

**New York State Association of City and Village Clerks
Executive Committee Meeting
Hotel Indigo, Albany, New York
Friday, August 24, 2018**

Executive Committee Members Present:

President Paula DiSanto
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

Excused Committee Member:

1st Vice President Joseph Scalero

President DiSanto called the meeting to order at 12:25 p.m.

Secretary's Report:

Secretary Bonomo submitted the minutes of the April 20, 2018 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 2nd Vice President Douglas and carried unanimously.

Treasurer's Report:

Treasurer Page informed the Board that she has been receiving dues and there are a couple of new members.

Treasurer Page submitted the financial reports for April, May, June and July 2018. A motion was made by Secretary Bonomo to approve the submitted Treasurer's reports, subject to further audit. The motion was seconded by 2nd Vice President Douglas and carried unanimously.

Committee Reports:

Bulletin:

A brief discussion was held in regard to the next Bulletin and the Spotlight. It was mentioned that possibly 1st Vice President Scalero could publish an article on the Village of Mineola. It was decided to distribute the Bulletin two times per year. The first in late spring/early summer and the second in late fall/early winter.

International Institute of Municipal Clerks:

Present DiSanto informed the Board that the IIMC Conference in Norfolk, Virginia was well organized with a larger than normal turnout of approximately 900 attendees. She noted that many of the classes were personal development and were good quality. In addition, it was conveyed that President DiSanto represented New York State and carried the State flag in the opening Ceremony.

Legislation:

President DiSanto discussed the new requirement of electronic filing of death records. She informed the Board that currently if there is a hospital and/or nursing home within a municipality that the municipality must record electronically. She noted that eventually all municipalities will have to adhere to the electronic filing requirements.

Registered Municipal Clerk Program (RMC):

RMC Chairperson Page informed the Board that she has processed seven re-certifications and two new certifications, with an additional new certification ready to be processed.

Education:

NYMCI Liaison Montigelli informed the Board that the NY Municipal Clerks Institute was held at the Rockefeller Institute of Government from July 15 thru July 18th this year. She and Advisory Council members Brenda McConnell and Tammy Bonomo attended the ceremony/banquet. She noted that it was a large class and in speaking to the attendees, the Advisory Council received very positive feedback in regard to the Institute. Ms. Montigelli informed the Board that the outgoing Advisory Council, as well as the Incoming Advisory Council will meet at the Rockefeller Institute of Govt. on Friday, September 7th to review the attendees evaluations, as well as the financial report.

In regard to the Incoming Advisory Council, Director Arasim made a motion to appoint Liz Gaynor, Village Clerk of the Village of Sands Point, to join Education Chairperson Cheryl Douglas. The motion was seconded by 2nd Vice President Douglas and carried unanimously.

Scholarships:

Treasurer Page has been processing and re-reimbursing the scholarship awardees. She noted that there is only one left outstanding at this time.

Website:

President DiSanto presented handouts depicting the proposed new layout.

Unfinished Business:

President DiSanto conveyed that the members have received the proposed amendments to the bylaws and noted that she received several suggestions. She reviewed the suggestions with the Board and has sent the suggestions on to NYSACVC Counsel Shawn Cullinane for his evaluation.

Director Juliano worked on filling out an application for the Board in regard to officers liability insurance for Executive Committee members. He will obtain a quote and inform the Board of same.

New Business:

Director Arasim presented the new NYSACVC t-shirts that will be available for the members to purchase (\$20) at NYCOM Fall Training School.

Discussions were held regarding the upcoming fall training school including the registration booth, the annual meeting, the Monday afternoon Executive Committee meeting and informational handouts that will be available to Clerks that were produced by 2nd Vice President Douglas.

Following a brief discussion and upon the agreement that the following Past-Presidents have gone above and beyond to help the Association, a motion was made by Treasurer Page to pay for the lunches of Kathie Montigelli, Shawn Cullinane and Jim Koury at the annual meeting/luncheon. The motion was seconded by Immediate Past President McConnell and carried unanimously.

A motion was made by Immediate Past President McConnell to pass the following policy "As the NYS Association of City and Village Clerks is a Private Membership Group, it is our policy not to honor requests for membership lists or contact information of our members by outside organizations." The motion was seconded by Director Arasim and carried unanimously.

Kathie Montigelli took a moment to thank the Executive Committee for allowing her the opportunity to continue to serve the Association for the past two years as the NY Municipal Clerks Institute Liaison and Advisory Committee member.

A motion was made by Treasurer Page to adjourn at 3:15 p.m. The motion was seconded by Director Arasim and carried unanimously.

Respectfully Submitted,

Tamara L. Bonomo, CMC, RMC
NYSACVC Secretary