



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

Monthly Board Report December 7, 2021 **Online via Zoom**

Present:

Nicholas Martin
Cristina Fontáñez Rodríguez
Anne Boissonnault
Colleen Daw
Deidre Dinnigan
Danielle Nista
Emily Andresini
Stephanie Neel

Absent:

Ashton Wingate
Amye McCarther

President

Open Issues and Discussion Items:

- Open conversation: board structure, nominating committee, roles and responsibilities (see p. 4-5 for open conversation notes)
 - By-laws amendment procedure (article 12): “affirmative vote of a majority of board members...provided that notice of the proposed amendment has been included in the notice of meeting.”
 - Separating terms of VP and President, independent and two-year terms?
 - Require prior board service for President but not VP?
 - Nominating committee that would serve under VP?
 - Deidre, Ashton, and Nicholas now all have debit cards
 - Vimeo Edit-a-Thon?
 - Nicholas and Steph will put a date on January for this
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Past President

Open Issues and Discussion Items:

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Vice President

Open Issues and Discussion Items:

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Treasurer

Open Issues and Discussion Items:

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Advocacy

Open Issues and Discussion Items:

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Education

Open Issues and Discussion Items:

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Publications

Open Issues and Discussion Items:

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Communications

Open Issues and Discussion Items:

- Social Media Metrics ~ 2 announcements / posts last month
 - Twitter: 4,320 (+3) followers ; 1,631 interactions with posts
 - Instagram: 1,056 (+6) followers ; 246 interactions with posts
 - Linktree received 554 visits (+7 from last month) ; 355 (+ 3 clicks from last month)
 - Facebook
 - Group: 635 (+6) ; no data
 - Page: 760 (+10) ; 64 interactions with posts
 - LinkedIn: 998 (+5) followers ; no data
- Have noticed that there's greater community engagement, especially on Facebook and LinkedIn (mostly this means that other organizations have been



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posting about archives-related events or funding opportunities, e.g. Documentary Heritage and Preservation Services posts a lot to our Facebook group).

Programming

Open Issues and Discussion Items:

- Holiday party is tomorrow (Wednesday, Dec. 8)!
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Membership

Open Issues and Discussion Items:

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Outreach

Open Issues and Discussion Items:

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Secretary

Open Issues and Discussion Items:

- Archive from Barbara Niss: has a folder of ART materials she wants to donate. How to accept?
 - Nicholas: Can be delivered to Steph at work for the time being, and Nicholas and Steph will also set up a time to visit the ART archive in person.

Board Structure: Open Discussion



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Deidre: Does board vote or does membership vote, for this change?

- Nicholas: It can be either the board or the membership, based on language in Article 12.

Deidre: Propose we do this with board vote, so that it rolls out with the incoming board. If Nicholas stays on for two terms, we could vote for a new VP in June and start this new structure next year.

Danielle: We could use this year as a test run, and set it to a vote by the membership? Is it possible to call a special meeting of the membership for the purposes of vote and discussion? (Yes, that is possible).

Nicholas: Supports holding a special meeting, for transparency and because there will be a finicky transition to get from here to where we want to be with board structure. The President would go through their term with the new guidelines, and then two years from now, the VP and President roles would be separated.

Danielle: What about the Past President role?

- Nicholas: There would be a Past President role for the first year of the new term....but then what? If we put together a Nominating Committee, maybe the Awards Committee (which is usually managed by the Past President) comes under the Nominating Committee and VP.

Deidre: Incentives for being on the board could include free membership. This IS already in the bylaws too. Reimbursement as well.

Nicholas: The professional aspect of serving on the ART Board is important too. President can serve as a professional reference.

Cristina: We've been remote for a while and not interacting with our membership very much, so it can be hard to see what the benefits and perks might be of serving on the board.

Emily: We need to clearly define the roles of all the director positions, so that interested candidates know what they're taking on.

- Danielle: We should also make it more obvious who is on the board, in addition to what each position does.
- Steph: Redoing and restructuring the website could help with this.

Anne: Restructuring the manuals and roles, and assisting with the site redesign could come under Communications.

Colleen: Deidre has been doing a ton of work with Programming to get things off the ground and getting people together, serious momentum. Demonstrating what is important about ART.

Colleen: Other ways for the board to be more transparent is to show what is happening behind the scenes. Maybe filming a video about their time on the board when it ends?



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Cristina: We should revisit how these positions are defined and what each does. Thinking about role as Director of Outreach – when I was a member of this committee 2-3 years ago, I was always confused about how it differed from what Membership and Programming were doing, too. Outreach is more about reaching out to non-archivists, but it's unclear. What is this role? It needs to be better defined for when we need to recruit someone.

- Colleen: A lot of positions have been inherited and developed into something else.
- Cristina, Colleen, and Anne: Lots of responsibilities coming under these three committees that should not necessarily be there.

Nicholas: We need to make a sort of board "tree" to visualize, what does each role do? How are we connected?

- Cristina: That way we're working as a team, instead of doing all these things separately.
- Anne: Has there ever been an org chart for ART? Nicholas will look around in past files.

Colleen: Going to try to do an all-membership survey. If you're not a member why did you leave, etc.? If we get an idea of what sort of changes we want, we can include certain items/questions on the survey. Do this some time in February, and we can revisit this at the January board meeting.

- Nicholas: This could be a kick-off to send communications out to membership before nominations and votes.