

**ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING**  
September 20, 2011

Present: Heather Ball, Mitchell Brodsky, Catherine Carson Ricciardi, Rachel Chatalbash, Pamela Cruz, Ryan Anthony Donaldson

Absent: Thomas Lannon

**BOARD VOTES TAKEN SINCE THE MEETING OF AUGUST 15, 2011**

- The board approved the Vice-President's request to make the September programming meeting free for ART members.

All votes below are in **bold**.

**GENERAL POLICY DISCUSSION**

Late Board Reports

At the request of the President, the board had a discussion on a policy for late board reports.

**The board decided that from this point forward, all reports will be due 48 hours before the scheduled board meeting. In addition, a late board report will count as an absence. If a board member has three unexcused absences, the board will have a discussion regarding that board member's continued service on the board.**

Board Calendar

The Vice President asked to discuss whether or not board members should put travel schedules on the board calendar. **The board voted against putting travel schedules on the board calendar.**

**PRESIDENT'S REPORT (RACHEL CHATALBASH)**

Volunteer Opportunities

- The president submitted the new list of volunteer opportunities to the board for its review; the list will be distributed to membership if there is no need for changes.

Littauer Foundation Grant

- The President notified the board of that William Frost, the president of the Lucius N. Littauer Foundation, recently passed away.

Advocacy Committee

- The President indicated that there has been additional discussion with SAA regarding the DORIS/DCAS legislation. There has been no other activity, but the legislation is still pending at this time.

Archives Week

Artists' Records Symposium

- There is good attendance, especially for Day 1 of the symposium, where the interest has exceeded available space. The President will be closing the wait list for Day 1, and offering slots to volunteer to the remaining persons on the wait list.

### Archives Week Calendar

- The Archives Week calendar has been distributed to membership and has been posted on the ART website.

### Budget

- The President advised the Treasurer that the \$750 of the amount budgeted for Archives Week the current financial report was already paid on last year's budget as a deposit for the Awards Ceremony.

### Awards Ceremony Commemorative Journal

- The advertisements will cover the cost of printing this year, but the revenue is not enough to cover the full cost of the Awards Ceremony in the future. The Vice President thinks that the approach for fundraising needs to be different in the future – the journal has too small an audience. The Treasurer also thinks there are other models for what we want to achieve that could be explored prior to next year. There also needs to be additional discussion about the fundraising role of board members.

### Future Planning

- ART has received a good response to Archives Week this year, but the President feels that the coordination is too much work for one board member. She would like all board members to have assigned responsibilities for events and other work related to Archives Week in the future.

## Bylaws Revision Committee

### Interviews of Board Members

- The President, after doing interviews of board members, wanted to clarify that all board members are expected to be present at all board meetings even if they do not have anything to report. The interviews revealed a difference of opinion on this point. The full board should be present to discuss and vote upon issues at board meetings.
- The interviews revealed that it is thought that several board positions, particularly the President, Vice President, and the Outreach and Communications Coordinator, have too much work. Ideally, a new board structure will help to alleviate this problem.

### Discussion of New Board Structure

- The committee has put forward two potential board structures – a nine member and an eleven member structure – to replace the current seven member structure. While the larger structure is more straightforward, the President believes it will difficult to manage a board of that size. Once the board agrees on a structure, the Bylaws Committee will draft the bylaws. Once the board approves the new bylaws, there will be a comment period for membership, and then there be an in-person vote on the new bylaws at the annual business meeting as required by the current bylaws. The Bylaws Revision Committee plans to rewrite the bylaws by the end of this calendar year.
- The board discussed both the expansion of the board and the structural options. **The board voted to approve a nine member board structure.**

### Workshop Requirements

- The board discussed how many workshops to require in the new bylaws. **The board voted to require three workshops per membership year.**

## MEMBERSHIP AND NOMINATING COORDINATOR'S REPORT (HEATHER BALL)

### Wild Apricot

- The board discussed several issues related to the membership software.

### Mentoring Committee

- ART was able to obtain space at Trinity Church for a student social for October 6th. It would be helpful if board members could come to the social to field questions, etc.

### Outreach

- The board had a discussion about outreach to potential ART members. The Vice President thinks we need to do a better job of getting word out on what ART does – a lot of people aren't aware of what the organization is about, or have an impression that our work is focused on a small area of the archives profession.

## VICE PRESIDENT'S REPORT (PAMELA CRUZ)

### Programming

- Programming Committee - The Vice President announced that the programming committee has one new member, but does not yet have a chair.
- Intrepid Program – Right now there are a small number of attendees.
- Holiday Party – The committee has not yet found a space for the party.
- Programming Ideas – The Vice President went over definite programming ideas as outlined in her report to the board.
- Wild Apricot and Website – The Vice President has been receiving positive feedback about the website and the membership software.

## SECRETARY'S REPORT (CATHERINE CARSON RICCIARDI)

- **Board voted to approve the edited version of the August 15, 2011 minutes for the ART website.**
- The President asked that the Secretary move the blog from the right hand column to the left hand column of the ART home page so that it is more visible.

## OUTREACH AND COMMUNICATIONS COORDINATOR'S REPORT (RYAN ANTHONY DONALDSON)

### Archives Education Institute (AEI)

- The coordinator is having some difficulties as he has lost some volunteers. In addition, there are more attendees than were budgeted for in the original budget. The Coordinator asked to move unused money originally budgeted for the Index Festival (\$90) to use for the AEI. **Board approved the use of \$90 in funds leftover from the Index Festival for the AEI.**

### Metropolitan Archivist

- The committee will have meeting when the Coordinator comes back from vacation. The Coordinator advised the board that there are many new volunteers for the newsletter.

### Scavenger Hunt

- Nothing new to report.

### Discussion Groups and Book Club

- There is a discussion group tonight. Maria LaCalle will continue to run this program.
- The book club idea has not yet progressed – Wendy Scheir and Maria LaCalle want to schedule a few other events first.

#### Index Festival

- The event had 75 attendees and went well. It also presented a good opportunity for outreach for ART.

#### Small Non-Profit Project

- The board had a discussion of resources that might help the Coordinator for this project.

#### For the Record

- The Coordinator presented statistics for the newsletter.
- The next issue will come out before Archives Week. The President and the Vice President also asked for advance notice of due dates for information, and that these dates be put on the board calendar.

#### Subject Interest Boxes for the Membership Renewal Forms

- Nothing new to report.

#### Createsphere

- ART will be sponsoring this program. The President approved of this, but asked there be a board vote for sponsorship. **The board voted to approve sponsorship of this event.** The Coordinator also suggested that the board should have more discussion on branding for ART – what does ART sponsorship mean?

### **TREASURER’S REPORT (MITCH BRODSKY)**

#### Report Formatting

- The board discussed the new format for the financial reports; the new format will be kept for future reports.

#### Process and Policies

- The Treasurer asked that for programming events that the head contact /point person for the event was put in the information in the board calendar, as it will help him to identify who to work with on financial issues related to these events.

### **EDUCATION COORDINATOR REPORT (RACHEL CHATALBASH FOR THOMAS LANNON)**

#### Co-Sponsorship of Webinar

- The Coordinator announced that he wants to co-sponsor a webinar with METRO and **the board voted to approve the sponsorship of a webinar with METRO**, but it doesn’t count as an ART workshop as required by the bylaws.

#### Workshops

- The Coordinator would like to explore workshop topics outside of digital archives.
- The board discussed the idea of scholarships for workshops. **The board decided that scholarships for workshops were not necessary at this time.**

- The President thought that it would be helpful if the board discussed a schedule for the first workshop. **The board discussed and agreed upon a timeline for an ART workshop to be held in January 2012.**

NEXT MEETING – TUESDAY NOVEMBER 1<sup>ST</sup>. 6:15PM.