

**New York State Association of City and Village Clerks
Executive Committee Meeting
Turning Stone Casino, Vernon, New York
Friday, August 23, 2019**

Executive Committee Members Present:

President Paula DiSanto
1st Vice President Joseph Scalero
Director Angela Arasim
Secretary Tamara Bonomo

Excused Members:

2nd Vice President Cheryl Cook
Treasurer Daniel Borchert

Invited Members / Past Presidents:

Kathie Montigelli
Brenda McConnell
Bonnie Page
Shawn Cullinane

President DiSanto called the meeting to order at 10:15 a.m.

Secretary's Report:

Secretary Bonomo submitted the minutes of the April 26, 2019 Executive Committee meeting to the Board for review and approval. A motion was made by Director Arasim to approve the minutes of the above stated meeting as written. The motion was seconded by 1st Vice President Scalero and carried unanimously.

Treasurer's Report:

The financial reports for April, May, June and July 2019 were submitted. A motion was made by Director Arasim to approve the submitted Treasurer's reports, subject to further audit. The motion was seconded by 1st Vice President Scalero and carried unanimously.

At this time President DiSanto took a moment to thank retired NYSACVC Treasurer Bonnie Page for her many years of dedicated service and presented her with a gift.

Bulletin:

President DiSanto received the list of previous vendors utilized in the bulletin. She noted that there are 6-7. She will reach out to them and explain that NYSACVC is no longer producing a Bulletin but that they may advertise on the Website year round for an annual fee of \$250.

Following a brief discussion, it was decided that Bonnie Page will continue to serve as the Associations RMC Chairperson. It was noted that the application and fee will be sent to Treasurer Borchert, who will in turn, forward the application to Ms. Page. A discussion was held in regard to the handling of sign-in sheets. Henceforth, individuals will keep track of their earned credits via a master sheet in which they will indicate which classes they attended. Said sheets will be audited against the sign-in sheets from the classes.

International Institute of Municipal Clerks (IIMC):

Ms. Montigelli presented the proposal that was submitted from Rockefeller College regarding the proposed NY Municipal Clerks Institute. She conveyed that the cost for attendee's would be \$1,000. It would include 4 days (32 hours) on campus and 8 hours of distance learning. It would also include room and board. She noted that it isn't much of an increase from the previous Institute costs. Ms. Montigelli maintained that Rockefeller College has worked hard at getting the proposal together and is very interesting in sponsoring it. Barb VanEps (NYCOM Deputy Director) is a Trustee at the College and has been very instrumental in facilitating the dialogue between the parties. Additionally, Ms. Montigelli conveyed that Doctor Mike Hattery is willing to assist the new Director the first year. Further, she informed the Board that there would be a commitment of \$2,000, as well as a required budgetary contingency amount of \$2,000 for any unplanned deficit. Also, both the NYS Town Clerks Association and NYSACVC would each be responsible for obtaining \$2,000 in annual sponsorships from vendors. Ms. VanEps believes she can obtain most of that cost from NYMIR and Comp Alliance. A discussion regarding the finances of the program was had and it was decided that Ms. Montigelli will look into requesting that Rockefeller College taking over the procurement of vendors. Mr. Cullinane questioned the financial burden, questioning the percentage of members that take advantage of the educational opportunity. It was decided to possibly look into the avenue of utilizing the established New England Municipal Clerks Institute, held in New

Hampshire. Mr. Cullinane will contact the Director of the Institute, Debbie Damen, and ask her to attend the Monday afternoon Executive Committee meeting in Saratoga at NYCOM Fall Training School. Ms. Montigelli will be contacting Sue Haag to attend as well.

A brief discussion was held regarding the necessity of RMC Chairperson Bonnie Page's attendance at Fall Training School this year. Therefore, a motion was made by Director Arasim to pay for two nights of Ms. Page's attendance this year. The motion was seconded by 1st Vice President Scalero and carried unanimously.

Registered Municipal Clerks Program:

RMC Chairperson Page reported that there are 19 Registered Municipal Clerks due for re-certification this year. In addition, there are 5 new Registered Municipal Clerks.

New Business:

The need for an Advisory Committee was discussed and all present agreed that it would be beneficial at this time. Therefore, a motion was made by Secretary Bonomo to name Kathie Montigelli, Brenda McConnell, Bonnie Page and Shawn Cullinane (counsel) to an Advisory Committee. The motion was seconded by Director Arasim and carried unanimously.

Various fall training school business was discussed (ie) tee shirt sales, baskets, hospitality, no longer the need for membership cards, registration booth and annual meeting program decisions.

A motion was made by Director Arasim to accept the resignation, with regret, of Jim Koury as Bulletin Editor and thank him with appreciation for his years of service. The motion was seconded by Secretary Bonomo and carried unanimously.

A motion was made by Director Arasim to accept the resignation, with regret, of Bonnie Page (effective June 1, 2019) as Association Treasurer and thank her with appreciation for her years of service. The motion was seconded by 1st Vice President Scalero and carried unanimously.

A motion was made by Director Arasim to appoint Daniel Borchert to the position of Association Treasurer, effective June 1. The motion was seconded by Treasurer Bonomo and carried unanimously.

A motion was made by Director Arasim to adjourn the meeting at 1:00 p.m.
The motion was seconded by 1st Vice President Scalero and carried unanimously.

Respectfully Submitted,

Tamara L. Bonomo, CMC, RMC
NYSACVC Secretary