

**NEW YORK STATE ASSOCIATION OF CITY AND VILLAGE CLERKS
EXECUTIVE COMMITTEE MEETING
HOTEL INDIGO, ALBANY, NEW YORK
TUESDAY, AUGUST 15, 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
Secretary Tamara Bonomo
Treasurer Bonnie Page
Past President Daniel Borchert

Excused Executive Committee Members:

Director Angela Arasim

Invited Committee Members:

New York Municipal Clerks Institute Liaison Kathie Montigelli

Secretary's Report:

Secretary Bonomo submitted the minutes of the April 28, 2017 Executive Committee meeting to the Board for review and approval. A motion was made by 2nd Vice President Scalero 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 April, May, June and July of 2017 to the Board for review and approval. A motion was made by Past President Borchert to approve the Treasurer's report(s) as submitted, subject to further audit. The motion was seconded by 2nd Vice President Scalero and carried unanimously.

Committee Report(s):

Bulletin:

President McConnell informed the Board that the Bulletin is set to be delivered to the members prior to the NYCOM Fall Training School. A brief discussion was held in regard to submitting the Bulletin in electronic format rather than paper. It was decided to continue to distribute a paper copy to the members.

International Institute of Municipal Clerks (IIMC):

President McConnell informed the Board that she, NYMCI Liaison Montigelli, Secretary Bonomo, Director Douglas and Director Arasim attended the IIMC annual conference in Montreal in May. She conveyed that the classes were excellent, however the conference was a bit lacking due to there being no local host committee. She noted that the 2018 annual conference will be held in Norfolk, Virginia next year. In regard to Region 1, the 2018 meeting is tentatively scheduled for Woodstock, Vermont in March.

Legislation:

Nothing new to report.

Registered Municipal Clerks Program (RMC):

RMC Chairperson Page conveyed that she has a dozen re-certifications due this year. She noted that some retiree's are not planning to re-certify.

Education:

NYMCI liaison Montigelli reported that she, President McConnell and Education Chairperson Bonomo attended a meeting on August 8th. It was a lengthy meeting reviewing and critiquing the inaugural New York Municipal Clerks Institute. It was evident that overall the first year was very successful. There were some minor logistical issues but there was positive feedback in regard to the classes and the presenters. She informed the Board that the classes included Board Management, How to Run a Meeting, Public Issues and Local Public Policy, Demographics and Your Community, Making Smart IT Choices, Introduction to Planning and Zoning, Comprehensive Planning and Understanding Local Government as Organizations. She stated that there were 24 hours of on-site training, with 8 hours of on-line training and 8 hours of training to be held on Sept. 11th at the NYCOM Fall Training School. It was conveyed that next year (due to evaluations and requests) that the school will last 4 days and offer 32 hours of training with 8 hours of on-line training and 2-4 hours of "catch up" training at the NYCOM Fall Training School.

President McConnell inquired whether the Board would like to donate \$1,000 toward the Institute (the same as last year). A motion was made by Past President Borchert that the NYSACVC donate \$1,000 toward the New York Municipal Clerks Institute. The motion was seconded by Secretary Bonomo and carried.

President McConnell informed the Board that the NYMCI Education Committee is still working on the MMC program. The program, unfortunately, was not offered this year due to cost and lack of interest. She noted that on Sunday, Sept. 10th she and Education Chairperson Bonomo will be meeting with Institute Director Michael Hattery to discuss the MMC Program.

NYMCI Liaison Montigelli informed the Board that she and Education Chairperson Bonomo had a booth at the NYCOM annual meeting. She maintained that it went very well and drew a lot of interest from elected officials. She noted that they were able to explain the value of the Institute to the officials. It was discussed that a booth should be looked into for future years and should also include information regarding the RMC program.

President McConnell stated that she and Education Chairperson Bonomo attended the NYMCI banquet and that Institute Director Hattery gave much praise to NYMCI Liaison Montigelli for reaching out to him and helping to facilitate the new Institute into reality.

NYMCI Liaison Montigelli informed that Board that Institute Director Hattery requested that she, President McConnell and Education Chairperson Bonomo continue to serve on the NYMCI Education Committee so as to provide continuity as the Institute is still in the planning stages.

Scholarships:

Treasurer Page reminded the Board that there is a September 1 deadline for scholarship reimbursement requests. She has received and paid out several thus far. Due to the new Institute and changing costs, a motion was made by Secretary Bonomo to cap the scholarships at (3) full-rides on a 1st come 1st serve basis and the continuing education scholarships at \$400. The motion was seconded by Treasurer Page and carried.

New Business:

A discussion was held in regard to the upcoming NYCOM Fall Training School and the obligations of the NYSACVC Executive Committee. President McConnell conveyed that the annual business meeting luncheon will be Thursday, Sept. 14th at noon and requested that all Executive Committee members arrive at 11:00 a.m. to help in the set up. Also, the Clerks seminar will be the 1st afternoon session following the meeting. President McConnell informed the Board that she be hosting a Presidents reception again this year, on Wednesday afternoon. It was also decided that the NYSACVC Executive Committee meeting will be held on Monday afternoon, following the session for new attendees.

Secretary Bonomo requested that Shawn Cullinane and Joyce Jezewski be recommended at the annual meeting to be named Honorary Members. A motion was made by Director Douglas to recommend Shawn Cullinane and Joyce Jezewski as Honorary Members of the NYSACVC at the annual meeting. The motion was seconded by Secretary Bonomo and carried.

In light of Shawn Cullinane's recent retirement a discussion was held regarding NYSACVC Counsel. It was decided to maintain Mr. Cullinane in that role on a situational basis.

As there was no further business to discuss, a motion was made by 1st Vice President DiSanto to adjourn at 10:30 a.m. The motion was seconded by Director Douglas and carried.

Respectfully Submitted,
Tamara L. Bonomo
NYSACVC Secretary

APPROVED