

ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING

March 6, 2012

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

BOARD VOTES TAKEN SINCE THE MEETING OF JANUARY 31, 2012

- The Board voted to approve that ART, together with METRO, co-sponsor and host the SAA workshop Digital Forensics on Friday, June 29, 2012.
- The Board voted to approve ART's being a media partner with Henry Stewart DAM for the DAM NY Conference scheduled for May 2012.
- The Board voted to approve a budget of \$4000 for the cost for legal review of both the proposed changes to the ART bylaws and the proposed records schedule.
- The Board voted to approve the President's attendance at a Summit of State and Regional Archives in San Diego, CA on August 8, 2012. This is in conjunction with the SAA Annual Meeting, which the President already plans to attend; the Board voted to cover a stay of one night in a hotel so that the President can attend this summit.

Additional votes follow in **bold**.

In a change of format, the Board discussed the most pressing items first, and then discussed issues brought to the table by individual board members.

The discussion of pressing items is in order by topic:

Elections (Membership and Nominating Committee Coordinator)

- The Coordinator is still working on nominations. Currently, there are candidates for Secretary and Communications, and the Coordinator has promising leads for Membership Coordinator.

Budget (President)

- The President submitted a working budget for the 2012-2013 membership year for the board's review and discussion.

Education and Archives Week Symposium (Education Coordinator)

- The President would like the symposium for Archives Week to be a full-day event.
- The board discussed the use of webinars. The Board does not like the idea of ART conducting its own webinars in place of in-person workshop. The Board did like the idea of ART co-sponsoring webinars with other organizations in addition to conducting our own workshops.

The Proposed NYC DORIS/DCAS Merger (President)

- Administration Meeting – There is still no firm date for the meeting between archives and records professionals and representatives of the mayoral administration; it is still under negotiation.

Outreach

- Petition – The Petition is doing fairly well. The President asked board members to send a few emails per day to potential signers and disseminators, as it would be helpful.
- Media - The board discussed potential media outlets.
- Library / Records Management Communities – The board discussed how we might get local library organizations to disseminate information on the petition through their listservs.
- Public – The board discussed how we might educate those outside our immediate circle on this issue.

Regional Summit at the SAA Annual Meeting (President)

- The President is planning to ask for the creation of a regional/national network for advocacy issues that can be used for support for advocacy issues. The board agreed that this was a good item for the agenda, and discussed other possibility issues for the meeting agenda.

A discussion of items from the reports of individual board members follows, as necessary:

Communications and Outreach Coordinator's Report

Website

- Redesign - The committee is still working on a redesign of the website; there may be a working draft for review by the next board meeting.
- Facebook – It has come to the board's attention that ART has two Facebook pages; a group page and an official organization page. The board discussed this issue and the differences between the two types of pages. The board decided to keep both pages, but agreed that work needs to be done to make members aware of the official page, and that there should be links to both pages on the ART website.
- Style Guide – The Vice-President suggested that there should also be a style guide for the website.

Logo Redesign

- The Coordinator would like a new logo for ART. There are several reasons for this including branding, the lack of original design files, etc. The Vice President likes this idea, but thinks that ART should go through a full branding exercise and a creative brief. The board discussed strategies on how to approach this project.

Mentoring

- The Coordinator discussed the possibility of collaborating on a mentoring project with the New York Library Club; the organization might be able to help us in this effort. The Vice President agreed that this might be a good way to collaborate with other organizations as we might not have the full amount of members and expertise to mentor everyone who is interested in a mentoring relationship.

Treasurer's Report

Budget and General Finances

- Budget – ART’s spending is currently in good shape for the year.
- Pay Pal – The Treasurer asked if we have control over how information in the Wild Apricot reports shows up in PayPal. The Membership and Nominating Coordinator will look into this issue.
- Long-Term Planning – The President thinks that a long term goal for ART would be to hire a part time director, similar to MARAC, which has a part time administrator to manage their programs, freeing up the board to work on programming.

Taxes and Financial Statements

- Taxes – The Treasurer advised that John Wolfsohn is sending invoices for tax preparation, and advised the board is he was approved to use a tax service for ART again this year. **The board approved the funds for tax preparation.**
- Audited Financial Statements – The Treasurer asked if the Board wanted to get an audited financial statement as a opposed to just a tax statement, as we do need audited financial statements for grant applications **The Board approved checking into the cost of preparing an audited financial statement with the tax preparer.**

Education Coordinator’s Report

- Project Management Workshop – The possibility of holding a second project management workshop was discussed..
- Co-Sponsored Workshops – The co-sponsored workshop with SAA and METRO, set for June 29th, is going forward.
- Other Ideas for Workshops – The board discussed other ideas for workshops. The President would like a writing workshop. Another possibilities might be job hunting workshops, perhaps in conjunction with other organizations.
- Archives Week – The Coordinator asked if asked if there was an Archives Week event currently scheduled for Saturday, and was advised that this is normally the day for the Archives Education Institute (AEI). The President also advised that NYU students are trying to do their own symposium on art and media archives.

Vice President’s Report

- The Vice President advised that most of her report was straightforward, and updated the status of various programs.
- The Vice President advised that METRO has offered ART one My-METRO membership, and asked who on the board should have this membership and attend their events. **The Board discussed this, and agreed that the My-METRO membership will go to the Communications and Outreach Coordinator, but that we may change which board member holds this membership from year to year.**

Secretary’s Report

Records Schedule

- The Secretary discussed the board’s questions on the first draft of the schedule with the board.
- The website and its content will be dealt with as a policy, as nothing qualifies as a record, per se, this would not need to be reviewed by an attorney with the records schedule. The

Board advised that it would like the web version of the minutes to be treated as a publication, rather than as a redacted record.

- The Secretary will draw up another draft of the records schedule and circulate it to the board for review.

Next Meeting

- April 3rd. Location to Be Determined.