

**Long Island Village Clerks and Treasurers Association
Regular Meeting**

**Virtual Meeting Hosted via Zoom
Thursday, September 10, 2020
12:00 PM**

President Dave Fraser – Present
1st Vice President Liz Gaynor – Present
2nd Vice President Ronnie Shatzkamer – Present
Secretary Chrissy Kiernan – Present
Treasurer Barbara Kelly – Present
Association Counsel Bob Smith – Absent
Nassau Director Joanna Palumbo – Present
Nassau Director Karen Altman – Absent
Suffolk Director Denise Mordente – Absent
Suffolk Director Nicole Rhodes – Absent
Executive Committee John Mirando – Absent
Executive Committee Marianne Lobaccaro – Absent

At approximately 12:00p.m. President Fraser started the virtual September General Meeting. Secretary Kiernan led the Pledge of Allegiance. President Fraser then began with a roll call of the Executive Board.

MEMBERSHIP COMMITTEE – Treasurer Kelly reported that one Suffolk County village and several Nassau County villages have yet to renew their membership, as well as a few vendors. Three follow-up notices were sent.

GOLF COMMITTEE – Secretary/Golf Chair Chrissy Kiernan reported that the rescheduled LIVCTA Golf Outing Fundraiser will take place on Wednesday, September 30, 2020 at the Village Club of Sands Point. The final solicitation for the outing was emailed to the Association last week. RSVPs for players, sponsors and tee signs are due by Friday, September 18, 2020. You can email clerk@baxterestates.org with any inquiries. All reservations and payments should be mailed to Chrissy Kiernan, c/o the Village of Baxter Estates, 315 Main Street, Port Washington, NY 11050.

MINUTES OF THE 5/28/20 GENERAL MEETING – Upon a motion by Liz Gaynor, seconded by Barbara Kelly, the minutes of the 5/28/20 regular meeting were unanimously approved.

TREASURER’S REPORT – The Treasurer’s Report was tabled to the October Meeting.

EDUCATION/SCHOLARSHIPS – 1st Vice President Gaynor reported that there are scholarships available through our Association (LIVCTA), the New York State Municipal Finance Officers Association (NYSMFO), and the International Institute of Municipal Clerks

(IIMC) for virtual classes for those pursuing their Certified Municipal Clerk or Master Municipal Clerk certifications. An email with the web link to a variety of regional IIMC approved institutes to take virtual classes was emailed to the Association in August. LIVCTA will reimburse up to \$500 for virtual approved IIMC courses upon proof of completion in 2020. The scholarship form is available on the www.LIVCTA.com website.

2020 LIVCTA MEETING SCHEDULE AND NEXT MEETING – 1st Vice President Gaynor reported that the next LIVCTA general meeting will be a virtual Vendor Appreciation on October 15, 2020. The November 12th virtual meeting will be a NYCOM Update. December 10th will be a virtual Holiday Meeting/Toys for Tots Collection. Details to follow by email to the Association.

NEW BUSINESS – Lorraine Hill-Campbell, Regional Advisory Officer for New York State Archives, led a discussion and Q&A on the new Retention and Disposition Schedule for New York Local Government Records (LGS-1) which will replace the MU-1 schedule. Governing boards of local governments will have a five-month period – between August 1st, 2020 and January 1st, 2021 (when the four existing schedules expire) – to adopt the LGS-1 by resolution. After the meeting, information will be emailed to the Association with important links and Lorraine Hill-Campbell's contact information.

There being no further business, upon a motion by Barbara Kelly, seconded by Pamela Walsh-Boening, it was unanimously resolved to close the meeting.

Respectfully submitted,
Chrissy Kiernan
Secretary