

**New York State Association of City and Village Clerks
Executive Committee Meeting
Albany, NY – The Desmond Hotel – November 13, 2005**

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

Guests Present: Brenda McConnell, CT Brownville, Shawn Cullinane Association Counsel.

Members Absent: Director Jeanette Vieglemann

President Copeland called the meeting to order at 3:05 p.m. at the Desmond Hotel in Albany, New York.

President Copeland called for the Secretary's Report. She asked if there were any changes to the minutes from the September 19, 2005 minutes. *Hearing none, a motion was made by Ms. Copeland and seconded by Ms. Sanfilippo to approve the minutes.* The minutes were approved.

Ms. Copeland then called for the Treasurer's Report. Ms. Sanfilippo summarized the September report (also the fiscal year end report). She stated that there was a healthy fund balance of \$4,275.55 and made a recommendation that the \$2,000 that was taken out of the 2004-2005 Endowment Fund Budget be restored to the Endowment Fund, thereby leaving a fund balance of \$2,275.55. Ms. Sanfilippo then explained the situation with the \$2,000.00.

Mr. DiDomenico asked what the Endowment Fund was actually for. Mr. Koury explained the situation and stated that a decision was never really made to financially assist with the CMC School or to give scholarships to attend the school.

Mr. Cullinane stated that the committee needed to determine what the Endowment Fund was going to be used for. Mr. Cullinane also reminded the committee that the Town Clerk's never did contribute to the Endowment Fund and that the money in question was under the control of the NYSACVC.

Upon a motion made by Ms. Sanfilippo and seconded by Mr. Koury the restoration of the \$2,000 to the Endowment Fund was duly approved.

Ms. Sanfilippo then distributed the October reports and stated that the fund balance would need to be changed to reflect the motion that was approved by the committee.

Mr. DiDomenico suggested using the raffle to fund the Endowment/Scholarship Fund.

Upon a motion made by Mr. Ridgway and seconded by Mr. DiDomenico, the September and October Treasurer's Reports were duly accepted.

The next item on the agenda was committee reports. Ms. Montigelli presented her Education Committee report. She stated that the Cornell School was gaining momentum and was running smoothly. She stated that there have been some discussions about changing Planning Committee members in order to begin a transition in membership.

Ms. Sanfilippo suggested the implementation of a revolving membership provision.

Ms. Montigelli stated that this would be discussed at the upcoming spring planning meeting.

Ms. Page was not present to give the committee an RMC Committee report.

Ms. Copeland then moved to the next item on the agenda; old business. Mr. Koury stated that he would like to bring up the issue of relocating the NYSACVC website to the Business Automation Services servers, as presented in a proposal by Mr. George Vitti, of BAS. Mr. Koury stated that while General Code Publishers had done a great job with the website, he stated he was somewhat frustrated that he could not just make the changes himself. General Code would not allow external access to their servers, which he stated was understandable.

After some further discussion, upon a motion made by Mr. Koury and seconded by Mr. Ridgway, relocating the NYSACVC website to BAS servers was approved.

A Website Committee was also created to oversee the design and implementation of the new site. Mr. Ridgway and Mr. DiDomenico volunteered to assist Mr. Koury in this endeavor.

Mr. Koury stated that he would call General Code Publishers at some point in the future to tell them that a switch would be made. He also stated that he would continue to make the changes to the current site until the move was completed.

Ms. Sanfilippo stated that some research should be done before switching to see if the offer was totally free or if there were going to be some charges down the road initiated after the move was done. Mr. Koury stated that he would contact Mr. Vitti at BAS and inquire about this. However, he said he had no reason to believe that Mr. Vitti was not sincere in his offer for a fully free site.

Ms. Copeland then moved on to the next item on the agenda; new business. The first item listed was the contribution of \$500.00 to Ms. McCoy's campaign to become 2nd Vice President of IIMC.

Mr. Ridgway stated that he was not going to support the contribution. He felt the \$500.00 could be better used elsewhere.

Mr. Cullinane stated that a precedent had been set and that the NYSACVC By-laws allow such a contribution. He stated this had been done with Mr. Falanka when he became the Region I Director on the IIMC Board of Directors.

After some additional discussion on the merits of the campaign contribution, a motion was made by Mr. Koury and seconded by Ms. Montigelli to authorize the contribution. The motion passed with two abstentions cast by Mr. Ridgway and Mr. DiDomenico.

It was decided that the contribution would come from the "Contingency Account."

Ms. Copeland then brought up an issue that she stated the Westchester County Clerks wanted her to bring up to the committee dealing with election inspectors and whether to allow split shifts for inspectors. She stated that she was not looking for a vote but just some feedback to bring back to the Westchester County Clerks. After some discussion, it was felt that this was not an issue that the NYSACVC had control over and did not make any recommendations. However, most did feel that split shifts should be allowed.

Ms. Copeland asked if there was any other new business from the floor. Ms. Montigelli stated that she had three items that she would like to discuss.

First, she stated that she wanted to throw out the idea about purchasing a Past President's pin. She felt that this would be a nice way to acknowledge a person's contribution to the association as President.

The second issue she brought up was term limits for the positions of Secretary and Treasurer. She felt that given the issues that the committee dealt with in the recent past, that term limits might be a good idea and warrant some further research.

Mr. Koury stated that he disagreed and not because he held one of the offices in question. He stated that the Secretary and Treasurer bring continuity and history to the organization and switching those positions would create some confusion in the future. He felt that there was a mechanism in place already to prevent the same things that happened in the past to occur again. He said there was an independent Nominating Committee that nominated officers. He stated while it was a very difficult thing to do, the Nominating Committee did opt to not honor a particular person's request to become Treasurer again. There is a check and balance currently in place.

Ms. Montigelli stated that she would still like to see how long people served in those positions. It was decided that Mr. Koury would do some research into the minutes and determine how long persons served in the positions of Secretary and Treasurer in the past. He would bring that information back to the committee at the April 2006 meeting.

Ms. Montigelli stated that her third item had to do with the mileage reimbursement. She stated that it was currently .485 cents per mile, although she said she thought the rate was scheduled to be reduced in the New Year if gas prices continued to decline.

Mr. Borchert asked who actually got reimbursed. He was told that reimbursements are made to Executive Committee members for attending meetings that were not held in conjunction with the Fall School. Other reimbursements made included hotel accommodations. He was given a voucher to fill out and return to the Treasurer.

In relation to the term limits discussion, Mr. Ridgway stated that he would like to propose that the books be audited twice per year instead of just once. All agreed that this would be a prudent thing to do and no one saw an issue with doing it.

Another issue brought before the board was the donations to the regional conferences. In the past Tug Hill, Southern Tier East and Southern Tier West asked for donations to their respective local government conferences. *Upon a motion made by Ms. Sanfillippo and seconded by Mr. Koury a motion was presented and duly passed that each group be given \$100.00 upon receipt of a written request.* A line item in would be created in the budget for the next fiscal year for these contributions.

Mr. Ridgway asked if it would be possible for the state association to provide a basket for a raffle that the Long Island Clerks were having. *Upon a motion made by Mr. Ridgway and seconded by Mr. Koury, an expenditure of up to \$50.00 was approved for such basket and the funds would be taken out of the Contingency Account.*

Mr. DiDomenico stated he had some things he'd like to address. First, he stated he would like to have a list of committees. Second, he stated that Kathleen Conroy was still listed in the directory under the Stewart Manor listing as the Administrator. She was currently serving as the Deputy in his municipality of Kings Point. Last, he stated that he felt a meeting in February was necessary. After some discussion it was determined that there would be a meeting scheduled if there was business to discuss that warranted one. Otherwise the next meeting would be held in April in Owego.

Mr. Cullinane reminded the committee that if there were any constitution changes to be made that they should be considered soon. After some discussion it was determined that a rather thorough revision had been done at the 2005 Fall School and none were deemed necessary at the current time.

Ms. Copeland recognized Ms. McConnell from the Village of Brownville. She stated that she would continue to serve as the Clerk liaison to the other clerk organizations.

Mr. Ridgway stated that he would like to see a list of things to do at the end of the minutes. Mr. Koury stated that he had no problem with that and that he apologized for not doing so with the last set of minutes that was sent out to the committee members.

There being no further business before the Executive Committee, upon a motion made by Ms. Montigelli and seconded by Ms. Copeland, the meeting was duly adjourned at 4:30 p.m. until the next scheduled meeting of April 27, 2006 at the Owego Treadway Inn in Owego, New York at 1:00 p.m.

Respectfully Submitted,

James R, Koury
Secretary, NYSACVC

/jrk

List of Things To Do:

1. Website Committee reviews website changes/new website
2. Mr. Koury to review terms of past officers
3. Ms. Sanfilippo to arrange to have the books audited by mid year 2006
4. Ms. Montigelli to report back on the Endowment Fund and the planning committee meeting
5. Mr. Ridgeway was to head up a Social Committee