

ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING
September 10, 2012

Present:

President, Rachel Chatalbash

Vice President, Pamela Cruz

Treasurer, Mitchell Brodsky (arrived late)

Secretary, Melissa Bowling

Director, Communications Committee, Ryan Anthony Donaldson

Director, Education Committee, Karen Murphy (left early)

Director, Membership Committee, Anne Petrimoulx

Director, Outreach and Advocacy Committees, Janet Bunde

Director, Programming Committee, Nick Pavlik

BOARD VOTES TAKEN SINCE THE MEETING OF MAY 29, 2012

- The board voted to approve Karen Murphy as the new Education Director on August 31, 2012.
- The board voted to approve LIU Post as our NYAC conference host site on August 10, 2012.

Additional votes follow in **bold**.

DISCUSSION OF NEW BUSINESS

Melissa Bowling (Secretary) collected Conflict of Interest forms.

Karen Murphy was introduced; she has been nominated as Director of the Education Committee. Member vote will happen in November.

Karen Murphy (Education Committee):

- Karen confirmed Education Committee members: Rebecca Fitzgerald, Rachel Miller, Natalie Pantoja. The education committee is in the process of being formed.
- Reported on the development of upcoming workshops.

Pamela Cruz (Vice President):

- Reported briefly on the Programming Committee and the transition of programming duties to the new Board position of Programming Director.
- Reported briefly on planning for New York Archives Week 2012.
- Reported on plans to work closely with the Treasurer to review some financials.

Nick Pavlik (Programming Committee):

- Confirmed Programming Committee members: Nick Pavlik, Director; Allison Janvey; Devon Nevola, Catering Coordinator; Tamar Zeffren, Chair; Helen Kwong; Daniel Saftler; Jennifer Anna; Kristin MacDonough; Berte Schacter; Joey Cabrera; Susan Malbin; Stephanie Shanahan; Nicole Frisone; Julie May; Linda Thai; Heather Halliday; Katherine Meyers

- Reported on the September monthly event will be held at the New York City Department of Records and Information Services, 31 Chambers Street, from 6-8 PM on September 12, 2012.
- Reported on development of future events.

Melissa Bowling (Secretary):

- Reported on Archives Week Calendar.
- Reported on the Records Retention and Disposition Policy, Guidelines for Submission of Records to ART Archives, and a form for their transfer to ART.

The Board voted and approved to add new email addresses to ART email account.

Janet Bunde (Outreach and Advocacy Committee):

- Confirmed Outreach Committee members: Chair: Michael Montalbano; Members: Janet Bunde (Director), Tiffany Colannino, Ryan Anthony Donaldson, Jonathan Lawler, Nick Pavlik, Annalisa Pesek, Veronica Rodriguez, Andy Steinitz, Mary Beth Thomas*, Judy Tyrus, Valerie Wingfield
- Reported on Outreach activities: Archives Education Institute and Archives Field Day.
- Confirmed Advocacy Committee members: Chair: Tiffany Colannino; Members: Janet Bunde (Director), Alison Clemens, Caroline Gabrielli, Angela Lawrence, Dennis Riley, Daniel Saftler, Maggie Schreiner, Nicole Wallaceand
- Reported on Advocacy activities: Support of the American chapter of Archivists without Borders, redesign of the Advocacy website and ADVOCATE! Feature. Pamela added that she would like to make sure that we are advocating for the profession, not just ART and partners. It was reported that there were no updates on DORIS at the time.

Mitchell Brodsky (Treasurer):

- Reported on the Cash Summary and attendance reports. He also noted that attendance numbers for events should be recorded on the attendance spreadsheet, which is a google doc. He advised that he is getting pricing for a bookkeeper, however, for now Gretchen Nadsky will be helping him with bookkeeping. Mitch reviewed new procedures for expenditure and spending).

Anne Petrimoulx (Membership):

- Confirmed Membership Committee members: Heather Ball, Heather Strelecki, Tracey Beck, Tamar Zeffren
- Confirmed Mentoring Program Committee: Emily Legutko, Jackie Rider, Don Corr (co-chairs)
- Reported on Membership statistics.
- Reported on the Summer Social held at the Bohemian Hall in Queens and Student Social to be held at Trinity Church.
- Reported on the Mentoring Program.

Ryan Anthony Donaldson (Communications Committee):

- Reported on ART rebranding strategy.

- Reported on Program and Event PR Guidelines.
- Reported on publications:
Metropolitan Archivist
Staff: William L. Andersen (ART News), Celia Hartmann (Features Editor), Shirin Khaki (Layout), Ellen Mehling (Interview Section), Mary Ann Quinn, Madeline Rogers, Rachel Conrad (Managing Editors), Lindsey Wyckoff (Book Reviews/Collections Cited Editor).

“For the Record: News from the Archivists Round Table”

Staff & Contributors: Emma Curtis (Editor), Laurie Duke (Copy Editor), Haley Richardson (Reporter), Programming Committee, Education Committee, Membership Committee, Advocacy Committee.

New York History blog

Project Team: We need a new editor!

Status: Nick’s article on BAM Archives was published 8/15:

<http://www.newyorkhistoryblog.com/2012/08/archival-exhibition-marks-150-yrs-of.html>

K-12 AEI Lesson Plan: Immigration in New York

- Reported various updates for:
ART Discussion Group: Committee-Maria LaCalle, Wendy Scheir, Jenny Swadoshl;
Social Media & Metrics; the ART Listserv; Collaboration with NYC Arts, Culture, Technology Meetup; Behind the Scenes: Woody Guthrie Tour 6/13; ART Wufoo Account; ART Contact List

Rachel Chatalbash (President):

- Reported on planning for Archives Week 2012.
- Reported on the Summit of Regional Organizations at SAA conference.
- Reported on planning for the upcoming New York Archives Conference (NYAC).
- Discussed ART’s responsibility for educating non-Archivists and mentioned the CoSA models for training, etc. She believes ART should be involved in instituting this kind of programming. She also reminded Board members that they need to submit NYAC session ideas to her by October 1, she will take them to Albany and submit.

The Board voted and approved that all Board Reports should be sent to the Google Group one week before Board Meetings and she will circulate a meeting agenda 48 hours prior to the meeting.

The Board voted and approved monies for the printing of Michael Nash tributes.

The Board voted and approved to gather the contact information for all of the regionals to help with one of the action points that came out of the Summit.

With no more business, the meeting was adjourned.