

**ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING**  
December 13, 2011

Present: Mitchell Brodsky, Rachel Chatalbash, Pamela Cruz, Ryan Anthony Donaldson, Elizabeth Pope, Catherine Carson Ricciardi

Absent: Heather Ball

**BOARD VOTES TAKEN SINCE THE MEETING OF NOVEMBER 1, 2011**

- The board voted to approve the involvement of the Advocacy Committee in professional efforts to coordinate efforts to document the Occupy Wall Street movement. The committee chair will respond to a request for coordination that was sent out to the SAA Archives and Archivists' listserv for help in such coordination.
- The board voted to authorize the interim programming committee chair to manage events and edit web pages related to the work of the programming committee on Wild Apricot.
- The voted to approve the President's writing an expert letter to support a visa application at the request of the applicant, who is working in the archives field.

All following board votes are in **bold**.

**EDUCATION COORDINATOR**

As the new coordinator, Elizabeth Pope, was only elected to the board on November 30<sup>th</sup>, she was not required to submit a report for this meeting.

Workshops

- Space – The Coordinator has been looking for space for the January workshop, with the help of the Vice-President and the Programming Committee.
- Topics – The workshop on project management will go forward. The Coordinator and the Treasurer are also considering doing a workshop on running digital projects on a low budget.

**PRESIDENT**

Proposed DORIS/DCAS Merger Issue

Following the November 9<sup>th</sup> Conference Call, a sign-on letter and a position statement were written and submitted to New York City Council Member Brewer's office in November. The President and the Advocacy Committee are still waiting for feedback on these documents.

Occupy Wall Street (OWS) Archives

ART Advocacy Committee members have been going to meetings regarding the archives of OWS. The main request has been for supplies. The board discussed the possibilities of helping with this effort. **The board voted to approve the Advocacy Committee's going forward with an archival supplies drive project to help the OWS Archivists with supplies.**

Archives Week: Reallocation of Duties.

The President's reallocation proposal was as follows:

- Gathering events and creating calendar [President, Programming]
- Awards ceremony [President]
- Outreach programming [Outreach]
- Grant writing/fundraising [President, VP, Treasurer]
- Publicity [Communications]
- Symposium [Education]

The board discussed the President's proposed reallocation of duties related to Archives Week in light of the potential new board structure. Although a suggestion was made to have the Membership Coordinator involved directly in Outreach programming, the board felt that this was unnecessary. However, the board felt that the President still had too many duties under the proposed reallocation. **The board voted to approve the reallocation of duties, with the following change: instead of the President, the Secretary will be responsible for the calendar with the Programming Coordinator.**

#### Bylaws Revision Committee

- The committee still needs copies of ART's Articles of Incorporation and its Mission Statement, as the committee is not sure how these documents define ART's programming. The Secretary will plan to go to the ART archives during the week of December 26<sup>th</sup> to research these issues.
- The President wants us to read and comment on the proposed bylaws revisions by January 1st.

#### **MEMBERSHIP AND NOMINATING COMMITTEE COORDINATOR (PRESENTED BY THE PRESIDENT IN THE COORDINATOR'S ABSENCE)**

##### Membership Numbers

The President presented the membership numbers (as outlined in the report to the board).

##### Honorary Memberships

- The board discussed the purpose of honorary memberships, **and voted that honorary memberships should not be given to persons who are archives professionals, fall within our target for membership, and should be members of ART.**
- The Coordinator will be asked for a larger list of potential honorary members to present to the board for consideration.

##### Mentoring Program and Membership Outreach

- Shortage of Mentors – The program has a shortage of mentors; the board discussed possible ways to increase the number of mentors.
- Membership Outreach – The board discussed possibilities for outreach, including having an enlargeable logo for promotional materials, and new member nametags, printed brochures, and visible membership committee members at programming events.

##### Nominations and Elections

- Voting Plan for Bylaws Change - The board discussed voting scenarios in the event that the board is enlarged at the end of this membership year. It was decided that we will

have the membership vote on the proposed changes to the bylaws at the May meeting; we need to anticipate space needs for voting. Board elections will be held in June.

- Vice President and President Positions – The proposed revisions to the bylaws will change these positions considerably. The board discussed the incumbents' feelings on these changes and strategies for handling the upcoming nominations on these positions, but this issue will need further discussion.
- The President would like the Nominating Committee to start working on nominations in January. Nominations will be soliciting under the assumption that the proposed bylaws revisions will be approved by membership.

## **VICE PRESIDENT**

### Wild Apricot Membership Software

The board discussed software issues with payments and its effects on handling attendance lists at events and for tax reporting purposes.

### Events

The programming committee has no events scheduled for the next couple of months. The Programming Committee is assisting the Educator Coordinator in finding space to hold a workshop in January.

## **TREASURER**

### Budget Numbers

ART is running a budget surplus; our activities have been on budget for this membership year.

### Procedures

- The board discussed reimbursement forms and procedures for reimbursement and attendance reporting.
- Budget Software – The Treasurer is still looking at possibilities and will write a proposal for the board's review.

### Development Committee

- The Treasurer has recruited two members for the committee.

## **COMMUNICATION AND OUTREACH COORDINATOR**

### Metropolitan Archivist

- Complimentary Print Copies – The board discussed the Coordinator's idea of printing a complimentary print copy as an incentive to get more involvement and better covers for the newsletter. There was no objection to exploring this plan so long as the newsletter doesn't move back to being a print, rather than an online, newsletter.
- Website – The board had another discussion about improving the website. There needs to be specific ideas for functionality before a developer can be approached for pricing; the coordinator will work on ideas.

- Public Relations Plan – The board discussed the current proposal for a public relations plan. The proposal is currently a work in progress, and the Coordinator would like comments on the plan by the day of the next board meeting on January 31<sup>st</sup>.
- New York History Blog –The Coordinator indicated that no one has volunteered to serve as editor as of yet.
- K-12 AEI Follow-up Event – The announcement and registration will be live on the website shortly.

## **SECRETARY**

### Records Schedule Project

- The Secretary updated the board on the status of the records schedule project.
- The President advised that the schedule need to be finalized by May, rather than June – it will be presented to membership with the bylaws revision.