

**New York State Association of City and Village Clerks
Executive Committee Meeting
The Otesaga Resort Hotel, Cooperstown, New York
Friday, April 20, 2018**

Executive Committee Members Present:

President Paula DiSanto
1st Vice President Joseph Scalero
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

Excused Member:

2nd Vice President Cheryl Douglas

President DiSanto called the meeting to order at 9:35 a.m.

Secretary's Report:

Secretary Bonomo submitted the minutes of the February 11, 2018 Executive Committee meeting to the Board for review and approval. A motion was made by Treasurer Page 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 informed the Board that the fund balance has declined. The cause stems mainly from larger expenditures due to an increased involvement with meetings and training by members of the present Executive Committee and a decrease in membership/revenue. She therefore conveyed that the Executive Committee should look into cutting expenses. A discussion was held in regard to reimbursements made to Executive Committee members in regard to meetings and conferences.

Immediate Past President McConnell made a motion to set the following reimbursement policy. The motion was seconded by President DiSanto and carried unanimously.

The following meeting schedule will be considered reimbursable to Executive Committee members:

November meeting: Sunday night hotel accommodations and Monday NYCOM Legislative Priorities Meeting.

February meeting: Sunday night hotel accommodations and Monday NYCOM Winter Legislative Meeting registration.

April meeting: One day meeting

August: One night hotel accommodations and one day meeting.

IIMC Conference and Region 1 meeting: President or designee reimbursement in full.

Treasurer Page submitted the financial reports for February and March 2018. A motion was made by Director Arasim to approve the submitted Treasurer's reports, subject to further audit. The motion was seconded by Secretary Bonomo and carried unanimously.

Committee Reports:

Bulletin:

Director Juliano prepared a "Spotlight on Port Jefferson" for the current edition. Also, following a brief discussion, it was decided to continue to provide the Bulletin three times per year for the members but, if possible, to reduce the volume of the Bulletin.

International Institute of Municipal Clerks:

President DiSanto reported that the International Institute of Municipal Clerks annual conference will be held May 19-24 in Norfolk, Virginia.

Legislation:

No report at this time.

Registered Municipal Clerk Program (RMC):

Chairperson Page informed the Board that there are seven renewals pending. Additionally, she maintained that it would be beneficial to have

the RMC renewal application on the NYSACVC website. She will send the required file to Lou DiDomenico to be added to the website.

Education:

Clerks Institute Liaison Montigelli informed the Board that on April 5th she, Immediate Past President McConnell and 2nd Vice President Douglas met with Dr. James Malatras, President of the Rockefeller Institute, Heather Trela, Chief of Staff and Dr. Greg Rabb, the new NY Municipal Clerks Institute Director, as well as three representatives from the NY Town Clerks Association. She expressed that the meeting was very interactive and productive and that Dr. Malatras conveyed that the Rockefeller Institute was very committed to ensuring the continuation of NYMCI. Ms. Montigelli explained that Dr. Rabb, the new NYMCI Director, is a professor of political science at Jamestown Community College as well as an adjunct lecturer in political science at Buffalo State College. He has served as both an appointed and elected municipal official and seems to understand and respect the role of municipal clerk.

Ms. Montigelli conveyed that the Institute will be held from July 15-18, 2018. The Institute as been increased by a full day of on-site training this year, carrying 32 credit hours. However, in order to complete the 40 hours of IIMC approved training in the three-year program time frame, an additional eight hours of off-site training must be provided. The Rockefeller Institute proposed offering two webinars during the year. It was the consensus of the Planning committee that webinars were the preferred way of offering the eight additional hours, rather than at the NYCOM Fall Training School or the Town Clerks annual conference. It was noted that the tuition cost of the Institute has increased this year due to the extra night of lodging and the corresponding meals.

Secretary Bonomo decided to step down as Education Chairperson. Therefore, a motion was made by Director Arasim to appoint Director Douglas to the position of NYSACVC Education Chairperson. The motion was seconded by Immediate Past President McConnell and carried unanimously.

It was noted that in regard to the NYMCI Education Planning Committee that NYMCI Liaison Montigelli and Immediate Past President McConnell will be stepping down after the 2018 Institute. Furthermore, aside from the Education Chairperson, there are two more NYSACVC member representatives needed to fill the NYMCI Planning Committee requirements.

Scholarships:

Scholarship Chairperson Daniel Borchert sent the scholarship applicants that he has thus far for the 2018 Institute to the Executive Committee for review. A discussion was held in regard to scholarships and the increased cost of the Institute. Director Juliano made a motion to continue to offer the first three-first time applicants a full scholarship to NYMCI for 2018. He further moved that from 2019 and forward, the scholarship award will be \$500 for all applicants. The motion was seconded by Director Arasim and carried.

Website:

Secretary Bonomo requested that the website be updated so as the Contact portion contains more specific information. She suggested that Treasurer/RMC Chairperson Page be listed as a contact for Membership and RMC Program questions and that Education Chairperson Douglas be the contact in regard to NYMCI and Education. She noted that all other questions and concerns shall still be directed to her.

Unfinished Business:

A discussion was held regarding the \$150 set aside (per the by-laws) whereas “the President shall be empowered to authorize the Secretary and Treasurer to retain temporary additional help to assist them.” A motion was made by Secretary Bonomo to instead assign the \$150 to compensate the individual that oversees the Registered Municipal Clerks Program (RMC Chairperson). The motion was seconded by Director Juliano and carried unanimously.

New Business:

The next meeting of the NYSACVC Executive Committee and will be held in Albany on August 24th.

As there was no further business to discuss, a motion was made by Treasurer Page to adjourn the meeting at 11:26 a.m. The motion was seconded by Director Arasim and carried unanimously.

Respectfully Submitted.

Tamara L. Bonomo, CMC, RMC
NYSACVC Secretary

