

**New York State Association of City and Village Clerks
Executive Committee Meeting
Held at Turning Stone Casino
5218 Patrick Road, Verona, NY 13478
Friday August 12, 2022**

Executive Committee Members Present:

President Elizabeth Dreaper, Village of Dobbs Ferry
1st Vice President Amanda Detschner, Village of Barker
2nd Vice President Kerriann Harrington, City of Oneonta
Past President Paula DiSanto, Village of Croton-on Hudson
Director Corine Bump, Village of Cuba
Secretary Megan Bay, Village of Naples
Treasurer Daniel Borchert, Village of Fishkill

President Dreaper asks for a motion to call the meeting to order at 11:00am, Treasurer Borchert makes this motion. 2nd Vice President Harrington seconds the motion, it is carried unanimously.

President's Report:

1. President Dreaper gives an updated overview of the committees that have vacancies that need to be filled. The Committees page on the NYSACVC website has the vacancies highlighted in red. <https://www.nysclerks.com/committees/pages/2021-2022-committee-assignments> . The audit committee is vacant, which members of the executive committee cannot serve on.

Secretary's Report:

1. Review & Approval of the Minutes from April 22, 2022 - Treasurer Borchert makes a motion to approve the minutes as written, 1st Vice President Detschner seconds the motion. The motion is unanimously carried.

Treasurer's Report:

- Treasurer Borchert goes over the monthly financials.
- He received two applications for scholarships for the NYMCI – The clerks from Margaretville and East Aurora. 1st Vice President Detschner makes a motion to approve the \$500 scholarship for each pending receipt of completion certificates from the Institute. Director Bump seconds the motion which is unanimously carried.
- Committee members discuss the Association's contribution to NYCOM Fall Training School as an amount of \$1000.

Committee Reports:

RMC - 1st Vice President Detschner reports that there are four new RMC recipients: 2nd Vice President Harrington, City of Oneonta, Gina Langowsky Village of Wurtsboro, Leroy Wood, Village of Nunda, Paula McCarthy Village of Sleepy Hollow

There will be a push for the RMC in the Clerk's packet distributed at Fall Training School.

IIMC – 2nd Vice President Harrington reports that she attended the banquet of the NYMCI. There was a great speech given by Barbara Van Epps. The institute did seem to have low attendance. There were more Towns represented than Villages. This year it was half virtual, half in person. 2nd Vice President Harrington and Secretary Bay will be attending a NYMCI Education Committee meeting in a couple of weeks and will have more information.

New Business:

1. Preparation for 2022 Annual Meeting

- **Review of the Annual Meeting Agenda:** Committee Members discuss the agenda, noting the Honorary/Life Membership announcement. Life Membership goes to former clerks who are retired, they do not have to have kept their membership paid after leaving office. Honorary Members are individuals or corporations that are not necessarily clerks that have made an impact on the association.
- Treasurer Borchert asks about getting a list of current Honorary & Life members from former Secretary Bonomo.
- President Dreaper wishes to nominate Civic Plus for honorary membership. 2nd Vice President Harrington makes a motion to approve Civic Plus for honorary membership. 1st Vice President Detschner seconds the motion which passes unanimously.
- **Baskets for Annual Meeting:** 1st Vice President Detschner will bring a basket on behalf of Niagara County, 2nd Vice President Harrington will bring a basket on behalf of Oneonta, Director Bump – Alleghany County, President Dreaper – Dobbs Ferry, Secretary Bay – Naples & the Finger Lakes.
- **Raffles:** Treasurer Borchert will have the raffle tickets pre-ripped and folded for Monday & Thursday night's social events. The Committee will be recruiting volunteers to help with the 50/50 raffle
- **Registration Booth:** The Booth will need volunteers on Monday, Tuesday & Wednesday – will shut down on Wednesday at lunch time. The time slots available for members will allow for working around the class schedule, with volunteers only missing one session.

- There will be ribbons – Blue for members, White for executive committee members. The Glassware will be available for members at the table. Committee members discuss coordination of setup and finding out numbers of member/clerks attending.
- The theme for the Party Dinner night is Margaritaville. President Dreaper has already acquired decorations.

2. **Setting of the coming year's meeting dates**

- Committee members agree that the November, February, & April meetings will be held virtually via Zoom, with the August meeting held in person.
- President Dreaper would like to hold the next August retreat/meeting in Niagara Falls. Director Bump makes a motion to hold the August 2023 NYSACVC Retreat/meeting in Niagara Falls on the 10th & 11th of the month. Treasurer Borchert seconds the motion which is passed unanimously.

Treasurer Borchert makes motion to adjourn the meeting at 12:19pm. 1st Vice President Detschner seconds the motion, which passes unanimously.

Respectfully Submitted by

Secretary, Megan Bay
Village of Naples
NYSACVC