

**New York State Association of City and Village Clerks
Executive Committee Meeting
Albany Marriott, Albany, New York
Sunday, February 11, 2018**

Executive Committee Members Present:

President Paula DiSanto
1st Vice President Joseph Scalero
2nd Vice President Cheryl Douglas
Director Angela Arasim
Director Robert Juliano
Secretary Tamara Bonomo
Treasurer Bonnie Page
Immediate Past President Brenda McConnell

Invited Committee Members:

New York Municipal Clerks Institute Liaison Kathie Montigelli

President DiSanto called the meeting to order at 11:40 a.m.

President's Report:

President DiSanto reported that she has been working on updating the Associations By-laws and has been corresponding with the By-Laws Committee members in this regard.

Secretary's Report:

Secretary Bonomo submitted the minutes of the November 12, 2017 Executive Committee meeting to the Board for review and approval. A motion was made by Immediate Past President McConnell to approve the minutes of the above stated meeting as written. The motion was seconded by Director Arasim and carried unanimously.

Treasurer's Report:

Treasurer Page submitted the financial reports for November 2017, December 2017 and January 2018. A motion was made by Director Juliano to approve the submitted Treasurer's reports, subject to further audit. The motion was seconded by 2nd Vice President Douglas and carried unanimously.

Treasurer Page informed the Board that dues are coming in slowly. She believes that it is due to changes in personnel. She is sending out second notices and is including information on the benefits of membership.

Committee Reports:

Bulletin:

The classes, and dates thereof, that are offered by The NYS Comptroller's Office will be placed in the bulletin. Also, a report on the IIMC Region 1 annual meeting will be included. Additionally, Director Juliano agreed to prepare a "Spotlight on Port Jefferson" for the next edition.

International Institute of Municipal Clerks:

President DiSanto reported that the International Institute of Municipal Clerks Region 1 annual meeting and post-meeting classes will be held March 20 – 23 in Manchester Center, Vermont.

Legislation:

No report at this time.

Registered Municipal Clerk Program (RMC):

Chairperson Page informed the Board that it has been a busy renewal season. She has received nine (9) thus far.

Education:

Clerks Institute Liaison Montigelli informed the Board that Doctor Michael Hattery has left the Rockefeller Institute of Government. Thereby, he has resigned his position as the New York State Municipal Clerks Institute Director. She contacted the Institute and spoke with the Director of the Rockefeller Institute, Tom Gais. He informed Ms. Montigelli that the Institute will be naming a new Director to the Municipal Clerks Institute. Furthermore, he will contact Ms. Montigelli by the end of February in order to set up a planning meeting by and between the Rockefeller Institute Administration, the NYS Association of City and Village Clerks and the NYS Town Clerks Association. Although the future of the Municipal Clerks Institute is somewhat in an indeterminate state at this time, there is a written agreement by all parties involved that states that the agreement will renew annually unless one of the parties chooses to terminate. If so, twelve (12) months written notice is required to terminate the agreement by one of the parties. Therefore, the Municipal Clerks Institute will remain in effect for this July. Ms. Montigelli also noted that the curriculum that Doctor Hattery developed with the International Institute of Municipal Clerks will not be effected. Ms. Montigelli expressed that she will continue to keep the Executive Committee informed of any further information that she is made aware of.

Scholarships:

As Daniel Borchert has agreed to take over the Scholarships Chairperson position, he has updated the website application with his information.

Website:

The classes and dates thereof that are offered by The NYS Comptroller's Office will be placed on the website.

Unfinished Business:

A discussion was held regarding the Municipal Clerks Institute Planning Committee. As the current members are retired or retiring, the Executive Committee was asked to consider replacements.

New Business:

Treasurer Page reminded the Board that the Association donates money annually to the Tug Hill Commission's Local Government Conference. Therefore, Secretary Bonomo made a motion to donate \$200 to the Tug Hill Commission's Local Government Conference. The motion was seconded by Director Arasim and carried.

A brief discussion was held in regard to the April meeting. It was decided that the meeting will take place April 19-20 in Cooperstown.

The Executive Committee took some time to review and discuss various additions and modifications to the By-Laws.

As there was no further business to discuss, a motion was made by Treasurer Page to adjourn the meeting at 2:00 p.m. The motion was seconded by Director Arasim and carried unanimously.

Respectfully Submitted.

Tamara L. Bonomo, CMC, RMC
NYSACVC Secretary