

**New York State Association of City and Village Clerks
Executive Committee Meeting
Owego, NY – April 26, 2007**

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

Members Absent and Excused: Treasurer Bonnie Page

President Copeland called the meeting to order at approximately 2:00 PM. She called for the Secretary's Report. *Upon a motion made by Mr. Borchert and seconded by Mr. DiDomenico, the minutes of the February 25, 2007 meeting were approved and ordered filed.* Mr. Koury stated that he would get the minutes to Mr. Ridgway for placement on the association website.

President Copeland then called for the Treasurer's Report. Mr. Ridgway inquired about simplifying the summary report in order to provide for more clarification of the budget items. After some discussion, it was determined that the clarification was within the subsequent pages of the Treasurer's Report. Brian stated that Bonnie does a wonderful job with the reports. *Upon a motion made by Mr. Ridgway and seconded by Mr. Borchert, the Treasurer's Report was duly approved.*

Ms. Copeland asked Ms. Montigelli for her Education Committee Report. Ms. Montigelli stated that the registration deadline for the CMCI had been changed to June 1st. However, she said there would be grace period since it was felt that no one would or should be turned away from attending the institute because they did not get applications in by the deadline. She continued stating that the CMCI Committee would be meeting on May 10th and that Rod Howe, the Institute Director, was on target and very organized.

Ms. DiDomenico stated that he had contacted IIMC about the Institute not being listed in the IIMC News Digest.

An additional discussion was held amongst the members regarding the NYSACVC Scholarship submittal deadline. Mr. DiDomenico felt that since Cornell extended their deadline that it would be appropriate for the NYSACVC to do so in order to encourage the submittal of additional scholarship applications. *Upon a motion made by Mr. Koury and seconded by Mr. DiDomenico, the deadline for submitting scholarship applications for the CMCI to the NYSACVC Scholarship Committee was extended from its current deadline of April 1st to June 1st to coincide with the application deadline for the CMCI.*

In Ms. Page's absence, Ms. Copeland gave the RMC Committee Report. She stated that there had been one new RMC – Lisa Gregory of Sacketts Harbor. Ms. Montigelli stated that she may be able to present the plaque to Ms. Gregory since she was near her geographically.

The next committee report was given by Mr. Koury on behalf of Ms. Haye-Gillespie, the Directory Chair. He stated that he was working with Ms. Haye-Gillespie on the directory and getting it published. After some discussion about distribution and hearing the report from Mr. Borchert about other associations to help distribute the Directory, it was decided that the Directory would continue to be mailed from General Code Publishers, affirming a prior decision made at the February meeting of the Executive Committee. Mr. Koury did state that Ms. Haye-Gillespie was working to get the number of pages reduced in order to save money on postage.

Mr. Ridgway provided the committee with a summary of the Website Committee's activities. He stated that he had been working with General Code Publishers to get the website revamped/updated. He stated that most items were done but he was waiting for some additional information to send to General Code to have placed online. All commended Mr. Ridgway on the wonderful job he has done to get the website updated and current.

Mr. DiDomenico then gave a brief report on the 100th Anniversary Committee. He stated that he really had nothing new to report other than that he is continuing to reach out to get information about the Association and its beginnings/history.

The next topic discussed was the association's tax exempt status and that application. After some discussion it was decided that tax exempt status would not be pursued any longer since the amount of tax paid by the association on a yearly basis was not a significant amount.

The next item on the agenda was a summary of the planning meeting for the Fall Training School. Mr. Ridgway stated that he thought it was a very productive meeting. The group went through the comment sheets from last year's school. The "newbie class" was discussed and that class has been scheduled for 9 AM on Tuesday. Ms. Page and Ms. Montigelli would give a summary of the RMC and CMC Programs. There would also be information about these programs in the packets. Last, moving the luncheons was discussed and no action was taken on that issue. It was deferred to 2008, when other changes might be discussed to the format/structure of the school itself.

Ms. Copeland moved to New Business. The first item of new business dealt with the dissemination of the New York State Register by alternate means (e.g., electronically, from website, etc.). After some discussion *a motion was made by Mr. DiDomenico and seconded by Ms. Montigelli, that the NYSACVC supports alternate means of disseminating the NYS Register.* Ms. Copeland stated she would forward that recommendation back to the state.

Ms. Viegelmann's resignation from the Executive Committee was discussed. All wished Ms. Viegelmann well in her retirement. Additionally, committee vacancies created by Ms. Viegelmann's departure were discussed. Ms. Copeland stated she would ask Mr. Cullinane if he would consider chairing the Nominating Committee. Also, after some discussion, *a motion was made by Mr. Koury and seconded by Mr. Ridgway that the vacancy created by Ms. Viegelmann's retirement on the CMCI Planning Committee would be filled by Mr. Borchert for the unexpired term.*

Ms. Copeland stated that she would send Ms. Viegelmann a letter of thanks for her service on the Executive Committee and other related duties.

The committee then held a brief discussion in regard to the structure of the CMCI Planning Committee. *A motion was made by Mr. DiDomenico and seconded by Ms. Montigelli, that the NYSACVC had no issue with expanding the membership of the CMCI Planning Committee as long as it was fair and equitable to all groups involved.*

Mr. Koury then summarized his prior e-mail to the committee in regard to the association minutes. He wanted to make sure the committee was still amenable to having the NYS Library archive association minutes/documents. All agreed it was a good idea to continue to do so. Mr. Koury stated he would begin to compile new information to transmit to the library.

Ms. Copeland asked if there was any other business to come before the committee. Ms. Montigelli stated that the Tug Hill Conference was very well attended and reminded all that the association partnered with the Municipal Finance Officers to have a table at the meeting. The committee extended its appreciation to Ms. Page for taking care of the table.

Mr. Ridgway brought up the issue of getting Errors and Omissions Insurance for the Executive Committee. After some discussion it was agreed that this would be a good thing to proceed with. Mr. Ridgway would gather some quotations for such insurance and would report back to the committee. It was hoped that this could be a new line item for the budget for the new fiscal year to begin on October 1st.

The next issue brought before the committee dealt with scholarship amounts. After some discussion *a motion was made by Mr. Ridgway and seconded by Mr. Borchert that the scholarship amount for the Institute and the MMC Academy would be increased from \$250 to \$300 as a maximum benefit and from \$125 to 175 as a maximum benefit, respectively.* If there were more applications, the amount would be divided equally.

The last item of business discussed was the location of the hospitality room at the Fall School and who would coordinate it. Ms. Montigelli stated that she would contact the Municipal Finance Officers and discuss this further with them. She would report back to the committee at a later date.

There being no further business before the Executive Committee, *upon a motion made by Mr. Ridgway and seconded by Ms. Montigelli, the meeting was duly adjourned at 4:30 p.m.* The next meeting would be held in Saratoga Springs at the NYCOM/OSC Fall Training School on September 17, 2007 at 3:00 PM at a location to be announced as the school draws nearer.

Respectfully Submitted,
James R. Koury
Secretary, NYSACVC

/jrk

Items to do:

1. Ms. Copeland to ask Mr. Cullinane to chair the Nominating Committee.
2. Ms. Copeland to send Ms. Viegelmann a letter thanking her for her service to the Association.
3. Mr. Koury to continue to send information to the New York State Library to be archived.
4. Mr. Ridgway to obtain quotes for Errors and Omissions Insurance for the Executive Committee.
5. Ms. Montigelli to contact the MFO regarding hospitality issues for the upcoming Fall Training School.