

**New York State Association of City and Village Clerks
Executive Committee Meeting
Albany, NY – November 12, 2006**

Members Present: 1st VP Brian Ridgway, 2nd VP Louis DiDomenico, Secretary Jim Koury, Director Daniel Borchert, Treasurer Bonnie Page, and Immediate Past President Kathie Montigelli.

Members Absent: President Lisa Copeland, Director Jeanette Viegelmann

Guests Present: Ms. Brenda McConnell, Village of Brownville

In the absence of Ms. Copeland, First Vice President Ridgway called the meeting to order at 1:30 p.m. at the Crowne Plaza, Albany, New York. Mr. Ridgway reminded everyone that Ms. Copeland had informed the committee at its October meeting that she would not be in attendance. Mr. Koury also stated that Ms. Viegelmann had sent an e-mail prior to the meeting stating that she had been involved in a traffic accident and would not be able to attend but was not injured.

Mr. Ridgway called for the Secretary's Report. He asked if there were any changes to the minutes from the October 2, 2006 minutes. Mr. Ridgway asked that a few items be changed and summarized those changes. Mr. Koury stated he would amend the October minutes and get a revised set to everyone. *Hearing no other changes, a motion was made by Mr. DiDomenico and seconded by Mr. Borchert to approve the minutes.* The minutes were approved.

Mr. Ridgway asked Ms. Page to present the Treasurer's Report. Ms. Page stated that the reports were distributed and asked if anyone had any questions. Ms. Montigelli felt that the fundraising income line was not realistic and recommended that the committee consider lowering it to \$2000.00 from its current \$2500.00. The committee would look at that more closely when the budget is to be prepared for the next fiscal year.

Mr. Ridgway stated that he would like to thank Mr. Martindale from the City of Oneonta for doing the annual audit.

A discussion then ensued about simplifying the annual report. After some discussion it was decided to keep the detail provided in the report the same.

There being no further discussion on the Treasurer's Report, *a motion was made by Mr. Koury and seconded by Ms. Montigelli, to accept the Treasurer's Report as presented. The motion was duly passed.*

The next item on the agenda was the Directory. It was brought up that it may be appropriate to sell ads for the Directory since it is a publication that is seen all year. Further it was mentioned that the Directory deadline should be moved so as to allow its distribution at the Fall School. Mr. Koury stated that it had been done that way prior to his taking over the Directory. The biggest issue was that the Directory would come out just shortly after the dues notices were sent out, thus the Directory most times, would not contain up-to-date information. An idea was brought up to investigate the possibility of shipping the Directory to the local associations for them to distribute to individual members. Mr. Borchert volunteered to compile a list of local associations. These would also be listed in the Directory. After some additional discussion, it was decided to keep the timetable for distribution the same as it currently was.

Ms. Page stated that she and the Membership Chair decided to mail out a letter to those that have not renewed or who were not members with the second mailing that Ms. Page was preparing to do. Mr. Koury felt that the mailing should be separate, as he felt this letter may get lost or set aside by the recipient. He felt it was better to actually send a separate mailing and also to send a mailing to the Mayor's of these respective municipalities to encourage them to have their Clerks join the association.

Mr. Koury stated that the next Bulletin would be going out either in December or January. It was decided that the three issues per year would be labeled Winter, Spring and Fall, rather than pinpointing a particular month, as it is sometimes difficult to maintain the production schedule.

Mr. Ridgway asked the Committee for its thoughts on the Fall Training School and what ideas everyone had to improve on or if there were suggestions that the members would like to have forwarded to NYCOM at the planning meeting. Ms. Montigelli felt that more still needed to be done to encourage the new attendees to socialize more and/or get them to ask questions, etc. After some discussion it was decided to propose to NYCOM/OSC to have the new attendee training session on the first day of classes at 8:30 a.m. thinking that if it was a more structured classroom setting, the new attendees would get more out of it and a more thorough presentation could be made to orient them to what would transpire at the school. Mr. Ridgway stated he would propose this idea at the planning meeting.

Ms. Montigelli stated that she would like to see a session on certifications occur again. It was very well attended and felt it should be offered again.

Mr. DiDomenico proposed that the Clerks' Annual Meeting be held on Wednesday since he felt many people left on Thursday. Mr. Koury stated that the NYSACVC and the NYSMFO alternated the Tuesday and Thursday. He stated since there is new leadership at NYCOM that Mr. DiDomenico's idea might be considered more so than in the past. Mr. DiDomenico stated he would like to see the idea brought up at the planning meeting. All agreed that it would be a good idea to do so.

The next item of business was the discussion of opening a PO Box for Clerk's Association business. It was primarily for the Treasurer's benefit in order to have a separate receptacle to receive dues payments separate from the municipality's address. Mr. Koury stated that when he was Treasurer he did open a post office box and it was much easier to keep track of dues payments and other mailing since it was separate from city mail. After some discussion, *a motion was made by Ms. Page and seconded by Mr. DiDomenico that an association post office box be opened.* The motion was duly passed.

All in all everyone felt the school was a success and looked forward to going to Saratoga Springs in 2007.

The next item of business was the creation of a 100th anniversary committee. The Association's 100th anniversary would be in 2009. It was decided that Mr. DiDomenico would chair the committee and Ms. Montigelli would assist him. If anyone else wanted to help them, their assistance would be welcomed.

The next item on the agenda was old business. The Katrina donation was brought up. Mr. Koury stated that at the most recent IIMC School held in California, he stated that Ms. Copeland had asked the Louisiana Clerks whether they had received the association's contribution of \$500.00. They had informed her that the NYSACVC was not on their list of contributors. It was decided

to have Ms. Copeland look into the matter further. Ms. Page would also ask Ms. Sanfilippo to get a copy of the check from the bank in Jamestown to see who signed the back of the check.

Ms. Montigelli presented a brief Education Committee Report. She stated that Mr. Rod Howe was now the official director of the institute. She stated that Cornell University has made a commitment to continue the Institute and it would be run through CARDI (Community and Rural Development Institute). There was no meeting set for the planning committee as of this date but would keep everyone posted on the status of that.

Mr. Ridgway moved to New Business. He stated that once again he would like to have the association contribute \$50.00 for a holiday basket for the LIVCTA. *Upon a motion made by Mr. Koury and seconded by Mr. Borchert the expenditure of \$50.00 to the LIVCTA for a holiday basket was duly approved.*

A motion was made by Mr. Koury and seconded by Mr. DiDomenico to enter into an Executive Session to discuss potential litigation. The motion was duly approved.

The committee voted to come out of Executive Session. Mr. Ridgway reconvened the meeting and asked if there were any other items to be presented to the committee. Ms. Montigelli stated that she wanted to make the committee aware that IIMC was adding 20 additional hours to the CMC Certification, thus making it a total of 120 hours instead of the current 100 hours. It was requested that she and Mr. Cullinane send a letter to IIMC stating the Association's concern over this change in that it may adversely impact the institute.

Ms. Montigelli stated she had another item of business to present. She stated that Ms. Coad of the Municipal Finance Officers approached her about the Tug Hill Local Government Conference. Ms. Coad proposed that the NYSACVC share the cost of a table with the MFO. The total cost of the table would be \$350.00, thus making each association's share \$175.00. She also stated that the North Country Clerk's Association would be discussing participation in this also and the cost may be reduced more. *Upon a motion made by Mr. Borchert and seconded by Mr. Koury, the expenditure of \$175.00 to have a table at the Tug Hill Local Government Conference was duly approved.*

Mr. Ridgway suggested that a letter be drafted thanking Mr. Hattery for his efforts with the Clerk's Institute. All agreed that this would be appropriate.

There being no further business before the Executive Committee, upon a motion made by Mr. DiDomenico and seconded by Ms. Montigelli, the meeting was duly adjourned at 3:45 p.m.. No decision was made as to when the next meeting would be held. It may be at the February Legislative Meeting. The committee would be notified accordingly.

Respectfully Submitted,

James R, Koury
Secretary, NYSACVC

/jrk

Items to do:

1. Mr. Borchert to compile a list of local associations for inclusion in the Directory and to investigate the feasibility of having the locals distribute the Directory.
2. Mr. Ridgway to contact Ms. Sanfilippo about getting a copy of the check sent to the Louisiana Clerk's Association
3. Mr. Cullinane and Ms. Montigelli to write a letter to IIMC about the additional 20 hours for CMC Certification.
4. Ms. Montigelli and/or Ms. Copeland to draft a letter to be sent to Mr. Hattery at Cornell University.
5. Determine next meeting date.