

**New York State Association of City and Village Clerks
Executive Committee Meeting
Lake Placid, NY – Lake Placid Resort – September 19, 2005**

Members Present: President Kathie Montigelli, 1st VP Lisa Copeland, 2nd VP Tom Augustini, Director Brian Ridgway, Director Louis DiDomenico, Secretary Jim Koury, and Immediate Past President Shirley Sanfilippo.

Guests Present: Association Counsel Shawn Cullinane

Members Absent: Treasurer Vikie Strong

President Montigelli called the meeting to order at 5:05 p.m. at the Lake Placid Resort in Lake Placid, New York.

President Montigelli called for the Secretary's Report. She asked if there were any changes to the minutes from the April 28, 2005 minutes. Hearing none, a motion was made by Mr. Ridgway and seconded by Ms. Sanfilippo to approve the minutes. The minutes were approved.

Ms. Montigelli then called for the Treasurer's Report. In the absence of the Treasurer, Ms. Montigelli stated that the August Treasurer's Report would be brought forth for approval at the Annual Meeting.

Ms. Montigelli continued stating that since Ms. Strong was not nominated to continue as Treasurer by the Nominating Committee, that she (Ms. Strong) had forwarded one box of records to the Clerk from Mayville, NY. Ms. Montigelli stated that there were a total of 8 boxes to be given to Ms. Sanfilippo but Ms. Strong had only sent the one box containing enough information for the audit. Ms. Montigelli stated that Ms. Strong had not forwarded the checks with the box but did include the checkbook register for the auditors to examine.

Ms. Sanfilippo stated that she had opened accounts with the local credit union in Jamestown. She had brought the signature card for someone else on the Executive Committee to sign. She stated that up to this point there had only been one person designated to sign checks. She felt that there should really be 2 signatures.

Mr. Cullinane suggested that a motion be presented to pass a policy to require 2 signatures on the Association's account(s). He suggested that the motion be an annual housekeeping motion done at the September Executive Committee meeting.

The question was raised as to what to do if Ms. Strong did not turn over the rest of the records. It was suggested that a letter be sent to have all the records returned immediately. Ms. Sanfilippo stated that she could pick up the records from Ms. Strong.

After some discussion it was decided that Ms. Copeland would call Ms. Strong and ask that all the records be turned over to Ms. Sanfilippo. If the records were not turned over, Mr. Koury was to write a letter asking that the records be transmitted to Ms. Sanfilippo. In the event that the records were still not turned over, Mr. Cullinane stated that he would contact the Village Attorney in Celoron.

A motion was then made by Mr. Ridgway and seconded by Mr. DiDomenico that effective with the beginning of the new Association fiscal year October 1, 2005, the following shall be the policy of the New York State Association of City and Village Clerks (NYSACVC):

The Treasurer shall be the signatory of all applicable and appropriate Association financial accounts. In the absence of the Treasurer and upon notification to the President, the Secretary shall be a second signatory.

The motion was carried.

Ms. Montigelli moved to the next item on the agenda; the Association's tax exempt status. Mr. Cullinane stated that he had received all the outstanding requested materials and that he would put the tax exempt application on the front burner in 2006.

Ms. Montigelli then gave the Education Report. She stated that there were 10 Village Clerks graduating from the Cornell Institute and that 8 of them were in attendance at the Fall School. She stated the clerks would be recognized at the Annual Meeting. She continued stating that the second year class had 20 students and the third year class had 11. She stated that the importance of attending the institute had to be stressed and class registration needed to increase for the school to stay in New York.

Ms. Montigelli stated that there was a follow up meeting to critique the school and that not all the committee was present at that meeting. She stated that the meeting focused on organizational issues and getting information out about the institute in a timely manner.

Ms. Montigelli stated that Mr. Michael Hattery, the Institute Director, would be at the Fall School on Wednesday night for the Thursday morning session as well as for the Annual Meeting.

The next item on the agenda was the RMC Committee Report. Ms. Montigelli handed out the report that was given to her by Ms. Page to distribute to the committee members. Mr. DiDomenico expressed a concern raised by the committee dealing with the grace period when an application goes beyond the expiration date and the applicant doesn't renew. After some additional discussion a motion was made by Mr. DiDomenico and seconded by Ms. Copeland that upon the recommendation of the RMC Committee a 3 month grace period be allowed until December 31st of each year for individuals to apply for RMC recertification. The motion was carried.

Ms. Montigelli then proceeded to the next agenda item which was to review the program and agenda for the Annual Meeting. Mr. Koury would do all the items that Ms. Strong was to do at the meeting. Ms. Sanfilippo would provide Mr. Koury with a statement to read regarding the financial statements.

She stated that Ms. McCoy and Ms. Ward-Shuart would be at the meeting to talk about IIMC.

Mr. Koury stated that he had the following Honorary Members to present to the membership; Charlie Michaux, Rebecca Chatt-Swanson, Leonard Verrastro, Peter Overs and Fritz Falanka. He asked if anyone had any others to have presented at the meeting.

Ms. Montigelli stated that the pullovers Mr. Ridgway ordered looked great and that the Executive Committee would wear them to “model” them. People could order one for \$40.00 if they chose to.

Ms. Montigelli inquired whether all should stay on the dais after the oath of office had been given. Everyone agreed that there would be enough seats at the head table and that no one should have to remove themselves to the general audience.

Ms. Montigelli asked if there were any other issues to be brought before the committee. She stated she would begin by saying that Ms. Mattison would spearhead the updating of the Handbook for Village Clerks that was once produced by the NYSACVC.

Another item discussed was the fundraiser for the victims of Hurricane Katrina. It was decided that a basket would be available at the end of the meeting for the membership to make a donation to a relief fund to be set up by the NYSACVC. An account would be opened and donations would be taken until the end of December for the Katrina Fund. The money would then be sent to the clerks associations in those states impacted by Katrina; Alabama, Louisiana and Mississippi.

Mr. DiDomenico brought up the issue of the website and how it needed to be updated. Mr. Koury stated that he would take a look at the site and get the necessary changes to General Code Publishers.

Mr. Ridgway applauded Ms. Montigelli for her efforts to get the Cornell Institute up and running again. He thanked her for all her time and dedication to the cause.

Mr. Cullinane stated that Ms. Patty McCoy would be running for 2nd Vice President of IIMC at the upcoming May conference in Anaheim, CA. He stated that no one from Region I had been an officer of IIMC since 1940. He stated that having Ms. McCoy in office would provide Region I with a much more active role in IIMC. Mr. Cullinane was seeking a motion to endorse Ms. McCoy from the floor at the Annual Meeting. All agreed it was a great idea and certainly wished Ms. McCoy good luck with her campaign. He also stated that the campaign would cost money and he wanted to know if the NYSACVC would be willing to donate \$500.00 for Ms. McCoy’s campaign. The

committee felt it needed to hold off on a monetary donation until the committee had a chance to analyze the Association's finances as the new fiscal year got underway on October 1st. Mr. Cullinane handed out Ms. McCoy's biography to the committee and would hand them out at the Annual Meeting also.

Ms. Montigelli ended the meeting by thanking the committee for their support during her year as President. She stated that she enjoyed it very much and it was a rewarding experience.

The next meeting of the Executive Committee would be November 13, 2005 held in conjunction with the NYCOM Legislative Priorities meeting in Albany.

There being no further business before the Executive Committee, upon a motion made by Ms. Copeland and seconded by Mr. Augustini, the meeting was duly adjourned at 6:15 p.m.

Respectfully Submitted,

James R. Koury
Secretary, NYSACVC

/jrk