

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

July 29, 2015

Present:

Janet Bunde, President

Kerri Anne Burke, Vice President

Michael Andrec, Treasurer

Dennis Riley, Director of the Advocacy Committee

Laura DeMuro, Director of Communications Committee

Rachel Harrison, Director of the Education Committee

Tamar Zeffren, Director of the Membership Committee

Alexandra Lederman, Director of the Programming Committee

### **DISCUSSION OF NEW BUSINESS**

The Board discussed monthly events and programming.

New York Archives Week, Awards Ceremony:

The Board discussed securing the venue, soliciting nominations for awards, and suggesting a Director of the Awards Committee.

Events

Board members discussed the solicitation of events for Archives Week. The Board will create a calendar and a map. Board members will get in touch with repositories to plan events. There were 22 events last year.

Symposium

The symposium will take place on October 21, 2015.

Location: The Board discussed whether to hold the symposium at the American Institute of Architects (AIA) or the Center for Jewish History (CJH). The board made the decision to host the event at CJH.

Request for Proposals (RFP) The RFP to potential symposium participants has gone out. The deadline for the proposal is August 15, 2015.

Finances

Mike Andrec stated that A.R.T has \$43,891.66 in the bank. There is \$8,500 in the A.R.T. PayPal account.

Grant Applications/ Development Committee

Met Life grant - A.R.T. usually hears whether the group has been awarded a Met Life grant, used for Archives Week expenses, during the end of August.

Expenses

The Board discussed the procedures for tracking differing types of expenses and what those expenses may be. A.R.T. expenses will typically be venue rental fees, catering and supplies such as name cards.

Member Engagement/ Student Mixer

In order to comply with the A.R.T. bylaws, board members stated a need to recruit committee members from A.R.T. membership.

The Board will reach out to graduate students at grad student orientation mixers.

Board Transitions

The Board discussed the transition process, i.e. who has a manual and who does not.

#### Job Postings

Board members coordinated coverage of job postings, and a new form for job submissions.

With no other business to discuss, the meeting was adjourned.

The following reports were presented at the meeting:

1. Treasurer's Report (Budget)