

**NEW YORK STATE ASSOCIATION OF CITY AND VILLAGE CLERKS
EXECUTIVE COMMITTEE MEETING
DIAMOND MILLS HOTEL, SAUGERTIES, NEW YORK
FRIDAY, APRIL 28, 2017**

President McConnell called a meeting of the New York State Association of City and Village Clerks Executive Committee to order at 9:25 a.m.

Executive Committee Members Present:

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

Excused Executive Committee Members:

Past President Daniel Borchert

Invited Committee Members:

Association Counsel / IIMC Liaison Shawn Cullinane
New York Municipal Clerks Institute Liaison Kathie Montigelli

Secretary's Report:

Secretary Bonomo submitted the minutes of the November 13, 2016 Executive Committee meeting to the Board for review and approval. A motion was made by Director Arasim to approve the minutes of the previous meeting as written. The motion was seconded by Director Douglas and carried unanimously.

Treasurer's Report:

Treasurer Page submitted the financial reports for November and December of 2016 and January, February and March of 2017 to the Board for review and approval. A motion was made by Secretary Bonomo to approve the Treasurer's report(s) as submitted, subject to further audit. The motion was seconded by Director Douglas and carried unanimously.

Committee Reports:

International Institute of Municipal Clerks:

President McConnell conveyed that she, Secretary Bonomo, Director Arasim and Director Douglas attended the International Institute of Municipal Clerks Region 1 meeting in Port Jefferson, New York on April 19-21. She conveyed that next years meeting may be held in Brattleboro, Vermont. President McConnell also

noted that there was a low attendance at this years meeting. It was suggested that it could be contributed to the fact that due to inclement weather it was held on a rescheduled date. In addition, Region 1 Director Carol Anderson suggested the possibility of extending the meeting an additional day (of sessions) so as to establish a more beneficial reason to travel.

President McConnell informed the Board that there will be 71 IIMC Region 1 members attending the International Institute of Municipal Clerks Annual meeting in Montreal, Canada. She further noted that there are plans for a dinner for all Region 1 members on Sunday evening.

Registered Municipal Clerks (RMC) Program:

RMC Chairperson Page informed the Board that there are currently 79 active Registered Municipal Clerks. In addition, there are 17 renewals and 2 new Registered Municipal Clerks.

Education/Municipal Clerks Institute:

New York Municipal Clerks Institute Liaison Montigelli informed the Board that the NYMCI Planning Committee met at the Rockefeller Inst. Of Government on February 14th. The Committee reviewed the tentative schedule for this years Institute, as well as discussed marketing plans. It was decided that she, NYSACVC Education Chairperson Bonomo and Institute Director Michael Hattery would have a booth at the NYCOM Mayors annual meeting. They would have promotional information and items and share with the Mayors the importance of sending their Clerks to the new Institute.

A discussion was held regarding possible speakers for the NYMCI banquet. It was noted that a speaker adds to the importance of the program. Several individuals were suggested. NYMCI Liaison Montigelli will discuss this further with Institute Director Hattery.

A discussion was held in regard to possible vendors at the Institute. It was noted that the vendors would be asked to sponsor a specific event. (ie.) an educational session.

NYMCI Montigelli informed the Board that, due to the number of registrants that have already committed, the program should monetarily break even this year. She further noted that there will not be a Masters Class offered in July, but that it would be offered later in the summer or in the fall. She additionally conveyed that Institute Director Hattery met with NYCOM Executive Director Peter Baynes and Deputy Director Barbara Van Epps to fine tune the 1 day of NYMCI training at the NYCOM fall training school in September.

It was decided that Secretary Bonomo would refresh the previously used request letter for voluntary donations toward an endowment fund to be utilized for the New York Municipal Clerks Institute. Treasurer Page will add it as an attachment when sending out dues notices this year.

Scholarships:

Education Chairperson Bonomo noted that the present scholarship that was online still named the Institute at Cornell. In addition, she noted that it states that the applicant Clerk must be a member of NYSACVC and IIMC for one-year prior to being awarded a scholarship. It was a consensus of the Board that newly appointed Clerks should be given an opportunity for a scholarship as they could benefit greatly from this educational opportunity. Secretary Bonomo will look into updating the scholarship applications. Additionally, the Board decided not to place a cap on scholarship awards this year.

Unfinished Business:

In regard to NYCOM Fall Training School, there has been a bit of miscommunication in regard to signing into class so as to obtain credits toward RMC. It was suggested that NYCOM place information in that regard within the registration packet. Additionally, it was discussed that possibly a session should be held at Fall Training school educating Clerks on the RMC and CMC program and the credential process and requirements thereof. Therefore, President McConnell will be suggesting these items at the forthcoming Fall Training School planning meeting.

In further regard to Fall Training School, discussions were held in regard to the theme night, member gifts and the Clerk of the Year and Distinguished Service awards.

New Business:

Secretary Bonomo received correspondence from a member regarding the NYSACVC Handbook for Village Clerks, dated 1985. The individual was a newly appointed Clerk who found it helpful but wondered if it was going to be updated. It was noted that this has been a discussion several times in the past by the Executive Committee. Therefore, it was decided to hold a work session of the Executive Committee on Monday, August 14th to in an effort to update the document. Furthermore, as there is a NYMCI Planning Committee meeting at Rockefeller the following afternoon, Tuesday, August. 15, it was decided to hold the next Executive Committee meeting that morning. Both the work session and meeting of the NYSACVC Executive Committee will be held at the Indigo in Albany, NY.

Also in new business, a brief discussion was held in regard to issues with vendors not wanting to accept checks and other modern day issues, causing it to be necessary for the Treasurer to obtain a Debit Card. A motion was made by Secretary Bonomo to authorize Treasurer Page to obtain a Debit card on behalf of the New York State Association of City and Village Clerks. The motion was seconded by Director Arasim and carried unanimously.

A discussion was held in regard to the fact that Shawn Cullinane has retired from his position of Clerk-Treasurer at the Village of Lindenhurst. It was determined that he will serve as NYACVC's IIMC liaison at the annual conference in Montreal, Canada and will then step down. He maintained his willingness to continue to serve the Association as Counsel. He received many congratulations and thank you's from the group for his 29 years of service.

As there was no further business to discuss, 2nd Vice President Scalero made a motion to adjourn at 10:40 a.m. The motion was seconded by Treasurer Page and carried unanimously.

Respectfully Submitted,

Tamara L. Bonomo, CMC, RMC
NYSACVC Secretary

APPROVED