

NEW YORK STATE ASSOCIATION OF MAGISTRATES COURT CLERKS, INC.

Annual Business Meeting, September 25, 2017

President Gillian Koerner called the meeting to order at 8:03am with a salute to the flag.
Sign in sheet passed around for roll call

Secretary Report

Kim Howard presented the Secretary report - the minutes of the previous meeting September 2016 were circulated prior to the meeting, hard copies were available prior to the meeting. Anyone still needing a copy can email khoward1@nycourts.gov.

Larry Cassidy motioned to accept the minutes of September 2016, 2nd by Kolleen Redman. Roll Call carried

Treasurer's Report

Treasurer, Dora Richter – Treasurer Report presented the account balances of August 31, 2017 Checking \$66,676.82, Savings \$14,339.57, CD \$10,079.74, and Scholarship \$2,442.89 totaling balances of \$93,539.02.

Budget Report

Dora Richter presented the 2018 Budget. Marie Barbera motioned to accept the Treasurers and Budget report, 2nd by Loretta Close. Roll Call carried

President's Report

Gillian Koerner presented the Presidents Report – I have set high goals for this year, we have made an update to the Court Clerk Manual, new store, mandatory training is here to start in 2019 with 6 hour approved annual training. No clerk will be left behind. Looking at live in person training for every District via Skype. Survey Monkey was taken into consideration based on the results, as well as the comment forms as to what you as clerks are looking for. The Court Clerk manual is being updated regularly. We are looking at setting a permanent address and phone number to be accessible to everyone. Let any of us know if you would like us to come to your court as we are happy to help with training as well as we are looking at attending as many County meetings as possible. Marie Falzone motioned accept the President's Report, 2nd by Stacy Silker. Roll Call carried

Membership Report – 1st VP

Annie Raskoskie presented the membership report. Our computer program (database) went down. SEI is rebuilding and hopefully will be done by end of year. On a good note we have 1065 paid members (active and retired). I would ask all of you to encourage clerks in your area to join. Stand strong we will be stronger and the more voice we have regarding mandatory training. Heather Blume motioned to accept the membership report 2nd by Stacy Silker. Roll Call carried

Education Report 2nd VP

Jane Curtiss presented the Education Report. We had over 100 clerks in attendance at Potsdam. We rolled out the new DWI program at Potsdam and decided to make it two parts in Ellicottville, DRE and Clerk need to know. Meeting with Office of Justice Court Support has been going well to bring in Mandatory training. Currently we sit on the curriculum committees to bring same classes as judges and update power points. We have brought you three separate training session for WEB DVS which is mandatory April 1, 2018. Kolleen Redman motioned to accept the Education Report 2nd by Marie Falzone. Roll call carried

Registration 3rd VP

Dawn Marie Klingner presented the Registration Report– She thanked 229 pre-registered clerks for this year’s training on time and correctly. Not an easy task so please be sure to send registration in by the deadline for 2018 which will be August 3. Lake George is two weeks earlier. Registration will be online before Thanksgiving and be sure to like us on Facebook as many updates are posted there as well.

County Chapters 3rd VP

Dawn Marie Klingner presented the County Chapters report – There will be a County Chapter meeting at 4:30pm Monday. We are still trying to get more County Reps as well as Co-County Reps. They send out emails to help with information getting to all clerks. All are welcome at the meeting to learn what we are doing and to see if you would like to become a County Rep. Annie Raskoskie made a motion to accept to County chapter’s report 2nd by Marie Falzone. Motion carried

Parliamentarian

Dawn Marie Klingner presented the Parliamentarian Report - We have a tight budget and is in support of Active Past President change to the by-law as follows:

New language for Article III membership defining Active Past President and Past Presidents **Active Past President:** A past President of this Corporation shall be considered **Active** when they remain engaged and participate in the responsibilities of running and achieving the goals of the Corporation on a consistent basis. Specific criteria to be met to be considered Active shall be when a Past President is appointed by the current President to be an active member of at least one of the Corporations committees and to actively participate in such They must also follow guidelines for attendance at official meetings of the Corporation in that anyone who misses two (2) consecutive meetings, without proper reasons submitted in writing, shall be deemed by the current President as no longer being considered **Active**. **Active** Past Presidents shall be notified of all official meetings and training sessions of the Corporation. **Active** Past Presidents who remain an active Court Clerk are required to pay membership dues and may participate as Instructors/Trainers in our educational programs. **Active** Past Presidents shall be entitled to reimbursement of expenses pursuant to Article VII (5). **Active** Past Presidents upon retirement/discontinuance of employment as a Court Clerk shall become Honorary Members as provided in this Article. B) (1) **Past Presidents:** Are those individuals who have at any time served this Corporation in the capacity of President. Past Presidents who do not meet the criteria of an Active Past President and have retired/discontinued employment as a Court Clerk shall become an honorary Member as listed below. Past Presidents will be recognized for their service to this Corporation as it pertains to the history of the Corporation and as the Current President deems appropriate. C) (1) **Honorary Membership:** An Honorary member is one who has been approved by a unanimous ballot of the Board of Directors of this Corporation. It may be granted to an individual who has shown extraordinary dedication and service to the Corporation. Honorary members will not have voting ability and may not be considered for an elected office of this Corporation. They shall enjoy all other benefits of membership within the Corporation and are not required to pay membership dues. The Corporation shall not be required to reimburse the expenses for Honorary Members attendance at meetings and conferences. Honorary membership shall be granted to Past Presidents as described in this Article.

Marie Barbera made a motion to accept the by-law change 2nd by Marie Falzone. Roll Call carried

We are trying to streamline the organization to go more professional with one general PO Box and move to change the position of Secretary and Treasurer from Elected to nominated positions with the By-law change for Executive Director/Secretary and Treasurer which reads as follows:

2a) The Corporation shall have an appointed Executive Director/Secretary and treasurer. The Board of Directors by majority vote shall appoint an official Executive Director/Secretary who shall be in good standing, shall serve at the pleasure of the Board and by majority vote shall appoint a successor. The Executive Director/Secretary and Treasurer shall be a voting member of the Board of Directors, unless otherwise excluded from voting as stated in Article III §1A..

Jackie Ricciardi made a motion to accept the by-law change 2nd by Loretta Close. Roll Call carried.

Nominations

Dawn Marie Klingner presented nominations by announcing that there are (4) four Director Positions available. Three (3) full term Director Positions to expire 2020 and one (1) expired term to replace Pam Thurber as she was appointed Docket Editor to expire 2019. Stacy Silker and Heather Blume have expressed their interest to run for office. Larry Cassidy nominated Denise Cookingham from the floor 2nd by Marie Falzone and Ann Capisi nominated Jackie Ricciardi from the floor 2nd by Marie Barbera. Ballots were handed out and if you had a smiley face on your badge you are unable to vote. Nomination committee collected the ballots and will come back with the results after the tally have been tabulated.

Program

Kim Howard presented the Program report – Reminder the sign in sheet is going around. Hope all are enjoying the facility and this beautiful location. Presented the itinerary for the Conference.

Marie Falzone made a motion to accept the Program Report 2nd by Heather Blume. Roll call carried.

Audit

Larry Cassidy presented the Audit report -The Audit was conducted and all was good. The committee recommended a Check Scanner and it has been ordered.

Legislation

Larry Cassidy presented the Legislation report – Proposal to increase small claims fees to \$20 for up to \$1000 and \$40 for \$1,000.01 to \$3000. There is a proposal to amend CPL 460.10 to include the use of “electronic means of recording” so that the digital recorders will be given equivalence to a stenographic transcript. Efforts underway to make sure that the present JCAP be continued and that the amount of funding is increased to the former funding level of \$10,000,000.00 per year. Be sure to vote NO at the November Ballot for the Constitutional Convention on the back of the ballot. Handouts are on the tables for your review. Marybeth Lollis-Barnell made a motion to accept the Audit and Legislation reports 2nd by Kathryn Sorrentino. Roll call carried.

Conference

Gillian Koerner presented the Conference report. The 2018 conference will be at Lake George September 16, - 18 at the Courtyard by Marriott with room rates to be \$790 single and \$550. 2019 was voted Double tree by Hilton, East Syracuse. 2020 we are looking at Saratoga for our 40th Anniversary. A new committee has been appointed for this. If you are interested in helping please let Gillian know. Marie Falzone made a motion to accept the Conference report 2nd by Kathryn Sorrentino. Roll call carried.

Docket Ads

Jackie Riccardi presented the Docket Ads report and indicated if you have any one in your area be sure to reach out the Jackie and she will follow through with the lead. This is your Docket. Mary Waibel made a motion to accept the Docket Ads report 2nd by Stacy Silker. Roll call carried.

Scholarship

Marie Falzone presented the Scholarship report and is happy to report that this year we had a record number of applicants at 11. We were able to award 9 winners due to the huge success of last year's Basket Raffle. Scholarship Recipients winners are as follows: Full Scholarships recipients were Crystal Gibson - Town of Carroll, Elizabeth Young - Village of Red Hook, Kendra Griswold - Village of Horseheads, Bonnie Burke-Boyle - Village of Galway, Tracy Villnave - Town of Lawrence, Dianna Evans - Town of Collins. Partial Scholarship Recipients were Frances Engels, Angela Ghani and Mary Kay Williams all from the Town of Ashford. Asking for help again with the basket raffle and 50/50 which both help benefit the Scholarship fund. Cheryl Adams made a motion to accept Scholarship Report 2nd by Marie Barbera. Roll call carried.

Historian

Regina Hill presented the Historian report. Please participate by going to the Historian page on the website and email and inform Regina with any updates and news. A form has been created to be used annually at the end of each year. Thank you to Jackie Ricciardi for creating this form. Cheryl Adams made a motion to accept the Historian Report 2nd by Heather Blume. Roll call carried

Nominations Cont.

Dawn Marie Klingner presented the ballot results in no particular order Heather Blume, Jackie Ricciardi, and Denise Cookingham receive the 3 yr. term and Stacy Silker fills the expired term of 2 years. Heather Blume motioned to destroy the ballots 2nd by Pam Thurber. Roll Call carried. Pam Thurber made a motion to accept the nominations report 2nd by Mary Waibel. Roll Call carried.

Awards

Annie Raskoskie presented the Awards report. Congratulations to Court Clerk of the Year, Pam Thurber. A Reminder that the Court Clerk of the year is a special award so be sure to nominate someone even if they were nominated before. A special Presidents award was presented to Terry Wolfe and Marty Malone from SEI for all their service and support to the clerks over the years. Years of Service certificates will be presented after this meeting. Jane Curtiss made a motion to accept the Awards report 2nd by Cheryl Adams. Roll Call carried.

Publicity/Media

Pam Thurber presented the Publicity Media report. She informed that forms are now downloadable and we are now able to accept credit cards. Check out the website as many clerks do not use it and encourage all to use there nycourts email. Be sure to reach out to Marie Falzone and like us and follow us on Facebook.

Docket

Pam Thurber presented the Docket Report - This magazine is for you and about you we want your contribution. If you have an item for the Docket or Website be sure to send to the Docket staff. Please see Pam if you did not receive your copy of the Docket. Mary Waibel made a motion to accept the Publicity Media and Docket report 2nd by Marie Falzone. Roll call carried.

Ethics

Denise Cookingham presented the Ethics report. There is a non-judicial hotline for possible ethics questions which is fairly new last couple years. You can reach them at 1-888-283-8442. This is anonymous. We want your feedback if you are willing to share with us.

Court Clerk Manual

Denise Cookingham presented the Court Clerk Manual Report - There are eleven (11) new topics as of April that we have been submitted and are awaiting to be approved. Reach out if you see anything that needs to be updated. Loretta Close made a motion to accept the Ethics and Court Clerk Manual report 2nd by Colleen Redman. Roll call carried

Old Business

Store

Jackie Ricciardi presented the Store report. The Association has ended the contract with the past vendor and have chosen Dan from Hoffs Sportsweat from Arcade as our new store. Great new items. \$15 gift certificates were handed out at registration for the store so be sure to stop and shop. Janice Condes made a motion to accept the store report 2nd by Dawn Breton. Roll call carried.

New Business

Gillian Koerner informed that ID badges are still available to be made throughout the Conference and they will be used to track Mandatory Training that is now a reality. We are accepting Credit Card payments now for Membership and Conference Registration. 40th Anniversary is approaching soon, if you want to help us out please let one of the Board know. No new business from the floor.

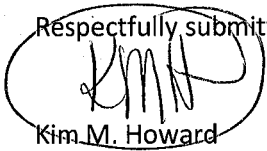
Health and Welfare

Marie Falzone presented the Health and Welfare report. Over 60 cards have been sent out. Sympathy, thinking of you, Congratulations, Get Well, Retirement, and Banner cards were among a few of the cards sent. Be sure to reach out if you are aware of a clerk in need for a card. Marie Barbera made a motion to accept the Health and Welfare report 2nd by Stacy Silker. Roll call carried

Adjournment

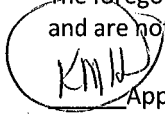
Kelly Betters made a motion to adjourn the meeting at 9:25am 2nd by Heather Blume. Roll call carried.

Respectfully submitted:



Kim M. Howard
NYSAMCC, Secretary

The foregoing represents unapproved minutes of the NYSAMCC, Inc. from a meeting held on September 25, 2017 and are not be construed as the final official minutes until so approve.



Approved as read on (9/17/18) _____ Approved with: deletions corrections and additions.