreed a mailing would be done in March or thereabouts to promote next year's CMCI.

Mr. DiDomenico stated that Cornell stopped doing a hard copy mailing and is e-mailing the registration form. There was a concern by some on the Executive Committee that some recipients were not getting the e-mail. Mr. DiDomenico stated that he would bring the issue up again at the next planning committee meeting to see if Cornell might be able to do a mailing as well in addition the e-mail. All agreed that receiving a mailing from the college was impressive and would be a good idea to continue to pursue.

RMC Committee: Ms. Page reported that there were 52 active RMC's with 9 renewals coming up. She stated that there was a clerk who retired that is now back in municipal service and wanted to renew her RMC instead of doing a new certification process. All agreed that the clerk in question should only be required to submit a renewal application. Ms. Page was to notify her of the committee's decision.

Nominations: Mr. Ridgway stated that Mr. Cullinane once again agreed to be the Chair of the Nominations Committee. He stated that all those members interested in continuing on the Executive Committee should get their intent letters to Mr. Cullinane.

Hearing no other committee reports Mr. Ridgway moved to the next item on the agenda, Regional Managers Status. Mr. Ridgway reported that Ms. Bonomo, Village of Camden, took Mr. Koury's place as the Region 2 representative. On an unrelated matter, Ms. Montigelli asked if Ms. Bonomo had submitted a letter of interest to serve on the Executive Committee. Mr. Ridgway asked Ms. Montigelli to make sure Ms. Bonomo knew to send a letter to Mr. Cullinane.

Ms. Montigelli stated she would like to return to the committee report discussion for a moment. Ms. Montigelli inquired about the Education Committee and it not being on the committee list making a report. She asked if there was even a need for the Education Committee any longer since there was the CMCI advisory committee in place now. She thought maybe the representatives on the CMCI Planning Committee representing the association could be the members of the Education Committee.

Mr. Ridgway felt there was a need for an Education Committee to look at the big picture and to make sure things got done, in terms of the mailing and such.

Ms. Montigelli stated she felt that the role of the Education Committee was not clear and that the function needed to be addressed and refocused in order to identify its role.

After some additional discussion, it was determined that the members of the CMCI Planning Committee representing the NYSACVC would indeed comprise the membership of the Education Committee. Those members would then work to redefine the functions of the Education Committee.

Mr. Ridgway moved on to Old Business as follows:

Bulletin: There was some discussion on whether the Bulletin should go totally “green.” Mr. Koury stated that the Bulletin was the one piece of correspondence that the membership received that was a hard link to the membership. He stated it was not his desire to see the Bulletin go “green” and that it should continue to be a hard copy mailing. After some discussion it was determined that the Bulletin would be once again printed 3 times a year and that the Directory was obsolete and would no longer be published since many of its components were now at the association’s website housed on the General Code Publisher servers.

NYCOM/OSC Fall Training School Planning Session: Mr. Ridgway reported that the planning session for the Fall Training School was held on April 14<sup>th</sup>. There was some concern on the part of the representatives from both the Clerk’s Association and Finance Officers Association that its recommendations were not really being seriously considered sometimes. It was felt that maybe both associations needed to be a bit more forceful in terms of the agenda items and the format of the school. Some representatives felt that some recommendations were made and then did not get followed through on or were ignored by NYCOM and the OSC.

CMCI Advisory Board: Mr. Koury’s term on the CMCI Advisory Board was to expire in July after the CMCI and a new person needed to be selected to take his place. After some discussion and *upon a motion made by Mr. DiDomenico and seconded by Ms. Montigelli, Ms. Gillespie would take Mr. Koury’s place on the Advisory Board for a 3 year term to begin at the completion of the 2009 CMCI.* The motion passed.

Mr. Ridgway stated that the new members of the CMCI Advisory Board/Education Committee would include Mr. DiDomenico, Ms. Gillespie and Mr. Borchert.

Ad for NYCOM 100<sup>th</sup> Anniversary Bulletin: *Upon a motion made by Ms. Bond and seconded by Mr. DiDomenico, the expenditure of \$100 was approved to place the ad in the NYCOM 100<sup>th</sup> Anniversary Commemorative Book.*

Wine Baskets for NYCOM 100<sup>th</sup> Anniversary/Annual Meeting: *Upon a motion made by Ms. Montigelli and seconded by Mr. DiDomenico the expenditure of \$150.00 was approved to purchase two baskets for the NYCOM 100<sup>th</sup> Anniversary/Annual Meeting.*

Scholarship Award Amount: After some discussion it was decided that the amount for this year’s CMCI should be \$300.00. *Upon a motion made by Mr. Koury and seconded by Mr. DiDomenico, an amount of \$300.00 was set as the scholarship award amount for the 2009 CMCI.* Mr. Ridgway stated that he would inform the Scholarship Committee Chair, Ms. Davis, Village of Churchville, of the committee’s decision.

By-Laws: Mr. DiDomenico brought up some issues with the bylaws that he had discussed with Mr. Cullinane. The issues included: 1) the 2<sup>nd</sup> Vice President was missing in the list of officers; 2) there was no term for the Past President identified and there was no provision for how that person would be determined if the Immediate Past President left municipal service as in the case of Ms. Copeland; 3) there was an even number of Executive Committee members and that could present an issue of there was a tie vote. Mr. DiDomenico felt the membership of the Executive Committee should be an odd number.

Ms. Bond suggested that the Immediate Past President could be an ex-officio member and vote only in case of a tie vote.

There was no resolution on how to proceed with these issues. Mr. DiDomenico wanted to bring them up to the committee’s attention. Most felt it might be too late to get any changes to the membership to be voted on at the upcoming Annual Meeting in September. The Bylaws Committee would take a look at the issues presented and report back to the Executive Committee.

Insurance: Mr. Ridgway notified the committee that the insurance policy for the officers would be expiring on October 31, 2009. He strongly suggested that an amount for the insurance be budgeted once again in the upcoming budget development process.

NYCOM Executive Committee Meeting: Mr. Ridgway reported that the big topic of discussion at the most recent NYCOM Executive Committee meeting was related to the consolidation bill proposed by Attorney General Cuomo. There was a feeling that this was going to create some serious issues for some municipalities.

Distinguished Service Award: The Executive Committee discussed the Distinguished Service Award for 2009 to be presented at the Annual Meeting. The Awards Committee would be notified of the selection. Also, Mr. Cullinane would be instructed to have a plaque made for the candidate selected.

Fall School Program: Mr. Ridgway distributed a draft of the Annual Meeting Program. After some discussion, some changes were made. Mr. Ridgway would finalize those changes.

Mr. Ridgway then asked if there were any other topics of New Business that needed to be discussed.

Fall Training School Gift: Ms. Montigelli asked about the gift and who was doing it. Mr. Ridgway said he would get some suggestions to the committee and get some feedback on how to proceed. It was felt that a classier gift should be purchased since there was some money in the budget not being expended elsewhere. The number of gifts usually purchased for the Annual School was 250 items.

Fall Training School Hospitality: Ms. Montigelli brought up the issue of the hospitality. She stated that she and Ms. McConnell would once again take care of the association's part and would coordinate with the Finance Officers. A discussion was held regarding the amount that the association would kick in to support the hospitality function. No decision was made since it was felt discussions with the Finance Officers had to be held first. However, it was not felt that the amount would exceed last year's budgeted amount of \$1000.00. Ms. Montigelli would report back to the committee on the status of her discussions with the Finance Officers.

CMCI Banquet: Mr. Ridgway stated that he had been invited to attend the closing dinner of the CMCI. He stated he and Mr. DiDomenico would be attending and flying to Ithaca. Mr. Ridgway encouraged the members of the Executive Committee to attend the banquet as well to show support for the graduating class and the others attending.

Mr. Koury stated he felt the banquet cost of \$60.00 was rather onerous and wanted to know if there was support for paying for half of the banquet cost as had been done in the past. After some discussion, it was felt that the full cost of the banquet should be borne by the NYSACVC if Executive Committee members wanted to attend. *Upon a motion duly made by Ms. Bond and seconded by Ms. Montigelli, the cost of the CMCI banquet of \$60.00 would be paid by the NYSACVC for any Executive Committee member that wished to attend.* The motion passed.

It was felt that Ms. Page should have the authority to transfer the money in the budget to take care of the flights to Ithaca and the banquet cost. All agreed and was done without benefit of a motion.

Hearing no other New Business, Mr. Ridgway stated he wanted to state that it was his pleasure working with the Executive Committee the past two years as President. He stated he felt that his goal of accountability was not met as he wished it to be. He stated more could have been done. He continued stating in terms of his other two goals there was improved communication and partnerships. He stated he would have further remarks on these issues at the Annual Meeting to be held in Albany.

He stated that the Executive Committee should pursue the list of clerk's organizations so the association could be more accountable to them. Ms. Montigelli and Mr. Koury stated that they would work on compiling the list for future reference.

Hearing no other business, Mr. Ridgway stated that the next meeting of the Executive Committee would be held on September 21, 2009 in Albany, NY at a time and location to be announced.

There being no further business, *upon a motion made by Mr. DiDomenico and seconded by Ms. Page the meeting was duly adjourned at approximately 11:45 a.m.*

Respectfully Submitted,

James R. Koury  
Secretary, NYSACVC