

ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING
November 11, 2015

Present:

Janet Bunde, President
Kerri Anne Burke, Vice President
Laura DeMuro, Director of Communications Committee
Rachel Harrison, Director of the Education Committee

Calling in:

Michael Andrec, Treasurer
Rachel Greer, Secretary
Dennis Riley, Directory of the Advocacy Committee

Not Present:

Tiffany Nixon, Director of the Outreach Committee
Alexandra Lederman, Director of the Programming Committee

Janet called the meeting to order.

1. Archives Week

- All in all, Archives Week went well. We received a citation from the Manhattan Borough President and a Proclamation from the Office of the Mayor.

Finances:

- Michael reported on the finances. Barring a few outstanding invoices, the finances for Archives Week are in good order. The Met Life grant will have been completely spent.

Surveys of participating organizations:

- The board hopes to survey Archives Week participants to gain valuable feedback for future planning.

Coordinated contact with award recipients:

- Janet would like to follow up with the award recipients to find out if they know others who may be deserving of the award in the future.

Improvements for Next Year:

- Planning for Archives Week should start earlier, before the ART board changeover.
- A manual and transition document would be helpful.
- The board should utilize media contacts of the future award recipients.
- Archives Week could be moved away from the Jewish holidays and Columbus Day Weekend with a Wednesday-to-Wednesday format.
- The fashion event at LIM College should be a repeat offering.
- The board discussed adding a release form for photography to registration for events so we can publicize them on social media.
- A new location for the awards ceremony, other than the Junior League, might be considered for next year.
- When announcing events in the future, the RSVP dates should be include in the event text to avoid confusion.
- The Board should use For the Record to promote events where all information (date, venue) is not yet known.

2. Monthly meetings/Workshops:

- Upcoming programming includes the Collectrium event on December 1st, the ART Holiday party on December 3rd, and the Student Social on the 30th.
- Planning for January needs to begin.
- The board discussed co-sponsoring a Digital Asset Management workshop, class, or event with METRO, NYPL, ARL, or SAA.
- The New England Archivists are interested in collaborating with ART in the future.
- The UN archives are holding an exhibition for their 70th anniversary and the board will try to coordinate November 24th as a potential date.
- Rachel Miller at CJH and Julie Heath at CCAHA both want to do something with ART for Preservation Week and Janet will be in touch with them.

3. Advocacy recap:

Lyon Agreement:

- The board members discussed the Lyon agreement and had no objections. The board approved signing on to the agreement.

TPP:

- Dennis will be the signatory on the letter.
- With a few minor changes, the board approved the letter.

Dennis resigning:

- Due to Dennis' move out of town, the Board discussed his possible resignation. The board decided to keep him on as Director of Advocacy, assuming he can call in to the meetings and conduct business from upstate.

The meeting adjourned.

Attachments: Financial Report, Report on Archives Week Expenses

Note: No Board Reports were submitted for this meeting.

Respectfully submitted,
Rachel Greer, Secretary of the Board



Board of Directors Meeting Agenda

Date: 11 November 2015

Location: Citi Center for Culture, 153 E. 53rd Street (please meet in the lobby at the 53rd Street entrance at 5:50)

Discussion Items:

1. Archives Week debrief (20 min.)
 - A. General recap/finances (5 min.)
 - B. Surveys of participating organizations (5 min.)
 - C. Coordinated contact with award winners (5 min.)
 - D. How to improve for next year (5 min.)
2. Advocacy items (10 min.)
 - A. Lyon agreement (5 min.)
 - B. TPP letter (5 min.)
3. Website/social media volunteers (5 min.) (LD will co-lead)
4. Monthly meetings/workshops—timeline for announcing (5 min.)
5. ALLN report back (5 min.) (RH will lead)
6. Flexible membership year (10 min.) (TZ will co-lead)
 - A. Implications for members—how will their experiences with A.R.T. differ?
 - B. Messaging—how and when to begin?
 - C. Implications for membership software—will WA accommodate this?
 - D. Point person for WA questions—whom to assign?
7. Advocacy recap (5 min.)

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

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

Cash Summary
Archivists Round Table of Metropolitan New York, Inc.
For the month ended 31 October 2015
Excluding Sales Tax

	Oct 2015	Sep 2015	Aug 2015	Jul 2015	Jun 2015	May 2015	Apr 2015	Mar 2015	Feb 2015	Jan 2015	Dec 2014	Nov 2014	YTD Actual
Income													
Bank Interest	\$1.29	\$1.27	\$1.54	\$2.69	\$2.59	\$3.10	\$3.04	\$2.10	\$2.20	\$2.65	\$2.32	\$2.81	\$6.79
Donations	\$110.00	\$45.00	\$210.00	\$270.00	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	\$30.00	\$30.00	\$635.00
Education Revenue	\$15.00	\$540.00	\$60.00	\$0.00	\$820.00	\$600.00	\$450.00	\$510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$615.00
Grants	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00
Holiday Party Revenue	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$5.00	\$0.00	\$240.00	\$570.00	\$510.00	\$5.00
Membership	\$1,580.00	\$2,235.00	\$1,340.00	\$4,550.00	\$447.00	\$275.00	\$185.00	\$270.00	\$140.00	\$245.00	\$971.00	\$980.00	\$9,705.00
Program Revenue	\$35.00	\$165.00	\$60.00	\$0.00	\$30.00	\$355.00	\$285.00	\$715.00	\$0.00	\$50.00	\$0.00	\$515.00	\$260.00
Sponsorships	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00
Total Income	\$1,746.29	\$9,486.27	\$1,671.54	\$4,822.69	\$1,429.59	\$1,233.10	\$938.04	\$1,502.10	\$142.20	\$602.65	\$1,573.32	\$2,237.81	\$17,726.79
Less Operating Expenses													
Advocacy Program Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$411.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual Business Meeting	\$0.00	\$0.00	\$0.00	\$0.00	\$1,219.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Awards Ceremony	\$970.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,360.00	\$0.00	\$970.00
Bank Fees	\$1.96	\$4.40	\$1.60	\$7.40	-\$0.53	\$0.20	-\$29.84	\$30.20	\$2.65	\$2.80	\$1.29	\$3.60	\$15.36
E-Mail/Web Domain	\$0.00	\$611.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$611.87
Holiday Party	\$0.00	\$0.00	\$0.00	\$0.00	\$5.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,568.87	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,043.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K-12	\$529.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$529.02
Layout Stipend	\$0.00	\$329.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$329.35
Media Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$65.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Metropolitan Archivist	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.27	\$368.23	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Events	\$186.50	\$0.00	\$0.00	\$0.00	\$1,939.73	\$0.00	\$91.70	\$270.00	\$0.00	\$0.00	\$156.02	\$574.88	\$186.50
P.O. Box	\$0.00	\$132.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132.00
Paypal Fees	\$47.39	\$96.44	\$36.63	\$147.44	\$52.82	\$50.76	\$39.47	\$66.30	\$5.18	\$9.74	\$38.24	\$76.90	\$327.90
Postage - President	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.80	\$0.00	\$13.06	\$0.00	\$8.41	\$0.00	\$0.00
Postage - Treasurer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.59	\$0.00
Quickbooks	\$22.50	\$22.50	\$45.00	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$112.50
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$130.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39.83	\$0.00
Symposium	\$139.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,716.66	\$0.00	\$139.36
Tax Preparation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00	\$0.00	\$0.00
Travel - President	\$0.00	\$0.00	\$0.00	\$0.00	\$167.68	\$0.00	\$0.00	\$0.00	\$15.25	\$0.00	\$0.00	\$0.00	\$0.00
Web/Membership Service	\$0.00	\$0.00	\$0.00	\$0.00	\$8,640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workshops	\$0.00	\$0.00	\$0.00	\$0.00	\$1,145.74	\$0.00	\$0.00	\$102.00	\$151.50	\$0.00	\$0.00	\$0.00	\$0.00
Wufoo	\$29.95	\$59.90	\$29.95	\$0.00	\$59.90	\$0.00	\$29.95	\$59.90	\$0.00	\$29.95	\$59.90	\$0.00	\$119.80
Total Operating Expenses	\$1,926.68	\$1,256.46	\$113.18	\$177.34	\$13,448.98	\$1,116.46	\$575.08	\$564.17	\$578.37	\$64.99	\$7,966.89	\$751.30	\$3,473.66
Operating Surplus (Deficit)	-\$180.39	\$8,229.81	\$1,558.36	\$4,645.35	-\$12,019.39	\$116.64	\$362.96	\$937.93	-\$436.17	\$537.66	-\$6,393.57	\$1,486.51	\$14,253.13
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	-\$180.39	\$8,229.81	\$1,558.36	\$4,645.35	-\$12,019.39	\$116.64	\$362.96	\$937.93	-\$436.17	\$537.66	-\$6,393.57	\$1,486.51	\$14,253.13
Summary													
Opening Balance	\$53,864.97	\$45,635.16	\$44,076.80	\$39,431.45	\$51,450.84	\$51,334.20	\$50,971.24	\$50,033.31	\$50,469.48	\$49,931.82	\$56,325.39	\$54,838.88	\$39,431.45
Plus Net Cash Movement	-\$180.39	\$8,229.81	\$1,558.36	\$4,645.35	-\$12,019.39	\$116.64	\$362.96	\$937.93	-\$436.17	\$537.66	-\$6,393.57	\$1,486.51	\$14,253.13
Closing Balance	\$53,684.58	\$53,864.97	\$45,635.16	\$44,076.80	\$39,431.45	\$51,450.84	\$51,334.20	\$50,971.24	\$50,033.31	\$50,469.48	\$49,931.82	\$56,325.39	\$53,684.58

31 Oct 2015 31 Oct 2014

Assets

Cash and Cash Equivalents		
Checking	\$24,502.72	\$18,140.91
Money Market	\$22,946.28	\$22,929.12
Paypal	\$5,805.11	\$13,338.38
Petty Cash	\$430.47	\$430.47
Total Cash and Cash Equivaler	\$53,684.58	\$54,838.88
Total Assets	\$53,684.58	\$54,838.88

Archives Week Expenses
Archivists Round Table of Metropolitan New York, Inc.
From 1 Sep 2015 to 11 Nov 2015

Date	Type	Transaction	Debit
10/23/2015	Symposium	Staples - photocopies	\$139.36
11/3/2015	Symposium	Rachel Harrison - event supplies	\$10.59
Total			\$149.95
10/21/2015	AEI	Sale & Pepe - catering	\$446.15
10/21/2015	AEI	Tiffany Nixon - Archives Education Institute printing	\$25.74
10/21/2015	AEI	Tiffany Nixon - Archives Education Institute food	\$57.13
Total			\$529.02
10/14/2015	Awards Ceremony	New York Junior League - facility rental	\$500.00
10/21/2015	Awards Ceremony	Oak Hill Graphics - Archives Week awards ceremony p	\$370.00
10/22/2015	Awards Ceremony	James Giovan - Photography at awards ceremony eve	\$100.00
11/3/2015	Awards Ceremony	Rachel Harrison - taxi fare	\$36.96
11/8/2015	Awards Ceremony	Ryan Donaldson - picture frames for awards ceremony	\$78.35
Total			\$1,085.31
09/18/2015	Miscellaneous	unique business cards - ART board business cards	\$329.35
11/11/2015		Balance	\$2,093.63

