

**New York State Association of City and Village Clerks
Executive Committee Meeting
Saratoga Springs, NY – September 17, 2007**

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

Guests Attending: Shawn Cullinane, Association Counsel

Members Absent and Excused: President Lisa Copeland

In the absence of President Copeland, 1st Vice President Ridgway called the meeting to order at approximately 3:20 PM. Mr. Ridgway attempted to contact Ms. Copeland to let her know that the meeting had started. He was unsuccessful at this point in reaching her and left a message for her to call if she would like to speak with the committee during the meeting.

Mr. Ridgway called for the Secretary's Report. Mr. DiDomenico wanted to make sure that the suggested amendment that was put forward at the April 2007 meeting to reflect a permanent change of the scholarship deadline to June 1st was included in those minutes. Mr. Koury stated that if that was not in the minutes he would include it as per Mr. DiDomenico's request. *Upon a motion made by Mr. DiDomenico and seconded by Mr. Borchert, the minutes of the April 26, 2007 meeting were approved as amended, if needed, and ordered filed.* Mr. Koury stated that he would get the minutes to Mr. Ridgway for placement on the association website.

Mr. Ridgway then called for the Treasurer's Report. Ms. Page distributed the Treasurer's Report. She stated that the association was in good shape. She stated that she had a report summarizing the finances of the association through August 31st and that would be placed on the tables at the Annual Meeting. She also had a statement through September 14th for the Executive Committee. *Upon a motion made by Mr. Ridgway and seconded by Mr. Borchert, the Treasurer's Report was duly approved.*

Ms. Page presented the proposed budget that would also be placed on the tables at the Annual Meeting and approved by the Executive Committee. She summarized some of the changes and would do the same at the Annual Meeting. *Upon a motion made by Mr. Borchert and seconded by Mr. DiDomenico, the proposed budget was approved for submission to the membership at the Annual Meeting for a vote.*

Mr. Ridgway moved ahead with the agenda and called for committee reports. The first was the Directory/Membership Committee. Mr. Koury stated that Ms. Hay-Gillespie did a great job on the new directory. However, he stated that the directory should have stated "2006-2007" instead of 2007-2008. Mr. Koury stated that the directory that would be distributed after the bulk of the dues had been submitted would be out in early winter and that issue would cover the period 2007 and 2008. Mr. Ridgway stated he still had an issue with the timing, how to have it updated and have it current when the new officers are elected at the Fall Training School in September. Mr. Koury stated it was an issue of either having an up-to-date directory listing of members by waiting for the bulk of the dues statements to come into the Treasurer or have an outdated one by distributing it at the Fall School since many of the names would not be current. There was no resolution of the matter other than what was decided at the April meeting to affirm a prior decision made at the February 2007 meeting of the Executive Committee to continue as is. Mr. Ridgway stated that he would like to discuss this issue further at a later date and would move on with the agenda.

Mr. Ridgway asked Ms. Montigelli for the Education Committee Report. Ms. Montigelli gave a CMCI School report. She stated it was reported at the CMCI Planning Meeting held in Ithaca in September that there was a deficiency of \$1,400.00 in the overall budget for the institute. However, Mr. Howe, the Director of the Institute, stated that CARDI would take care of it and not burden the associations with it. Everyone expressed their appreciation to Mr. Howe and Ms. Prince for a wonderful job planning the institute. Ms. Montigelli also stated that there was going to be an attempt to have IIMC representation at the Institute next year in 2008.

Mr. Cullinane then provided the IIMC Liaison Report. He stated that Ms. Patti McCoy would represent IIMC at the Annual Meeting since neither current Region I Director would be able to attend. He continued stating that he had been asked by President Tokar to chair the Property Assessment Task Force. He stated IIMC would be looking at its headquarters to determine whether it was still a practical facility and still meeting the needs of the organization. He stated the Task Force would essentially examine the existing facilities, the cost to remain in them and any alternatives there might be.

Mr. Cullinane concluded his IIMC Liaison Report and continued with the Nominating Committee Report. He stated that the committee would be putting forward the following slate of officers for consideration at the Annual Meeting:

President: Brian Ridgway
1st Vice President: Louis DiDomenico
2nd Vice President: Daniel P. Borchert
Director: Sheila Hay-Gillespie
Director: Randy Bond
Secretary: James Koury
Treasurer: Bonnie Page
Immediate Past President: Lisa Copeland

Mr. Ridgway thanked Mr. Cullinane for his reports and efforts on behalf of the association. He then asked Ms. Page for the RMC Committee Report. Ms. Page stated there were currently 103 RMC's and that a number of persons would be receiving RMC re-certification and certification certificates at the Annual Meeting as follows:

Re-Certifications

Leslie Ann Taggard – Village of Flower Hill
Michele Cusyck – Village of Pulaski
Charles Rankin – Village of Groton
Jill Mattison – Villages of Sandy Creek and Lacona
Kathie Smith – Village of Barker
Anne McPherson – City of White Plains
Palma Sumcizk – Village of Mill Neck
Brian Ridgway – Village of Garden City
Louis DiDomenico – Village of Kings Point
Helen Averso – Village of Munsey Park
Maryellen Hillman – Village of Hempstead
Shawn Cullinane – Village of Lindenhurst
Kathleen Conroy – Village of Kings Poing
Bonnie Page – Village of Speculator

New Certifications

Anne Hartsig – Village of Pittsford
Pamela Thorn – Village of Greene
Nancy Yoshii – Village of Roslyn Estates
Patrick Farrell – Village of New Hyde Park
Lisa Gregory – Village of Sackets Harbor (not in attendance at Fall School)

Ms. Montigelli asked about the certification class at the Fall Training School and why it was not held. Mr. DiDomenico stated that it got eliminated due to there being more classes than having spots for. Ms. Montigelli felt that there should be an actual session offered on certification programs. Mr. DiDomenico stated that everyone should be encouraged to make a comment on the evaluation forms that a certification session is important and should be reinstated next year.

Mr. Ridgway then provided the Web Committee Report. He stated that the site has been updated and will be updated with information from the Fall Training School. He said that Matt Quick, our General Code representative on the website, was very responsive in terms of getting the updates on the website. Some members of the committee wanted to see the Membership Application as well as the RMC Application on the website.

There being no further committee reports, Mr. Ridgway moved on to the next item on the agenda; Old Business. He stated that the association centennial plans were progressing and thanked Mr. DiDomenico for chairing that committee. Mr. DiDomenico updated everyone on the work of the committee thus far. Mr. Ridgway stated that a power point presentation of pictures would be a nice thing to do. He stated the work of the committee was in progress and everyone would be updated as plans progress.

Mr. Ridgway moved on to New Business. He stated the first item he wanted to address was The Bulletin. He stated The Bulletin was published three times a year: Spring, Summer and Fall/Winter. He identified some items that he would like to see in the upcoming Fall/Winter Issue. He wanted all committee members to submit a bio for the next issue so the membership could have an idea of who the committee members are. He wanted to have a brief summary of the regions put in the issue that he would explain later in the meeting.

He continued stating that he would like to see the Spring Issue include a report from each regional coordinator to report on what's going on in each respective region.

The next item of New Business was the insurance coverage for the officers. He stated that he had received quotations ranging from \$900-\$1500 for 1 million dollars of coverage. After some discussion, *a motion was made by Ms. Montigelli and seconded by Mr. DiDomenico to work out additional details for the policy and after review by Mr. Cullinane, Association Attorney, Mr. Ridgway would be authorized to sign the policy effective for the period October 1st to September 30th.*

At this point in the meeting, President Copeland returned Mr. Ridgway's phone call made at the beginning of the meeting. Ms. Copeland reported on a number of items: 1) she received a letter from Ms. Sharon Kaplan from Ohio that she is running for IIMC VP; 2) she received a "thank you" note from the Southern Tier West Regional Planning and Development Board for the NYSACVC's sponsorship of its local government conference; 3) she reported that she had received a letter about a bill being put forward about the State Register and whether it should be mailed or e-mailed; 4) last, she stated that she would bring the RMC Application materials display with her when she came to the Fall School on Wednesday, the 19th.

Upon completion of the phone call with Ms. Copeland, Mr. Ridgway returned to the agenda and discussed new committee assignments. Mr. Borchert had a question on his role as the FTS Committee chair and what it would entail. Mr. Ridgway stated that the chair would be responsible for ensuring all facets of the school planning were completed. He stated Mr. Borchert would certainly not be doing all this work himself, but that he would bring on board additional people to help plan the event.

Ms. Montigelli felt that this was much too broad. She felt there was a need to have separate chairs because the tasks such as Hospitality and Registration were big jobs and if Mr. Borchert could not find someone to undertake these roles he would then have to assume the responsibility. Mr. Ridgway stated that that would not be the case; that Mr. Borchert would just need to call him and he would find someone to fill those positions. After some further discussion, Mr. Borchert agreed to be the FTS Chair and would work with Mr. Ridgway to further define the role and its responsibilities.

Mr. Montigelli stated that she wanted to discuss the CMCI Committee rotation as long as the discussion was focused on committee assignments. After some discussion it was decided that the terms would be as follows:

2008: Kathie Montigelli
2007 – 2009: James Koury
2007-2010: Dan Borchert

Ms. Montigelli thanked everyone for clarifying that and stated she would contact Mr. Howe and let him know of the Executive Committee's policy/terms and would also work with the CMCI Committee to develop a policy consistent with the NYSACVC's policy. Ms. Montigelli stated she would write a letter to Mr. Howe to confirm these discussions.

Mr. Ridgway moved on to the regional assignments. He distributed the list and the counties to be covered under each region. He stated he broke the state into 5 regions and they may need some refining as time goes on.

The next issue on the agenda was the "New-B" Orientation session. All members felt the session was successful and well attended.

The last item under new business was the review of the Annual Meeting Agenda. Mr. Ridgway asked if anyone had any questions about the agenda. There were no comments or questions.

Mr. Ridgway informed the committee that the next Executive Committee meeting would be November 18, 2007 at 1:00 p.m. at the Crowne Plaza in conjunction with the NYCOM Legislative Priorities meeting.

There being no further business before the Executive Committee, *upon a motion made by Mr. Koury and seconded by Ms. Montigelli, the meeting was duly adjourned at approximately 5:15 p.m.*

Respectfully Submitted,

James R, Koury
Secretary, NYSACVC

/jrk