



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

Monthly Board Report September 14, 2021
Online via Zoom

Present:

Nicholas Martin
Ashton Wingate
Stephanie Neel
Colleen Daw
Deidre Dinnigan
Danielle Nista
Cristina Fontáñez Rodríguez
Emily Andresini

Absent:

Amye McCarther
Anne Boissonault

President

Open Issues and Discussion Items:

- Confirmed meeting dates (first Tuesday here forward)
- Board norms -- thank you for suggestions, will finalize and publish this month
- Website edits:
 - Board of Directors page: send updated photos/bios if you like
 - Update Coney Island event page with photographs (thank you Deidre!)
- Contact list
 - Please add alternate email, phone, emergency contact
 - Group text?
- Moving forward
 - Working on claiming President's accounts
 - Banking
 - Archives Week!

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:

- Updated contractor/speaker documents
 - Drive folder -- review and comment, edit as you see fit
 - Reminder to share receipts for reimbursement if you're purchasing anything for programming/activities
 - For all committees: if there is any activity you're planning that would benefit from a small stipend, speak to Ashton
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Advocacy

Open Issues and Discussion Items:

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Education

Open Issues and Discussion Items:

- Archives Week Symposium! October 20-21, 2021
 - Four panels and Keynote
 - Greg Hunter will be offered position of Keynote Speaker
 - Jennifer Neal will host movement/self-care activity (will last approx. an hour)
 - Do we need to add another activity for this day? Another way to engage attendees (breakout room coffee talk, zine-making)?
 - Program Committee will help with technical aspects
 - Schedule with Communications for advertising Archives Week:
 - Sept. 20 teaser announcement (social media only)
 - Sept. 27 formal announcement
 - Announcements on social media pages about the speakers and activities
- Archives Week is: October 18-24, 2021
 - Calendar of events to fill in activities?
 - Will send invite for other organizations to share their events with us in the Sept. 27 email.



Publications

Open Issues and Discussion Items:

- Publish next issue
 - Publish around Archives Week and use as a form of getting the word out about joining the Publications Committee
 - Ashton: extra time during the Symposium -- maybe we could make some sort of event around the publication and/or feature one/some of the stories?
 - Focus on building out committee
 - Send out email
 - Colleen: Can check membership who specified their interest in joining the Publications Committee when they signed up for membership
 - Cristina: Guest editing possibilities (could use stipend)
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Communications

Open Issues and Discussion Items:

- Social Media Metrics ~ 2 announcements / posts last month
 - Twitter: 4,282 (-1) followers ; 2,253 interactions with posts
 - Instagram: 993 (+38) followers ; 449 interactions with posts
 - Linktree received 458 visits (+6 from last month) ; 283 (+ 4 clicks from last month)
 - Facebook
 - Group: 626 (-1) ; no data
 - Page: 749 (+2) ; 105 interactions with posts
 - LinkedIn: 979 (-2) followers ; no data
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Programming

Open Issues and Discussion Items:

- Sept Coney Island event report: 15 attendees-- 9 members; 6 guests
 - Programming committee updates and upcoming plans:
 - 8 members + director
 - Will order t-shirts + hoodies to be worn at Programming events
 - Purchase of flag for general ART use.
 - Currently working on annual event calendar
 - What is the plan for Archives Week?
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Membership

Open Issues and Discussion Items:

- *Membership Report*
 - Regular Member: 240
 - Student Member: 66 (+1)
 - Sponsorship Member: 13 (+1)
 - Friends of A.R.T. Member: 12
 - Honorary Membership: 10
 - Sustaining or Institution Member: 2
 - **Total: 343 (+2)**
 - *1-1 Mentorship Launched*
 - Mentee Applicants: 11
 - Mentor Applicants: 2
 - Send One Week Reminder Thursday
 - Timeline
 - Sept. 7th - Launch/Release 1-1 Mentorship Applications
 - Sept. 24th - Close Applications
 - Sept. 30th - Potential 2nd Close Date for Extending Application of Mentors
 - Week of Oct. 4th - Announce Matches
 - Week of October 11th - Hold Orientation
 - Last Meeting for Current Cohort, looking like Sept. 29th
 - *Student Membership Drive*
 - Either Meet & Greet or Panel of Archive Professionals with Outreach
 - Contacted Pratt and Queens College
 - Queens College will reach back out after they speak, most likely virtual event
 - Pratt interested in Hybrid Event first meet & greet then larger panel
 - *Later in the Year Plans*
 - Lapsed Membership Survey-EOY
 - Listserv Management?
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Outreach

Open Issues and Discussion Items:

- No updates
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Secretary

Open Issues and Discussion Items:



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- Website
 - Review and share Pratt UX class results from last year with the board
 - Work with board to determine what changes we want to make to the site/how we want it to look and function
- Zoom licenses -- do we have enough?