

**New York State Association of City and Village Clerks
Executive Committee Meeting
Held Virtually via Zoom
March 22, 2023 @ 2pm**

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

Director Corine Bump, Village of Cuba

Secretary Megan Bay, Village of Naples

Treasurer Daniel Borchert, City of Batavia

President Dreaper asks for a motion to call the meeting to order at 2:14pm, Director Bump makes this motion. Treasurer Borchert seconds the motion, it is carried unanimously.

President's Report:

1. President Dreaper talks about the decision-making process in the current presidential term, as she had first fulfilled the unexpired term of President Scalero. Although the unexpired term was 9 months, and President Dreaper has served 1 year and 9 months now, she feels she can fulfill this whole year as president, in a term that will 2 years 9 months in entirety. Members of the executive Board agree.
2. Executive Committee duties should be clearly explained so every member knows their role.
3. There are records that have been archived in the NYS Library
4. President Dreaper is appreciative of the Board.

Secretaries Report:

1. Review & Approval of the Minutes from November 29, 2022 – 2nd Vice president Harrington makes a motion to approve the minutes as written, Treasurer Borchert seconds the motion. The motion is unanimously carried.

Treasurer's Report:

- Treasurer Borchert goes over the monthly financials.
- He closed out the Salisbury Bank account.
- He opened a new account at M & T Bank
- Director Bump makes a motion to approve the financial report, 1st Vice President Detschner seconds the motion. The motion is unanimously carried.

Committee Reports:

RMC - 1st Vice President Detschner reports that there is a new RMC recipient since the last meeting, Cynthia Miller from Cobleskill, and Paula DiSanto as a recertification.

IIMC – 2nd Vice President Harrington and Secretary Bay let the committee know that the planning meetings with the NYSMCI Educational committee are ongoing, and progress is being made to firm up the details for this Summer's Institute that will be held July 9th-13th in person, and virtually July 17th-20th.

New Business:

Treasurer Borchert and President Dreaper discuss the need for the website to be updated and the possibility of using Civic Plus to revamp it. There are too many layers making it complicated.

2nd Vice President Harrington would like to help with the Facebook page problems, confirming ownership of the page and then going from there to obtain new login information so it can be accessed.

President Dreaper has started some prepping for Fall Training School, September 18-22 in Lake Placid. 1st Vice President Harrington tells the committee the prices for the letter openers, drink tokens and card decks in total will be around \$1146. Next step will be finding out the price per/drink to add to the cost for the tokens. All agree to make a decision in May and go ahead and order.

1st Vice President Detschner is beginning planning of the August 10th -11th meeting in Niagara Falls, putting together a cost of activities. She would like to know how many plan to attend.

President Dreaper will be attending the NYCOM meeting on May 1st for the purpose of helping with planning Fall Training School.

President Dreaper and other committee members discuss the email distribution list.

1st Vice President Detschner makes motion to adjourn the meeting at 2:47pm. 2nd Vice President Harrington seconds the motion, which passes unanimously.

Respectfully Submitted by

Secretary, Megan Bay
Village of Naples
NYSACVC