

**New York State Association of City and Village Clerks  
Executive Committee Meeting  
Crown Plaza, Lake Placid, New York  
Monday, September 24, 2018**

**Executive Committee Members Present:**

President Paula DiSanto  
1<sup>st</sup> Vice President Joseph Scalero  
2<sup>nd</sup> 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  
Bulletin Editor James Koury  
Association Counsel Shawn Cullinane

President DiSanto called the meeting to order at 3:15 p.m.

Treasurer Page submitted the financial reports for August 2018 for the Boards review and approval. A motion was made by Immediate Past President McConnell to approve the submitted Treasurers report, subject to further audit. The motion was seconded by Director Juliano and carried unanimously.

Additionally, Treasurer Page submitted the annual budget. A motion was made by Director Arasim to authorize the submission of the proposed budget to the membership at the annual meeting for approval. The motion was seconded by Immediate Past President McConnell and carried unanimously.

President DiSanto reviewed the agenda to be carried out at the annual meeting.

Education Chairperson Douglas informed the Board that she, NYMCI Liaison Montigelli, Secretary Bonomo, Immediate Past President McConnell and Education Planning Committee member Karen Finnessy met at the Rockefeller Institute of Govt. on September 7<sup>th</sup> (along with Town Clerk representatives, RIG representatives and NYCOM Deputy Executive Director Barbara VanEps) to discuss this years Institute. The feedback received by the attendees was very positive. It was noted that the distance learning segment will be offered in the fall or early spring. In addition, as the Learning Action Plan portion was left out of the program this year, it was discussed with the RIG representatives that it

was a necessary component of the Institute. Also, the evaluation forms were reviewed and discussed. Ms. Montigelli will forward last years forms onto RIG so as they may view them and perhaps change the format to be more comprehensive. Ms. Douglas informed the Board that the Planning Committee will meet again sometime in February. A possible follow up letter was discussed to express any further concerns regarding the August Institute Planning meeting.

President DiSanto discussed the by-laws amendments to take place at the annual meeting. Association Counsel Cullinane will review the by-laws (legalities and terminology) with the membership and the few amendments suggested by the membership. He noted that the by-laws were distributed in a timely fashion via email to the entire membership for review.

As the Bulletin Editor was present, the number of times that the Bulletin should be distributed to the membership was discussed. It was decided to send out the Bulletin 2x per year. Mr. Koury suggested December and June/July. As there will be a new website for the Association up and running soon, a discussion was held regarding the advertising rates and the possibility of having rates include both the bulletin and the website. A motion was made by Director Arasim to add a small increase to the rates as they shall cover both the Bulletin and the website. The motion was seconded by Director Juliano and carried.

President DiSanto informed the Board the she and Director Juliano will be attending training on the new website on October 12<sup>th</sup>.

A motion was made by Immediate Past President McConnell to adjourn at 4:00 p.m. The motion was seconded by Director Arasim and carried.

Respectfully Submitted,

Tamara Bonomo  
NYSACVC Secretary