

**New York State Association of City and Village Clerks
Executive Committee Meeting
Lake Placid Resort, Lake Placid, NY – September 15, 2008**

Members Present: President Brian Ridgway, 2nd, 1st VP Louis DiDomenico, VP Daniel P. Borchert, Director Randy Bond, Director Sheila Hay-Gillespie, Secretary Jim Koury, Treasurer Bonnie Page.

Members Absent and Excused: Immediate Past President Lisa Copeland

Guests Present: Shawn Cullinane, Association Counsel

President Ridgway called the meeting of the Executive Committee to order at approximately 3:00 p.m. 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 April 25, 2008 meeting. *Upon a motion made by Ms. Bond and seconded by Mr. Borchert, the minutes from the April 25, 2008 meeting were duly approved and ordered filed.*

Mr. Ridgway asked Ms. Page for the Treasurer's Report. Ms. Page distributed the reports for the period covering April to August, 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 April to August, 2008 were duly approved.*

Ms. Page continued with her discussion of the proposed budget to be presented to the membership at the Annual Meeting to be held on the 16th. After review by the Executive Committee, *upon a motion made by Mr. Borchert and seconded by Mr. DiDomenico, forwarding the budget to the membership for its review and approval at the September 16th Annual Meeting was duly approved.*

The last item discussed by Ms. Page was the Audit Review. She stated that she would give the association's financial materials to Ms. Wharmby from the Village of Fairport, who would conduct the independent audit.

Mr. Ridgway then called for Committee Reports.

Mr. Ridgway recognized Mr. DiDomenico for the 100th Anniversary Committee Report. Mr. DiDomenico stated that a lot of invitations were sent inviting Past Presidents to the luncheon. He stated that a good number had responded. He also stated that the IIMC Directors could not attend nor would the IIMC President, as initially thought. The association did receive congratulation letters from the Governor and the State Comptroller.

He addressed other items of interest related to the Centennial. He said the commemorative book looked really nice and 15 ads had been received. The padfolio was very professional looking. Balloons would be placed on the tables.

He also said that the program would begin at approximately 12:10 in order to get the general business out of the way. Lunch would then be served and the program would resume after lunch. During lunch, he said certificates would be presented to the Past Presidents. They would be introduced and recognized.

Last, Mr. DiDomenico stated that Pat Farrell would be performing on Tuesday night in the main lounge of the hotel. He said this would provide a nice opportunity for everyone to "meet and greet" and be all together.

Mr. Ridgway asked if anyone had any questions and then moved on to the Membership Committee report. He recognized Ms. Sheila Hay Gillespie for the report. She stated that 18 cities and 170 villages were currently not members of the association. The committee felt that the "newbie" session would be an

opportunity to solicit members. She said an update of the non-member list would occur and a separate letter would be developed specifically geared to the non-members.

There being nothing else to report on membership, Mr. Ridgway asked Mr. Cullinane to report on the IIMC Annual Conference. Mr. Cullinane stated that he didn't have anything additional to report other than what he had mentioned at the April meeting.

Mr. DiDomenico reported on the CMCI. He stated that there would be a meeting of the committee toward the end of the month. He also stated that there was an issue at the most recent institute related to attendees, specifically graduating class members that were not members of IIMC. Due to the oversight of not being a member these attendees would not be able to receive their CMC designation without having to wait an additional two years. Everyone felt that this had to be accentuated much more in the future to prevent this from happening again.

There being no other information to report on the CMCI, Mr. Ridgway called for the RMC Committee Report. Ms. Page distributed the list denoting the status of the designations. She stated that there were 3 new RMC's to be awarded at the Annual Meeting as well as 12 re-certifications. Mr. Cullinane stated that it might be helpful if Ms. Page provided a list of those clerks who had retired but still had their RMC status intact. Ms. Page stated she would take that recommendation under advisement.

The last committee report was for the Nomination Committee. Mr. Cullinane stated that the Nominations Committee had met and recommended the following slate of officers:

President: Brian Ridgway, Village of Garden City
1st VP: Louis DiDomenico, Village of Kings Point
2nd VP: Daniel Borchert, Village of Akron
Director: Sheila Hay Gillespie, Village of Cobleskill
Director: Randy Bond, Village of Sandy Point
Treasurer: Bonnie Page, Village of Speculator
Secretary: James Koury, City of Oneonta

Mr. Ridgway thanked Mr. Cullinane and the committee for their efforts and stated that the proposed slate of officers would be forwarded to the membership at the Annual Meeting.

Mr. Ridgway then moved to the next item of business on the agenda, Regional Manager Status. He stated that he did not have anything new to report but felt the regional manger system was working well. Mr. Koury stated that the feedback he gets on his e-mails to his list is generally positive.

Mr. Ridgway then called for Old Business. There was no old business to discuss and then he called for new business.

The first item of new business was The Bulletin/Web Site. Mr. Ridgway stated that the deadline for the Fall/Winter Issue would be November with the issue coming out in January. He asked that if anyone wanted to put something into the next issue that they get it to him prior to the November meeting.

The second item of business was the bylaw review for 2009. Mr. Cullinane stated that there may not be any immediate need to change the bylaws since a comprehensive review was done a couple years ago. Mr. Ridgway asked that all members of the committee look at the bylaws and get any comments they may have to Sean by November.

The third item of new business was committee assignments. Mr. Ridgway stated that the assignments would pretty much stay the same with a few minor changes.

Mr. Ridgway asked if there was any other new business. Mr. DiDomenico stated that in terms of the CMCI, he would be taking Ms. Montigelli's place on the planning committee, since her term of two years

was up. Mr. Ridgway stated he would give Kathie a call and thank her for her service on the planning committee.

He said that he wanted to mention one more thing before the meeting ended dealing with the “newbie” session. He stated it was to be much more informal than in years past. There would be welcome remarks from the association presidents and NYCOM. After those formal remarks, there would be roundtable discussions facilitated by members of each association to answer questions and to provide a brief overview of how the Fall School works and what the new attendees could expect.

Last, Mr. Ridgway stated that Mr. Farrell would be providing entertainment on Tuesday night. He said this would be a great opportunity to have everyone together for networking and getting to know people.

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 5:00 p.m.*

Respectfully Submitted,

James R. Koury
Secretary, NYSACVC

/jrk