

**New York State Association of City and Village Clerks
Executive Committee Meeting
Albany, NY – November 18, 2007**

Members Present: President Brian Ridgway, 1st VP Louis DiDomenico, Director Randy Bond, Director Sheila Hay-Gillespie, Secretary Jim Koury, Treasurer Bonnie Page and Immediate Past President Lisa Copeland.

Members Absent and Excused: 1st VP Daniel P. Borchert

President Ridgway called the meeting of the Executive Committee to order at 1:00 p.m.

Mr. Ridgway called for presentation of the Secretary's Report. Mr. Koury stated that he had circulated the minutes from the September 17, 2007 meeting with the changes proposed by various members of the committee. Mr. DiDomenico asked if the changes could be bolded so the committee would know what was changed. Mr. Koury stated he could do that. *Upon a motion made by Mr. DiDomenico and seconded by Ms. Copeland, the minutes from the September 17, 2007 meeting were duly approved and ordered filed.*

Mr. Ridgway asked Ms. Page for the Treasurer's Report. Ms. Page distributed the September and October reports. She stated that the committee should consider budget transfers to take care of some over expenditures in some codes. Ms. Page proposed to move \$972 from contingency to insurance and \$172 from contingency to gifts. There was some discussion about whether the contingency funds should be expended for the stated purposes. *Upon a motion made by Ms. Bond and seconded by Ms. Copeland, the transfer of funds to the designated codes as per the Treasurer's recommendations was duly passed.*

Ms. Page continued with her report. She stated that the association was in good shape financially and that paid memberships had increased. She stated that a second dues mailing would be done. After some discussion it was decided that a third one would not be done as had been the case in the past. Instead, Mr. Ridgway stated that the Regional Directors should follow through after the second mailing had been sent out. Some members of the committee questioned the role of the Membership Committee and of the Regional Directors in terms of which should follow through with the second mailing. After some discussion it was determined that after the Treasurer did the second mailing, the Membership Committee would then do the follow through. After the Membership Committee completes its follow through, the Regional Directors would then take action.

Ms. Page stated that currently there were 614 municipalities/officials on the list of that number 50 have not yet renewed their memberships and 86 have never been members.

Mr. Ridgway explained the voucher process to the new committee members and how reimbursements are made.

Additionally, Mr. Ridgway inquired about the amount billed for the hospitality costs. Ms. Page stated that bill had not yet been received but it was estimated that it would be much less than the previous year and should be about \$400.00 +/-.

Mr. Koury stated that there needed to be a motion to approve the Treasurer's Reports. *Upon a motion made by Mr. Koury and seconded by Ms. Hay-Gillespie, the Treasurer's Report was duly approved and filed.*

Mr. Ridgway then called for Committee Reports.

Mr. DiDomenico presented the report for the 100th Anniversary Planning Committee. He stated that the association's centennial would be based upon the founding date of the association of 1908 instead of the incorporation date of 1909. The association's Annual Meeting would be held on September 16, 2008 at which time there would be a formal recognition of the centennial. Ms. Coad of the Finance Officers Association would be willing to provide advice and assistance with the Clerk's planning efforts since she

was actively involved in planning the Finance Officer's centennial event. There was some discussion about doing a mailing to Past Presidents in order that they could be invited to attend the meeting and be formally recognized. Mr. Koury stated he would check his mailing lists to see if he had addresses for all the Past Presidents. He stated that he should have them since they are all entitled to receive The Bulletin. It was determined that at some point, sooner than later, NYCOM should be contacted in order to program the association's 100th anniversary into the Annual Meeting listing.

Mr. Koury gave The Bulletin Report. He stated that the Fall/Winter Issue was progressing in light of the issues with the graphic design person he was using. He stated that Mr. Ridgway and he had spoken about redesigning The Bulletin with the spring issue. After some discussion it was decided that the redesign would be held off until the committee met again in February 2008 to discuss future possibilities.

Mr. DiDomenico gave the Legislative Report. He stated that there was not much to report and that highlights of the NYCOM Legislative Meeting should be in the next issue of The Bulletin as well as a small piece on the Legislative Priorities Meeting.

Mr. Ridgway asked if there were any other committee reports to be presented. Hearing none he moved to the next item on the agenda dealing with the status of the Regional Managers. There was some discussion over the role and effectiveness of the Regional Directors. Mr. DiDomenico stated that an article should be included in the next Bulletin about the managers to see what the reaction would be. He stated that the biggest and most onerous chore was compiling the mailing list. All agreed that the process should be put into place to see how it worked.

The next item on the agenda was Old Business. The first topic of discussion dealt with the insurance policy for the Executive Committee. Mr. Ridgway stated that the policy had been purchased and that it covered all of the committees as well as the members of the Executive Committee.

Mr. Ridgway stated that he attended the NYCOM Executive Committee meeting held on September 28, 2007 at the Mohonk Mountain House. He stated that he reported on the activities of the association and that he acted as the affiliate voting member. He concluded by stating that there were no major issues brought up at the meeting.

In terms of the Clerk of the Year Award, Mr. Ridgway stated that he would be doing a presentation of the Clerk of the Year Award to Ms. Montigelli in the Village of Black River since no formal presentation was ever done to her board. It would be done in conjunction with an educational workshop. Mr. Koury would attend a meeting of the Village of Speculator Village Board and formally present the traveling plaque to Ms. Page, the 2007 winner of the award.

Last, Mr. Ridgway proceeded to an item under New Business dealing with press releases for Executive Committee members. He would like to have members of the committee submit bios so a press release could be developed to be sent to each respective member's media outlets. Mr. Koury stated that when he received the biographies from everyone for the next issue of The Bulletin, he would forward those to Mr. Ridgway.

Mr. Ridgway asked if there was any additional old business to be discussed. Ms. Page stated that she would again like to request that the RMC and Membership Applications be placed on the website. Mr. Ridgway stated that he would take care of that.

Mr. Ridgway moved on to New Business. He stated that first item of new business dealt with the NYALGRO School to be held in Corning, NY in June 2008. That association was asking that someone attend to discuss the various certification programs. After some discussion it was determined that Mr. Koury was the closest to Corning and that he would represent the association at that school in June. He also stated that he traditionally attends the NYALGRO School anyway, so he did not mind being the presenter.

Mr. Ridgway moved on to the next issue dealing with the placement of recruitment ads on the website. After some discussion, it was determined that this would not be an issue and that the association should proceed to allow job announcement listings as well as “items for sale” listings.

The next item was a review of the 2008 calendar. Mr. Ridgway distributed the proposed calendar and asked if anyone had any additions, comments, etc. The issue of the distribution of the Directory was discussed again at this point in order to clarify the calendar. It was decided that it would be distributed each November beginning with calendar year 2008. However, it was decided that ms. Hay-Gillespie, Chair of the Directory Committee, would proceed with the update for the current year as scheduled. She stated she would let the committee know when it would be mailed out by General Code Publishers.

Mr. Ridgway asked if there was any other new business to discuss. Some members of the committee suggested that letters of congratulation be sent to those association members that have achieved their CMC status. He stated that would be a good idea and he would pursue that as President.

Another item of new business was the purchase of appreciation plaques for Riele and Donna at NYCOM since they would be leaving for other positions. *Upon a motion made by Ms. Copeland and seconded by Mr. DiDomenico, the expenditure of funds to purchase appreciation plaques was approved.*

There being no further business before the Executive Committee, *upon a motion made by Mr. Koury and seconded by Ms. Copeland, the meeting was duly adjourned at approximately 3:00 p.m.*

Respectfully Submitted,

James R, Koury
Secretary, NYSACVC

/jrk