

**New York State Association of City and Village Clerks
Annual Meeting
Crowne Plaza, Albany, NY – November 9, 2008**

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

Members Absent and Excused: President Brian Ridgway, Immediate Past President Lisa Copeland

In the absence of President Ridgway, 1st VP DiDomenico called the Executive Committee Meeting of the NYSACVC to order at approximately 1:30 p.m.

Mr. DiDomenico called for the Secretary's Report and asked if there were any changes to the minutes the Secretary had distributed. Mr. DiDomenico stated that he would provide the names of the municipalities that were denoted with question marks for the Annual Meeting minutes that had been circulated. He also stated that Director Bond was from Sands Point, not Sandy Point, as the minutes reflected. Hearing no further changes, *upon a motion made by Mr. Borchert and seconded by Ms. Page, the minutes from the September 15, 2008 meeting were duly approved and ordered filed as amended.*

Mr. DiDomenico asked Ms. Page to present the Treasurer's Report. Ms. Page reviewed the September and October Treasurer's Reports. After a brief discussion, *upon a motion made by Mr. Koury and seconded by Ms. Bond, the Treasurer Reports for September and October were duly approve and ordered filed.* Ms. Page stated she had nothing more to report on the approved budget above and beyond what was mentioned at the Annual Meeting. She also stated that all the bills had been received for the 100th Anniversary and all the expenses were reflected in the approved reports.

Mr. DiDomenico thanked Ms. Page and moved to the next item on the agenda; Committee Reports. He asked Ms. Gillespie for her Membership Committee Report.

Ms. Gillespie stated she did not have much to report that was different from the September meeting. She stated there were 552 members on the list. Out of that, 356 were paid members. She stated that 196 had been sent second notices. Out of this total number of paid members, 16 were new and 17 were replacements.

Mr. DiDomenico stated that Tom Savino had left the Village of Westbury and that Ted Blach was his replacement. Mr. DiDomenico also asked if these numbers were on par with last year. Ms. Page stated that the numbers were a little behind last year but all is fine; it's not abnormal.

The next committee report was the IIMC Update. Mr. Cullinane was not present and Mr. DiDomenico stated that he had nothing to report on this either.

Ms. Page then gave the RMC Report. She stated that the numbers had not changed much since the September meeting. There were currently 55 RMC designations.

Mr. DiDomenico then gave an update on the CMCI. He stated that the Distinguished Service Awards were given to Ms. Prince and Mr. Howe. They were very thankful for the awards. He continued stating that at a recent CMCI Planning Committee Meeting, Mr. Howe reported that there was a \$4,500.00 deficit primarily due to the costs associated with the banquet and the issue with the non-return of 10 sets of keys. The charge for the non return of the keys was \$1000.00 (100.00 per set of keys). Ms. Prince and Mr. Howe both felt that this charge was onerous and were looking into the matter. They also suggested that the attendants may not have credited the proper return of the keys by CMCI attendees. He also reported that the banquet would be held at a different and much less expensive location. Due to the uncertainty over the key issue and the venue cost for the banquet, Mr. DiDomenico stated that CARdI was going to once again absorb the deficit.

Continuing, Mr. DiDomenico stated that the fee for the upcoming school would increase by \$50.00, to \$775.00. Other issues discussed at the Planning Meeting included discussion over 1) the distribution of the registration forms; 2) Attendance issues (which there were none of this time); 3) Getting more sponsors to assist with the costs of the CMCI; and 4) the term of the school – will be kept at 4 days.

Additionally, Mr. DiDomenico reported that Mr. Howe had informed the Planning Committee that IIMC was using the Cornell CMCI as the model for all other new institutes

Another issue discussed at length was the need to be an IIMC member in order to get the CMC designation. There were a number of attendees that graduated that could not get their CMC certificate because they were not members of IIMC. All agreed this was unfortunate but there was no way of getting around the IIMC membership requirement. All members of the committee felt better notification of this requirement needed to be undertaken.

The last committee report was the Directory update. Ms. Gillespie stated that the new issue would be distributed most likely sometime in December. A discussion ensued at this point regarding how to proceed with future directories and if a hard copy of the directory was even needed. Most committee members felt it was time to seriously look at putting the directory on the association website, since much of it was already there in some form or fashion.

The committee also discussed the possibility of not printing the directory at all and just having it available electronically at the website. Mr. Koury once again reiterated that not all members have internet access and that the association should print a certain number of copies regardless, in order to accommodate those members that don't have internet access. After this discussion *a motion was made by Mr. Borchert and seconded by Ms. Page that the directory would be printed and distributed as usual for this year and a .pdf version would be placed on the website for those that can access it online.*

The next item on the agenda was an update of the Regional Managers. There was nothing to report on the regional manager process.

Mr. DiDomenico moved on to Old Business. The only issue listed was the review of the 2008 Fall Training School. Mr. DiDomenico provided a summary of the school. He felt that there should be a session focused on the CMC/MMC programs. He felt that having Ms. Prince and/or Mr. Howe come to do the session would be very beneficial. There was a session a number of years ago, and was very well attended. He stated that he would bring this issue up again when the FTS planning meeting is held.

Mr. Borchert brought up the issue of the registration desk. He stated that he did not feel that the desk had to be open through the Thursday of the school. He felt that those that would come to the desk would do so by Wednesday Noon. He recommended closing the desk down at Noon Wednesday. He also stated that he had no issues with manning the registration desk or selling the raffle tickets but he did not feel as though he could continue with organizing the hospitality room with the Finance Officers. Mr. Koury stated the person organizing the hospitality room should be someone that liked to be "hospitable." All agreed that the orientation session was a good thing and should be continued but the noise from the adjoining tables made it hard for others to hear what was being said at their respective table. Last, the group gathering with Pat Farrell was very successful in bringing attendees together. However, it was felt that it would not be fair to Mr. Farrell if he was asked to perform each year. It would be nice to have different entertainment available from year to year so as to not put the burden on one particular person each year.

The next item on the agenda was New Business. The first issue was the Fall/Winter Bulletin. It would be good to have pictures, and other notable memorabilia put on the website as well as in The Bulletin of the 100th anniversary. Everyone was encouraged to find new advertisers for "The Bulletin."

The next item was the website. It was reported that General Code would be doing the updates to the page in addition to having the 100th Anniversary information put on it.

The next item dealt with the bylaws and if there was a need to update them. Once again, members were encouraged to look over the bylaws and get any suggested changes to Mr. Cullinane to review. Any changes would need to be sent to the membership for review prior to the Annual Meeting in 2009.

The last item under new business was new committee members. It was reported that Ms. Darlene Gunther, Village of Lake George and Ms. Maureen Kemmet were appointed to the Fall Training School Committee and the By-Laws Committee, respectively. Mr. Koury's e-mail was also discussed regarding the balance of members on the Executive Committee between villages and cities. He stated that Mr. Cullinane did some research from past membership and he discovered that there traditionally has been 2 to 3 cities represented on the committee each year. Mr. Koury stated he agreed with Ms. Page that we want quality people who are willing to commit to doing what needs to be done on the committee and not just have a city represented for the sake of having a city. He stated it was something he'd like the Nominating Committee to be aware of when considering replacements on the Executive Committee.

Ms. Bond questioned why she was not on any committees. Ms. Bond requested to be added to the Scholarship Committee. President Ridgway would be informed to add Ms. Bond to the Scholarship Committee.

Additionally, it was also felt that the NYSACVC's representatives on the CMCI Planning Committee should be on the list as well. Current members sitting on the committee included Mr. Borchert, Mr. DiDomenico and Mr. Koury. Mr. Koury stated he had one year left and that a replacement would be needed after the 2009 CMCI is completed. He stated that the terms were for a period of three years.

Last, Connie Nenni should be taken off the Membership Committee since she was no longer with the Village of Holley.

Mr. Borchert asked if it would be ok if he could do an informal survey of his regional members regarding the directory. He thought it might be beneficial to just throw the idea out that the Executive Committee was considering the possibility of doing away with the hard copy Directory and having it electronically available with a limited number of print issues produced for those without internet access. All felt that an informal survey would not be an issue. However, it was felt that doing a more formal survey when the dues statements were sent out, might be beneficial as well.

There being no further business, *upon a motion made by Mr. Borchert and seconded by Ms. Page the meeting was duly adjourned at approximately 2:45 p.m.*

The next meeting of the Executive Committee would be held on the Sunday afternoon in February prior to the NYCOM Legislative Meeting.

Respectfully Submitted,

James R. Koury
Secretary, NYSACVC

/jrk