

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

August 15, 2011

Present: Heather Ball, Mitchell Brodsky, Catherine Carson Ricciardi, Rachel Chatalbash, Pamela Cruz, Ryan Anthony Donaldson, Thomas Lannon

BOARD VOTES TAKEN SINCE MEETING OF JUNE 3, 2011

- Approved the meeting minutes from June 3, 2011.
- Discussed, and voted to replace volunteer interest checkboxes with subject interest checkboxes on the 2011-2012 membership application forms. A second vote was later taken to delay implementation to allow for further development of the idea; the volunteer boxes will remain on the membership form for the 2011-2012 membership year.
- Discussed and approved the creation of a “Friends of ART” membership level for non-professionals.
- Discussed and approved a mission statement for the newly created *For the Record* newsletter.

PRESIDENT’S REPORT (RACHEL CHATALBASH)

Advocacy Committee

- Rachel announced that there is still no chair for the committee; a new request will go out with the call for volunteers in September.
- Rachel announced that there have been no new developments regarding the merger of DORIS/DCAS since early July.

Archives Week

General Programming

- Past programs, participation, sustainability, and future directions were discussed for ART’s programming during Archives Week.

Awards Ceremony

- Commemorative Journal – The Chair of the Awards Committee would like more suggestions from the board regarding potential purchasers of advertisements.

Budget Revisions

- Advertising – **Board voted to remove the \$1000 that was earmarked for the Archives Week Advertising from the General Budget.**
- Symposium – **Board agreed to new budget of \$1000 symposium.**

Bylaws Revision Committee

- All interviews of board members are completed except for those involving the newly elected board members.

New York Archives Conference (NYAC) Co-Sponsorship

- NYAC has formally expressed interest in co-sponsorship of 2013 conference.

General Budget Items

- K-12 Archives Education Institute (AEI) –**The Board voted to approve a \$250 honorarium for a curricula coordinator.**

- Mentoring Program –**The Board approved \$200 for a mentoring get-together.**
- Programming –**The Board voted to approve a \$300 budget for a potential December program; this will be given back if the extra program falls through.**
- Web Development – The budget requested is \$500. Once the board decides what improvements it would like for the website, the Secretary will price developers who can work with Wild Apricot and write a formal proposal. **The board provisionally approved a \$500 budget for website improvements, understanding that the proposal will be forthcoming.**

TREASURER’S REPORT (MITCH BRODSKY)

- Some procedural issues were discussed with regard to bank account access, taxes and reimbursements for board expenses.

VICE PRESIDENT’S REPORT (PAMELA CRUZ)

Programming

- There was a discussion regarding the programming committee.
- There was a discussion regarding possibilities for programming and the results of past membership surveys regarding programming.
- Holiday Party – A recent visit to the ART archives revealed that the holiday party was a potluck in the past. The Vice President asked if we wanted to reinstate the potluck holiday party. **The board voted against reinstating the potluck holiday party.** A past survey indicated that the membership did not like the potluck holiday parties.

MEMBERSHIP AND NOMINATING COORDINATOR’S REPORT (HEATHER BALL)

Membership

- There was a discussion regarding the handling of membership statistics by Wild Apricot, ART’s new membership software.
- There was a discussion regarding potentials for advertising and outreach to potential new members for ART.

Mentoring Program

- Heather announced that one of the co-chairs has stepped down; a new co-chair will be recruited in the September call for volunteers.
- Heather announced that the Mentoring Social is being planned for January.

Student Social

- Heather announced that the Student Social is being planned with a potential date of late September.

Wild Apricot - Events Calendar & Management

- There was a discussion regarding administrative access for events in Wild Apricot. **After the meeting, it was decided that board members will have administrative access to manage their own events in Wild Apricot.**

OUTREACH AND COMMUNICATIONS COORDINATOR’S REPORT (RYAN ANTHONY DONALDSON)

K-12 Archives Education Institute (AEI)

- Planning for the institute was discussed; there were nine applications for the institute to date.

Metropolitan Archivist

- There was a discussion regarding the responsibilities of board members for the newsletter.

Scavenger Hunt

- There was a discussion regarding the potential timing for this event. **The board decided that the event will be planned for Archives Week 2012, rather than Spring 2012.**

Discussion Groups

- There was a discussion about the hosting of discussion groups.
- Ryan announced that the coordinators are also planning to start a book discussion group sometime in the fall.

Newsletter

- Ryan announced that the next *For the Record* newsletter should be released in 2-4 weeks.

SECRETARY'S REPORT (CATHERINE CARSON RICCIARDI)

Records Schedule Committee

- Catherine announced that the committee is finalizing a records survey and a list of organizations to contact for an environmental survey.

EDUCATION COORDINATOR (THOMAS LANNON)

- The coordinator did not submit a written report for this meeting.

Education Committee

- The membership of the committee and the need for new volunteers was discussed.

Workshops

- There was a discussion regarding the bylaw requirements for ART workshops.
- There was a discussion regarding possible workshop topics, and the difference between educational workshops and other ART programs.