

**New York State Association of City and Village Clerks  
Executive Committee Meeting  
Crowne Plaza, Albany, NY – November 8, 2009**

Members Present: President Louis DiDomenico, 2<sup>nd</sup> VP Sheila Hay-Gillespie, Director Tamara Bonomo, Director Randy Bond, Secretary James Koury, and Immediate Past President Brian Ridgway

Members Absent and Excused: 1<sup>st</sup> VP Daniel Borchert, Treasurer Bonnie Page

President DiDomenico called the Executive Committee Meeting of the NYSACVC to order at 1:15 p.m.

President DiDomenico welcomed new Director Tamara Bonomo to the Executive Committee.

President DiDomenico then began the meeting by providing the committee with his President's Report. He reported on a number of items. He stated that Ms. Montigelli, Clerk-Treasurer, Village of Black River, was working with him to develop a list of local clerks' associations and their officers in order to increase communication between the local organizations and the state association. He stated that Ms. Montigelli had already compiled a list of 7 local organizations and would continue to research others.

President DiDomenico continued stating that he was working with Mr. Rankin, the President of the NYS Society of Municipal Finance Officers, in organizing a workshop that would be focused on retirement system issues. He stated that they were looking at a venue somewhere in Westchester County or Long Island and the workshop would be co-sponsored by both organizations.

President DiDomenico moved on to the Secretary's Report. Mr. Koury stated that committee members had received the minutes of the September 21, 2009 Executive Committee meeting and thanked Mr. DiDomenico for doing those minutes and distributing them as well. He stated that a number of corrections were made and were ready for final approval. *Upon a motion made by Mr. Ridgway and seconded by Ms. Bond, the minutes of the September 21, 2009 Executive Committee meeting were duly approved.*

President DiDomenico stated that Treasurer Bonnie Page was unable to attend the meeting. Therefore there was no Treasurer's Report to present for approval. He stated that he had been in contact with Ms. Page and informed the committee that if anyone had any questions to get a hold of Bonnie. The Treasurer's Reports for September and October would be deferred to the next meeting of the committee to be held in February 2010.

President DiDomenico moved to the next item on the agenda, Committee Reports. A summary of those reports is provided below:

**Membership:** Ms. Gillespie stated that she had nothing to report. However she did make an inquiry of the committee to see if it was still the desire to do a letter/ mailing to non-members in order to solicit new memberships to the association. After some discussion it was decided that a separate mailing would be beneficial as has been done in past years.

**Directory:** As stated in a previous meeting, the directory would no longer be a printed document, as all of the information was on the NYSACVC website with the exception of the actual directory listing. Ms. Kate Squires of General Code Publishers, would be contacted about having that list put on the website as well.

**Bulletin:** Mr. Koury reported that the next issue of The Bulletin would be out sometime in December or more likely January. He stated he had received the disk with the files from Mr. Ridgway and he would begin to recreate a template for The Bulletin and would research printing companies. Mr. Ridgway provided Mr. Koury with the current ad rates and would also forward a listing of current advertisers. He stated that he would also follow through with the billing for those advertisers obtained under his watch as Editor so Mr. Koury could start fresh. The ad rates are as follows:

Full Page - \$150.00, Half Page - \$90.00, Quarter Page - \$60.00

IIMC Report: Mr. DiDomenico stated that Mr. Cullinane could not attend the meeting but forwarded a report to the committee via e-mail and is provided below:

*“Per our discussion this is a brief report on IIMC.*

*1. The October 2009 edition of the IIMC News Digest is now available online. All members should go to iimc.com to review the News Digest. IIMC President Stratta noted her meeting with our association leadership in her President’s Message. See the attached photo*

*2. Information and applications about institute and academy scholarship opportunities are available in the News Digest. To repeat your recent e-mail to the association membership, the deadline for IIMC scholarships in January 4, 2010.*

*3. The grace period deadline for MMC applicants who completed a minimum of one (1) MMC Academy prior to January 1, 2007 ends on December 31, 2009. See the News Digest for additional information.*

*4. The 2010 IIMC Annual Conference is in Reno/Tahoe, NV May 23-27, 2010. Information is available in the News Digest.*

*5. The 2010 Region I Annual Meeting is tentatively scheduled for March in eastern Massachusetts. I will hopefully get a confirmed time and place at the NEACTC Conference.*

*Let me know if you have any questions.”*

Mr. DiDomenico added that there was a breakfast meeting during the Fall Training School with IIMC President Mary Lynne Stratta, NYCOM Executive Director Peter Baynes, NYCOM Executive Deputy Director Barbara VanEpps, State Association President Brian Ridgway, State Association 1<sup>st</sup> Vice President Louis DiDomenico and State Association Counsel Shawn Cullinane to talk about the CMC and how to integrate getting credits for the CMC into the Fall Training School class schedule. Mr. DiDomenico stated that no decisions had been made as to how to go about doing this but was simply a brainstorming session on how to provide other venues to CMC applicants to obtain credits toward their CMC in light of the increased hour requirement to 120 credits from the previous 100.

Legislation Committee: Mr. DiDomenico reported that there was a session held in Cooperstown, NY on pension changes, specifically the addition of a new Tier V that would cover police and firefighters. He also stated there was discussion on village dissolution and mandate relief. Last, the NYCOM Annual Meeting would be held May 16-18, 2010 instead of in June as it normally has been. There will be no June meeting.

RMC Report: There was no report as Ms. Page was not in attendance.

Education/CMCI: In Mr. Borchert’s absence, President DiDomenco provided the report. He stated that the CMCI Planning Committee met by conference call recently. He was pleased to report that the institute was in the black by \$1,200.00. He stated there were 31 CMC and 11 MMC attendees with 46 people attending the banquet.

Additionally, he reported on the following:

Duration: The CMCI would remain at 4 days instead of going to 5. Other opportunities were being investigated to allow attendees to get more credit toward the new 120 credit requirement.

Combining Classes: There be a combined class once again depending on the size of the class registrations for 2010. There may be a possibility that all three classes will be combined together.

Addition of New Classes: President DiDomenico stated that there was some interest in having some new classes added to the curriculum, as some of the classes have been repeated and are beginning to get “dry.” IIMC would be contacted on how to go about making this change.

*Handouts:* More efforts would be made to have the speakers provide handouts. Some attendees expressed their dissatisfaction on their evaluation forms, over not having handouts distributed by the speakers.

*Fall Webinar:* A 2-hour webinar is being planned for those that don't have enough hours toward their CMC.

*Banquet:* There was no air conditioning provided at the Banquet facility and the CMCI Planning Committee is investigating a new location for the 2010 Banquet

*Policy Issues:* A policy manual would be compiled specifically related to planning committee procedures.

*Brochure:* President DiDomenico suggested that the brochure be modeled after one that is distributed by NYCOM ahead of the Fall Training School.

*Scholarships:* More emphasis needs to be placed on letting potential applicants know about available scholarship money.

*IMC Certification & Requirements:* This needs to be addressed as a possible session to better inform the students that attend the Institute.

*Date:* The 2010 CMCI would be held July 18-22.

*Notice:* Ann and Rod would be doing a "save the date" notice.

Website: President DiDomenico stated that the website has been updated with current information. He stated that he would also be adding some new items. He would talk to General Code Publishers about having pictures from the Annual Meeting added that were taken by NYCOM.

There being no other committee reports, President DiDomenico moved to the next item of business on the agenda, Old Business, as follows, related to the Fall Training School:

Attendance: there were 380 attendees at this year's FTS, down only about 20 registrants from '08.

Duration: The FTS would return to the 4 night/5 day schedule for 2010 and would be held September 20-24 in Lake Placid.

Newbie Session: There were numerous complaints about the structure and format of the newbie session in terms of the roundtable set up and not being able to hear. It was also decided that a more formal, structured session would be investigated. President DiDomenico stated at the April planning session, he would once again emphasize the desire to have a Tuesday morning session specifically geared toward new attendees, maybe having a breakfast session at 8:00 a.m. prior to the normal start time of classes at 9:00 a.m.

Speakers: There were some issues raised about the speakers at the FTS and how they are the same ones year after year. There was a desire expressed for having clerks more involved in the sessions.

President DiDomenico asked if there was any other old business. Hearing none, he moved to the next item on the agenda, New Business.

President DiDomenico distributed the list of committee assignments. Mr. Koury stated that he was listed on the Fall Training School Committee. He stated he would help but did not feel comfortable being in charge of the FTS Committee. President DiDomenico stated that was an error and that Mr. Borchert should have been listed instead.

Mr. Ridgway inquired about the status of the regional director network. President DiDomenico stated that in an effort to reduce the number of duplicative e-mails, he was going to do away with the regional director

e-mail system. He instead had developed an e-mail list which he would use instead that encompassed the membership. He felt that the five director system was onerous and put a lot of burden on the individual director. Mr. Ridgway thanked the President for the explanation.

President DiDomenico reported that the following e-mail was sent by Mr. Cullinane:

*“Lou,*

*Per our recent discussion, I will be attending the 2009 New England Association of City and Town Clerks (NEACTC) Annual Conference being held in Manchester, VT, November 18-20, 2009. I request reimbursement for the conference registration fee of \$225.00.*

*The conference will provide me with the opportunity to meet our IIMC Region Directors, the leadership of the New England Association of City and Town Clerks, and obtain any new information regarding institute and academy certification requirements that may be presented. IIMC President Mary Lynne Stratta is also scheduled to attend this conference. If requested, I will provide a brief update about New York to the conference. I will also report back to our State Association any information of importance that I may acquire.*

*For your information, my municipality is not covering any of the expenses for this conference.*

*Thank you for your consideration of this request.”*

After some discussion it was felt that reimbursement of Mr. Cullinane’s conference registration fee would be of benefit to the association. *Upon a motion made by Mr. Ridgway and seconded by Ms. Bond, the New York State Association of City and Village Clerks agrees to reimburse Mr. Shawn Cullinane the conference registration fee of \$225.00 to attend the New England Association of City and Town Clerks to be held November 18-20, 2009.*

Mr. DiDomenico asked if there was any new business to report. Hearing none, Mr. DiDomenico stated that he would be attending the NYCOM Executive Committee meeting to be held at 3:00 p.m.

Mr. Ridgway extended best wishes to President DiDomenico during his term. All thanked Mr. Ridgway for his service as President.

There being no further business, *upon a motion made by Mr. Koury and seconded by Ms. Bond the meeting was duly adjourned at approximately 2:20 p.m.*

The next meeting of the Executive Committee would be held February 21, 2010.

Respectfully Submitted,

James R. Koury  
Secretary, NYSACVC