

**ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING**  
April 3, 2012

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

Absent: Elizabeth Pope

**BOARD VOTES TAKEN SINCE THE MEETING OF MARCH 6, 2012**

No board votes have been taken since the last board meeting.

Additional votes follow in **bold**.

**DISCUSSION OF ISSUES**

**Elections (Membership and Nominating Coordinator)**

- There is a candidate for every position but the proposed Director of the Outreach and Advocacy Committee (under the proposed bylaws change), and the Coordinator has inquiries out to two potential candidates for these positions.

**Proposed Writing Workshops**

- There has been discussion with potential workshop instructors. One of the instructors would like to limit the class size to 10-12 participants. The board discussed this issue, as ART usually runs larger workshops for approximately forty participants. The board thought that perhaps we could hold a large general workshop followed by smaller and more specialized workshops on specific topics such as grant writing, etc. This idea will be discussed with the potential instructors.

**Editing and Style**

- Style Guides – At least one board member would like ART to develop a formal style guide. While the board agrees that this would be helpful, it will be handled at a later time.
- Editor – The President would like to find someone to do general editorial work for ART for ongoing items - but not publications or special projects. The Communications and Outreach Coordinator will work on a request for volunteers.

**Bylaws and Related Issues**

- Final Document – The Secretary expects the final version to be returned from ART's attorney by the end of the week.
- Bylaws Voting Announcement – A plan for announcing the bylaws vote was discussed.
- Membership Comment Period – **The board decided to have a one-week comment period on the proposed bylaws changes due to the timing requirements for the business meeting announcement.**

- Voting – The board discussed the need to change our voting procedures back to using ballots and proxies, as we were advised by our attorney that using Survey Monkey for voting was not currently legal in New York State.
- Ballot for Bylaws Changes – The board discussed the ballot for the bylaws changes.

### **Awards Ceremony**

- The Vice President has received another quote from NYJL and has asked for a contract. We need a cost figure to start the grant applications.

### **Memorials for Steven Siegel**

- Board members are reaching out to other organizations about the possibility of doing an event that ART can co-sponsor.

### **Advocacy for the New Jersey State Archives**

- There is a proposal in the current state budget to restructure and split up the archives and records management units and put them under two different departments. **ART was asked to write a letter to advocate for this issue and it was agreed that the two members of the board that reside in New Jersey will write letters on this issue.**

### **Proposed DORIS/DCAS Merger**

- There is no new news. The meeting between the interested historical and archival organizations and the mayoral administration occurred on March 22<sup>nd</sup>.

### **Wufoo**

- **The Communications and Outreach Coordinator asked for the board to vote on whether or not to have a paid Wufoo account for ART; the board voted to have a paid account.**

### **Advocacy Committee**

- The committee is investigating if the NYPL Central Plan will impact archives and manuscripts collections.

## **ADDITIONAL ISSUES FROM SPECIFIC BOARD MEMBERS**

### **Communications and Outreach Coordinator**

There are several events in the planning stages:

### **Scavenger Hunt**

- Status – The committee wants to use this event to promote archives to the public. They would like this to be an in-person, rather than a virtual, event. ART will need a co-sponsor with a large space, as the committee envisions having participation from several repositories but in one event space. The committee is still discussing possible themes. Board member suggested that not only repositories, but also borough historians should be approached on the project.

The board also discussed the event timing, and agreed that Archives Week is too soon, instead, spring of 2013 will be the target date for the event.

- Discussion – The board agreed with the proposal to have the event in one space, as opposed to having participants travel to multiple sites or doing a digital event. Space will be a challenge; it was suggested that a generic space might be less costly. Also, we might look for co-sponsorship to help with event costs. The Communications and Outreach Coordinator feels that the committee will need to refine our presentation of the event to repositories before approaching potential participants and co-sponsors. The Coordinator will report back to the committee and continue planning the event.

#### Culture Technology Meet Up

Ryan went to last meeting about blogs and art criticism. Julia Kaganskiy is the leader of this group.

- Julia would like to do a panel on preservation/conservation that would include archivists in May. The board liked the idea, but asked for clarification on the topic. The board is also concerned about another May event for ART; the Coordinator will see if the event could be scheduled for July or September, or as an SAA Alternative event in August.

#### President

- NYU Symposium on Art – The President updated the board on the status of this event. The event announcement was sent out today.
- Artists' Records Working Group – This working group, which developed out of the symposium held during Archives Week 2011, is still in the formation stage.

#### Treasurer

- Audited Financial Statements – The Treasurer is still looking into the possibility of having ART's tax preparer do an audited statement.
- Budgets – The President again requested budget proposals from the board members.
- Current Financial Report – The Secretary noted that the anticipated cost of the legal review of the records schedule is not in the current financial report, and should be added to the report.

#### Next Meeting

May 29<sup>th</sup> at 6:15pm at 350 Hudson Street.