



April Board Minutes
Date: April 5, 2017

The
**Archivists
Round Table**
of Metropolitan
New York,
Inc.

P.O. Box 151
New York
NY
10274-0154

In Attendance:

Kerri Anne Burke, President
Karen Jamison Trivette, Vice President/President Elect
Alexandra Lederman, Director of the Programming Committee
Katherine Martinez, Secretary
Rossy Mendez, Director of the Communications Committee
Rachel S. Harrison, Director of the Education Committee
Rebecca Chandler, Director of the Membership Committee
Lindsay Anderberg, Director of the Outreach Committee

Attendance by Phone:

Michael Andrec, Treasurer
Miranda Mims, Director of the Advocacy Committee

Board Elections

- Searching for candidates
- The following positions are open:
 - Advocacy Director (two year term)
 - Education Director (two year term)
 - Programming Director (two year term)
 - Treasurer (two year term)
 - Vice-President/President-Elect (one year in each of the two offices)
- Memberships will need to be renewed to vote and run for positions
- We should consider the opportunity in running for a board position, as it is a form of action in our current political climate
- Participate / Get Involved: Karen will be sending an email out with suggested text for the elections

Strategic Plan

- Strategic plans will be published online

Statement on Presidential Election

- Language has been approved by the board / will be mailed out shortly.

Livestreaming

- Need to determine which platform to use.
- Twitter Live can be used through Periscope, and Facebook Live for events.



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New England Archivists collaborate with ART

-A budget will need to be determined for the collaboration with NEA for a Spring 2018 Meeting.

Gmail Transition

-Each board member will need to confirm that they were able to login by adding a note to the spreadsheet that Michael created. Once we have all successfully logged in, he will activate the accounts and mail will be forwarded.
-For those who have not received a prompt to login to their account, request a password from Michael Andrec.

Website Design

-Latest News is anonymous, consider posting a signature.
-Will look into adding a page for elections with announcement on first page.
-Considering how to share statements on ART homepage.
-We will begin reviewing the content of the site by assigning sections to different board members based on their position.
-A new platform can host the Metropolitan Archivist past issues, we will be researching the best option.
-Past events page is not listed, will need to review how that is incorporated.
-A design basics document will be shared with the board.

General Secretary

-Monthly agendas will be compiled in one document moving forward.

Internships Discussion

-Google Forms will be used to revise the internship guidelines and format of the form, and further separate positions based on volunteer/intern/job.

Upcoming Events & Calendar

-NYC Infrastructure and the Built Environment is the theme chosen for this year's AEI
-Symposium will be NYC Neighborhoods and NY History



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Name: Lindsay Anderberg
Title: Director of Outreach Committee

Open Issues and Discussion Items:

“Meant to Be Heard: Voices from the Community” scheduled for May 2, 6:30-8:30, NYPL Performing Arts Library. 32/75 seats booked so far.

My upcoming maternity leave. I’m going to need some help for Fall 2017. I’ve talked to my committee about this, but may need some extra help from board members, or if Programming or Advocacy committee members could team up with Outreach committee members to make sure AEI goes smoothly that would be a huge help!

AEI 2017 theme will be NYC Infrastructure/The Built Environment

Where are we with the job/internship/volunteer postings on the website? Someone emailed me asking for advice in finding an unpaid volunteer position and it reminded me that we probably still need to talk that through.

Name: Karen Jamison Trivette
Title: Vice President

Open Issues and Discussion Items:
NEA-ART joint conference: details to date

Strategic Plan next steps
Election next steps

I secured an attorney to represent ART for both its immediate and long-term non-adversarial legal representation needs. Gregory M. Weston of Winston & Strawn LLP has agreed to represent ART on a pro bono basis. The first matter of concern is the partnership with New England Archivists (NEA) for its spring 2018 conference (to be held in New Haven, CT). Weston is going to review the contract, being drafted by NEA leadership, once it’s ready.

I have been actively seeking nominees for the upcoming Board of Directors election. I am about to send an email blast to ART membership asking for interested parties to nominate or self-nominate candidates.



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Name: Rosy Mendez
Title: Director of Communications Committee

Open Issues and Discussion Items:

Livestreaming events- What platform will be using going forward? Any upcoming events?

- Investing in Archivists- While the event was live there was about 12 viewers on Periscope, however, event was viewed 45+ times after that and it currently is available on Vimeo where it has been viewed 40+ times. Also looking into possibly creating a storify of this event.

MARAC- I might be attending MARAC this year and will try to see if i can live tweet and share on the page. If my request gets denied will anyone else be attending?

Job postings- I repost job posting on Twitter/ Facebook when I post i indicate if it is a job posting or an internship posting.

Twitter chat- I hope to give Twitter chat another try around the end of April/beginning of May.

Social media states:

Twitter- 3213 followers
Facebook- 459 likes
Facebook group- 560 members
Linked In- 868 members

Name: Rachel Harrison
Title: Director of Education Committee

Please let me know if you have any ideas for topics to be included in the Call for Papers for this year's symposium on local history and New York City neighborhoods.

The Education Committee is planning a series of workshops for the fall in connection with MARAC and the Center for Jewish History. I will keep everyone updated as plans progress.

Menzi Behrnd-Klodt will present about intellectual property, copyright and archives on the evening of Tuesday, May 16 at METRO and lunch on Wednesday, May 17 at Citibank.



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Name: Rebecca Chandler
Title: Director of Membership Committee

Open Issues and Discussion Items:

We had a student social at Pratt Institute last Tuesday. There were 8 students in attendance and Kerri Anne, Alex, Lindsay, Melissa, and I were there representing ART. Six signed up for the mentorship program; Melissa will be emailing them with the Google form so as to get that started.

Still working with a Queens student rep to get one on the books for them.

Name: Alexandra Lederman
Title: Director of Programming Committee

Open Issues and Discussion Items:

Job/Internship Descriptions and ARTs role in filtering/changing the landscape of internships

Letter writing campaign online and in person event with the Advocacy Committee. The letter campaign will encompass the NEH, NEA, and IMLS budget cuts.

Update: most likely will be held on a Saturday morning on the steps of BPL in May or over the summer once the actual budget is released.

June Programming/Business meeting on June 15 at the Municipal Archives

Name: Miranda Mims
Title: Director of Advocacy

The Advocacy Actions page has been updated to include online petitions, campaigns, and resources in opposition to the proposed Trump Administration FY 18 Budget. Committee members are writing letters in response to possible cuts to NEH, NEA, and IMLS. The current budget is still in the earlier stages, we won't know the full scope of the plan until the detailed budget is released. Therefore, we don't plan to send our letters until closer to the time the budget comes before Congress for a vote.



Because of the interest in our last event, *Investing in Archivists*, the Advocacy Committee decided to make it an annual event. Committee members agreed that the February/March timeframe works best.

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Name: Kerri Anne Burke
Title: President

Open Issues and Discussion Items:

1. NEA-ART Collaboration - ART's financial contribution
 2. Strategic Plan
 3. Board Elections
 4. Internship postings
-

Name: Katie Martinez
Title: Secretary

Open Issues and Discussion Items:

Review status of Gmail migration to find out whether everyone has set up forwarding of GoDaddy

Review website to decide next steps for content updates

Discuss needs for design changes

Name: Michael Andrec
Title: Treasurer

Open Issues and Discussion Items:

Gmail transition: sorry about being AWOL on this. I have duplicated the account structure from GoDaddy on GSuite. You may have gotten an "invite" email. Regardless, please try to log in by going to mail.google.com and entering your "normal" ART email (e.g. treasurer@nycarchivists.org).

- You may get a message asking if you want to log in to an individual or organizational account. If so, click on "organizational google apps account". If you can't log in, please email me, or text me at 732-659-0705.



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- You are still receiving email at GoDaddy, so when you log in you should see an empty mailbox. I will migrate the old emails from GoDaddy once we've switched mail servers. But before I do that, I need to make sure that you won't lose email access because you can't log in to Gmail.
- All of the ART email addresses are listed on [this spreadsheet](#). Please check all of the email address that you deal with (including the oddball ones, like "forthecord" and "editor"...). Once you have successfully logged in, please put your name in the "I was able to log in" column.
- Once the "I was able to log in" column has no blanks, I will switch the DNS record so that email for all "@nycarchivists" addresses will arrive in your Gmail mailbox instead of at GoDaddy. Then I will migrate all of the old emails, and we will be able to pull the plug on GoDaddy email (though we'll still use it as our domain registrar).
- There are several unclaimed bank deposits (screen shot below). Please fill out the Wufoo deposit form with the details if you made the deposit.

[Create rule](#)

<input type="checkbox"/>	Jan 12, 2017 TELLER DEPOSIT Jan 12 16:14	credit		55.00
			More	

[Create rule](#)

<input type="checkbox"/>	Feb 22, 2017 TELLER DEPOSIT Feb 22 17:06	credit		70.00
			More	

[Create rule](#)

<input type="checkbox"/>	Mar 8, 2017 TELLER DEPOSIT Mar 08 17:03	credit		35.00
			More	

Cash Summary
Archivists Round Table of Metropolitan New York, Inc.
For the month ended 31 March 2017

	Mar 2017	Feb 2017	Jan 2017	Dec 2016	Nov 2016	Oct 2016	Sep 2016	Aug 2016	Jul 2016	Jun 2016	May 2016	Apr 2016	YTD Actual
Income													
Archives Week Journal Ad	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Bank Interest	\$1.36	\$1.48	\$1.56	\$0.79	\$1.14	\$1.12	\$1.16	\$0.80	\$0.97	\$1.06	\$0.99	\$1.18	\$10.38
Donations	\$65.00	\$0.00	\$0.00	\$0.00	\$0.00	\$160.00	\$80.00	\$0.00	\$335.00	\$75.00	\$65.00	\$0.00	\$640.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00
Holiday Party Revenue	\$0.00	\$0.00	\$0.00	\$615.00	\$955.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,570.00
Membership	\$250.00	\$395.00	\$1,030.00	\$300.00	\$500.00	\$1,080.00	\$1,205.00	\$1,415.00	\$3,665.00	\$3,515.00	\$240.00	\$215.00	\$9,840.00
Program Revenue	\$198.00	\$373.00	\$0.00	\$0.00	\$0.00	\$5.00	\$0.00	\$15.00	\$107.00	\$20.00	\$0.00	\$161.00	\$698.00
Total Income	\$514.36	\$769.48	\$1,031.56	\$915.79	\$1,456.14	\$2,446.12	\$7,786.16	\$1,430.80	\$4,107.97	\$3,611.06	\$305.99	\$377.18	\$20,458.38
Less Operating Expenses													
Advocacy Program Costs	\$0.00	\$446.53	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$946.53
Annual Business Meeting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19.95	\$0.00	\$234.80	\$0.00	\$0.00	\$0.00	\$254.75
Awards Ceremony	\$0.00	\$0.00	\$0.00	\$0.00	\$4,191.80	\$208.83	\$0.00	\$300.00	\$0.00	\$2,310.45	\$0.00	\$0.00	\$4,700.63
Discussion Groups	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
E-Mail/Web Domain	\$0.00	\$0.00	\$20.17	\$0.00	\$33.60	\$0.00	\$0.00	\$0.00	\$0.00	\$416.66	\$0.00	\$0.00	\$53.77
Holiday Party	\$0.00	\$0.00	\$0.00	\$1,433.78	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.76	\$0.00	\$2,133.78
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,043.00	\$0.00	\$0.00
K-12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$780.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$780.46
Layout Stipend	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$326.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,526.62
Media Sharing	\$0.00	\$0.00	\$0.00	\$199.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$199.00
Monthly Events	\$626.58	\$87.50	\$0.00	\$0.00	\$34.50	\$0.00	\$0.00	\$0.00	\$125.65	\$0.00	\$21.47	\$505.70	\$874.23
Outreach - Event Co-Sponsorship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66.00
P.O. Box	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134.00
Paypal Fees	\$22.48	\$41.23	\$32.56	\$29.60	\$54.21	\$42.84	\$31.11	\$37.17	\$118.14	\$110.11	\$9.41	\$15.75	\$409.34
Postage - Treasurer	\$13.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.51
Quickbooks	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$202.50
Symposium	\$0.00	\$0.00	\$0.00	\$0.00	\$950.00	\$345.19	\$0.00	\$0.00	\$0.00	\$0.00	\$228.34	\$0.00	\$1,295.19
Tax Preparation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64.72	\$0.00	\$0.00
Travel - President	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$307.53	\$0.00	\$0.00	\$0.00	\$307.53
Workshops	\$223.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280.39	\$0.00	\$223.00
Wufoo	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$269.55
Total Operating Expenses	\$1,538.02	\$627.71	\$105.18	\$1,714.83	\$7,216.56	\$2,256.39	\$303.51	\$389.62	\$838.57	\$2,889.67	\$1,711.54	\$583.70	\$14,990.39
Operating Surplus (Deficit)	-\$1,023.66	\$141.77	\$926.38	-\$799.04	-\$5,760.42	\$189.73	\$7,482.65	\$1,041.18	\$3,269.40	\$721.39	-\$1,405.55	-\$206.52	\$5,467.99
Sales Tax Movements													
Sales Tax Inputs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Outputs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Sales Tax Movements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Cash Movement	-\$1,023.66	\$141.77	\$926.38	-\$799.04	-\$5,760.42	\$189.73	\$7,482.65	\$1,041.18	\$3,269.40	\$721.39	-\$1,405.55	-\$206.52	\$5,467.99
Summary													
Opening Balance	\$64,089.66	\$63,947.89	\$63,021.51	\$63,820.55	\$69,580.97	\$69,391.24	\$61,908.59	\$60,867.41	\$57,598.01	\$56,876.62	\$58,282.17	\$58,488.69	\$57,598.01
Plus Net Cash Movement	-\$1,023.66	\$141.77	\$926.38	-\$799.04	-\$5,760.42	\$189.73	\$7,482.65	\$1,041.18	\$3,269.40	\$721.39	-\$1,405.55	-\$206.52	\$5,467.99

Closing Balance	\$63,066.00	\$64,089.66	\$63,947.89	\$63,021.51	\$63,820.55	\$69,580.97	\$69,391.24	\$61,908.59	\$60,867.41	\$57,598.01	\$56,876.62	\$58,282.17	\$63,066.00
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