

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

January 13, 2016

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

Alexandra Lederman, Director of the Programming Committee

Dennis Riley, Director of the Advocacy Committee

Tiffany Nixon, Director of the Outreach Committee

Rachel Greer, Secretary

Janet called the meeting to order.

1. Minutes approval:
 - The previous meeting's minutes were approved and seconded. Janet will look over the draft of the web minutes and approve later this week.
2. Archives Week final items
 - a. Outstanding invoices
 - The Junior League invoice is still outstanding. Janet will submit it to Michael as soon as she receives it.
 - An invoice for the layout for the last issue of Metropolitan Archivist has been submitted.
 - An invoice for the video editing of the June symposium has been submitted.
 - b. Outstanding expenditures
 - ART is purchasing a table drape for events—we are waiting for John to get us the logo.
 - \$600 worth of video equipment. This item came out of discussions surrounding the desire to record the AEI proceedings, and the plan is to create a catalog of videos of presentations and symposia. Once purchased, the board needs to decide where to store this equipment.
 - External electronic storage (perhaps an external drive).
3. Finances
 - Michael highlighted information from the financial report. He will check to make sure the expenditures for the 2015 holiday party are commensurate with previous years.
 - \$400.00 worth of petty cash needs to be deposited in the bank and is listed under "assets" on the financial report.
 - a. Map project
 - A contact of Rachel H.'s has created a graphic map of archives in New York City, depicting interesting objects from those collections and wonders if the artist could possibly receive funding from ART to distribute the map in some way.
 - The board discussed the possibility of building a program around the map to link it to ART programming, the possibility of making the map digital, and the representation of all five boroughs.
 - Rachel H. will arrange for the Board to see the map and the Board will discuss this issue further at the next meeting.

4. NEA collaboration
 - The New England Archivists Association has proposed co-sponsoring or collaborating on a conference with ART.
 - The conference would take place in 2018.
 - ART needs to find out if the conference would be located in an accessible city for our membership. Possible cities include Albany, Hartford, or New Haven.
 - ART will reach out to NEA and let them know we are tentatively interested but need more details about the work expected and the financial expectations from our group.
5. Website revamp
 - Laura and Michael agreed to create an ad-hoc subcommittee to look at reorganizing the website.
 - Issues to address: The current map of content on the website does not make sense; Pratt students completed a usability study that may be helpful; Colors and graphics need to be modernized; the new site should be mobile-ready and more user friendly.
 - Laura and Michael will brainstorm and work with Janet to draft a subcommittee charge.
6. Metropolitan Archivist status and next steps
 - Metropolitan Archivist currently has no editor-in-chief. Rachel G. will reach out to the former E-I-C, Lindsay Wyckoff, for a list of former volunteers.
 - The board would like to staff and complete a summer issue.
7. Other items as needed
 - Tiffany has a contact at the Queens Memory Project who would be interested in collaborating with the Archives Education Institute. The collaboration could involve a grant or shared programming
 - The board discussed the necessity of attempting to include the outer boroughs in programming. The board proposed an AEI event that would take place in Queens.

The meeting adjourned.

Attachments: Board Reports, Financial Report

Respectfully submitted,

Rachel Greer, Secretary of the Board



Board of Directors Meeting Agenda

Date: 13 January 2016

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. Minutes approval (5 min.) (RG will co-lead)
2. Archives Week final items (5 min.)
 - a. Outstanding invoices
 - b. Outstanding expenditures
3. Finances (5 min.) (MA will co-lead)
 - a. Map project
4. NEA collaboration (5 min.) (KAB will co-lead)
5. Littauer funding/Preservation Week (RH and DR will co-lead) (5 min.)
6. Website revamp (LD and MA will co-lead) (5 min.)
7. SAA workshop co-sponsorship (TZ will co-lead) (5 min.)
8. Metropolitan Archivist status and next steps (20 min.)
9. Other items as needed (5 min.)

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Advocacy Director Board Report

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Date: January 13, 2016

Name: Dennis Riley

Title: Director of the Advocacy Committee

Open Issues and Discussion Items:

- **Preservation Week / ProjectARCC event.** The general outline for this would be a traditional 3-speaker panel with an interactive Q&A discussion. The three panelists would be composed of: 1) a representative of ProjectARCC to discuss what they have been doing and their future objectives; 2) a representative from one of NYC's sustainability initiatives ([C40 Climate Leadership Group](#) or the Mayor's Office of Sustainability's supports [PlaNYC](#), [Green Buildings and Energy Efficiency](#) and [Green NYC Infrastructure plans](#)); 3) a representative of an repository that either is collecting on climate change or has been affected by it, such as those impacted by Super Storm Sandy. I have been in touch with ProjectARCC members to ascertain what they hope to deliver to such an event and am waiting for a concrete proposal. Committee members have been tasked with coming up with additional potential participants as well. It has been suggested possibly NYU/Bellevue, (apparently affected by Hurricane Sandy) or possibly the Bronx or Brooklyn Botanic Gardens or the Wildlife Conservation Society and its constituent zoos/aquariums (on the off chance staff there are involved with climate change issues). One Committee member is reaching out to contacts at the American Museum of Natural History to see if they might be inclined to participate. I have also contacted the International Centre for Preservation and Restoration of Cultural Property (ICPRCP), which recently held a meeting on the theme of climate change, to see if they had any members local to the New York area. Other options include reaching out to New York based reps of UN agencies such as UNESCO or the World Meteorological Organization. Committee members are also exploring possible venues for such an event.
- **Trans-Pacific Partnership Letter.** The draft letter was forwarded to Rachel Chattlebash as Co-Chair of the Regional Archival Associations Consortium (RAAC) so that this can be a joint effort among professional organizations. She inquired whether we should also get SAA involved in drafting the letter, specifically the Intellectual Property Working Group. I also had a discussion with Nancy Beaumont, SAA Executive Director, regarding this A.R.T./RAAC letter and she expressed interest in having SAA sign



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on as well to a joint letter. While not precluding a joint letter through RAAC, the Board may wish to consider whether we want to send the original letter to the New York Senators while this joint drafting process unfolds. Further to this, I contacted Maira Sutton, Electronic Frontier Foundation lead on the TPP, and she offered the following dates to consider as opportune for sending a letter: 2/4 – projected date for the TPP to be signed or 2/15 – the deadline to submit comments to the Federal Trade Commission. She also said the EFF would be willing to publicize any letter that is issued. Does the Board want to submit comments to the FTC in addition to the letter? Alternately, we can wait until Congressional committees take up consideration of the TPP. FYI, Sen. Schumer is on the Senate Finance Subcommittee on Trade.

- **NHPRC Revised Strategic Plan.** A.R.T. submitted comments on the initial draft. The revised plan looks much better and addresses several of the points raised in our letter. The deadline to comment on the revised plan is 2/1 should the Board wish to weigh in further. I am not convinced additional comments are needed, but I can draft something if the Board feels otherwise. Or we could send the NHPRC a follow-up letter acknowledging the improved plan, which might be a wise strategy. The new text is available here: <http://annotation.blogs.archives.gov/2015/12/17/revised-strategic-plan-framework/>.
- **Advocacy Website.** Miranda Mimms has volunteered to update the pages on Advocacy Resources and Disaster Planning/Recovery Resources. Also, Michael Montalbano has compiled a list of funding organizations, which we plan on adding as an additional resource page to the website.
- **METRO Invest in Libraries Event.** I added this to the A.R.T. calendar, but have not made it live until METRO opens registration. Committee member Noreen Whysel has volunteered to attend and take notes to report back to the Committee. However, if other Board members are able to attend (realizing the event is during normal work hours) that would be helpful in adapting any lessons learned to future A.R.T. advocacy efforts.
- **Congressional History Caucus.** Recently, the issue of encouraging members of the House of Representatives to join the CHC was raised on an SAA listserv. Should A.R.T. send letters to New York City members encouraging them to join? Sixteen members of the House represent the five boroughs and Long Island. More information on the caucus is available here: <http://historycoalition.org/congressional-history-caucus>. FYI, one of



Advocacy Director Board Report

the Caucus co-chairs is Rep. Bill Pascrell (NJ) whose district includes Fort Lee, East Rutherford, and Patterson – and thus may represent some of A.R.T.’s members. Also, the only current member from New York State is Rep. Joseph Crowley whose district spans Pelham Bay in the Bronx to Elmhurst in Queens. A letter thanking him for his participation would be a good way to open communication with his office.

- **SAA Advocating for Archives Workshop.** I've emailed the SAA Education folks to see about having this workshop held in NYC sometime during 2016. Will keep you posted.
- **A.R.T Lone Arranger Group.** Lindsay Anderberg (NYU Poly) has started an informal email group of Lone Arrangers among A.R.T. members and included me in the initial group (since at the time I was at the Brooklyn Navy Yard Development Corporation). We've discussed the possibility of formalizing this under the aegis of A.R.T. and are open to the best methods. Is it possible or practical to create a Lone Arrange sub-listserv under the overall A.R.T. listserv or does it make more sense to encourage the use of the general list and simply use the term "Lone Arranger" in the subject line should others wish to filter any discussions from their email inbox? I have also raised the possibility of using this group to pilot informal meet-ups among A.R.T. members and would welcome the input of the Board in this regard.

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Director of Communications Board Report

Date: January 13, 2016

Name: Laura DeMuro

Title: Director of Communications

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Open Issues and Discussion Items:

1. I would like to discuss a game plan for the future of the *Metropolitan Archivist*.
2. Now that it's the new year, I can contact the web volunteers and see if they are still interested in helping to update the website. Is there any part of the website that needs to be updated first?

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Director of Education Board Report

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Date: January 13, 2016

Name: Rachel S Harrison

Title: Director of Education

The Education Committee has not met since our last Board meeting in December. We will be meeting later this month and I would greatly appreciate being able to respond to Natalie about A.R.T. contributing money to her map project, which she has been waiting to hear about since last summer.

The National Digital Stewardship Residency fellows are planning a day-long symposium at the Brooklyn Historical Society on April 28 as part of Preservation Week. A.R.T. will be co-sponsoring, although what that will entail is still being worked out. I hope to have a bit more information by this Wednesday's meeting. I will have a blurb to post with a save-the-date announcement in the calendar in the next few days.

This past Friday, I received an email from someone connected with the Western Archives Institute, an intensive two-week program to instruct non-archivists in archival skills. I am happy to post this information to the A.R.T. website if we think that we have members who are not trained archivists who would be interested. I have attached the press release to this message.



Membership Committee Board Report

Date: January 10, 2016

Name: Tamar Zeffren

Title: Membership Committee Director

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Open Issues and Discussion Items:

- Co-sponsoring SAA workshops: I defer to my Education and Advocacy colleagues on the precise logistics. I think this will be a well-received resource by our membership.
- Rolling membership.
- Ideas for student activities beyond the Student Social. Due to feedback and the difficulty of scheduling in the fall semester, we plan to hold another student social in the spring.
- Events calendar for the spring term. I would like to prepare save-the-dates to send to members and for Communications folks to share on Facebook and Twitter.

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President Board Report

Date: January 10, 2016

Name: Janet Bunde

Title: President

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Open Issues and Discussion Items:

- Collaboration with New England Archivists (NEA): Through Dennis, I have begun conversations with the Board of the NEA to determine whether and how our organizations might collaborate moving forward. They have suggested that we jointly sponsor their 2018 annual conference. I would like feedback from our Board on whether or not we should proceed.
- Preservation Week events: I have reached out to folks at the Image Permanence Institute in Rochester to see if any of their staff can come to NYC to give a workshop on environmental monitoring (and state and federal grants to support such monitoring). I will keep the Board apprised of any developments on this front.
- Archives Week: We have received invoices from NYJL, John Seckler (for the graphic design work he did) and Jorge Correa (for video editing services for the Symposium). The latter two invoices have been sent to the Treasurer for payment; I noted a mistake the in NYJL invoice and am waiting on a correct copy before transmitting it to Michael.
- *Metropolitan Archivist*



Director of Programming Committee Board Report

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Date: January 7, 2016

Name: Alexandra Lederman

Title: Director of Programming Committee

Open Issues and Discussion Items:

- Sending out January event (book club/happy hour meet up)
- February programming event in the works (the archivist as a historian and vice versa as topic)
- May programming event in the works (social justice as topic)

Thanks,
Alex



Secretary Board Report

Date: January 13, 2016

Name: Rachel Greer

Title: Secretary

Open Issues and Discussion Items:

1. Board Meeting Notes from November and December meetings need to be approved.

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Vice President Board Report

Date: 1/10/16

Name: Kerri Anne Burke

Title: Vice President

Open Issues and Discussion Items:

- Spreadsheet: outreach to repositories/event spaces - I plan to finish edits to the spreadsheet by the meeting on Wednesday.
- Discuss collaboration with NEA
- Extra funds - Last month we discussed on email NYAW underspend. I'm curious if any decisions were made the banner, electronic storage and video equipment.

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

	Dec 2015	Nov 2015	Oct 2015	Sep 2015	Aug 2015	Jul 2015	Jun 2015	May 2015	Apr 2015	Mar 2015	Feb 2015	Jan 2015	YTD Actual
Income													
Bank Interest	\$1.25	\$1.37	\$1.29	\$1.27	\$1.54	\$2.69	\$2.59	\$3.10	\$3.04	\$2.10	\$2.20	\$2.65	\$9.41
Donations	\$95.00	\$65.00	\$110.00	\$45.00	\$210.00	\$270.00	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	\$795.00
Education Revenue	\$0.00	\$15.00	\$15.00	\$540.00	\$60.00	\$0.00	\$820.00	\$600.00	\$450.00	\$510.00	\$0.00	\$0.00	\$630.00
Grants	\$0.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00
Holiday Party Revenue	\$20.00	\$785.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$5.00	\$0.00	\$240.00	\$810.00
Membership	\$505.00	\$980.00	\$1,580.00	\$2,235.00	\$1,340.00	\$4,550.00	\$447.00	\$275.00	\$185.00	\$270.00	\$140.00	\$245.00	\$11,190.00
Program Revenue	\$2,777.00	\$45.00	\$35.00	\$165.00	\$60.00	\$0.00	\$30.00	\$355.00	\$285.00	\$715.00	\$0.00	\$50.00	\$3,082.00
Total Income	\$3,398.25	\$1,891.37	\$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	\$23,016.41
Less Operating Expenses													
Advocacy Program Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$411.50	\$0.00	\$0.00	\$0.00	\$0.00
Annual Business Meeting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,219.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Awards Ceremony	\$0.00	\$115.31	\$970.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,085.31
Bank Fees	\$0.00	\$0.00	\$1.96	\$4.40	\$1.60	\$7.40	-\$0.53	\$0.20	-\$29.84	\$30.20	\$2.65	\$2.80	\$15.36
E-Mail/Web Domain	\$0.00	\$0.00	\$0.00	\$611.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$611.87
Holiday Party	\$1,139.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,139.27
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,043.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K-12	\$0.00	\$0.00	\$529.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$529.02
Layout Stipend	\$0.00	\$0.00	\$0.00	\$329.35	\$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	\$0.00	\$0.00	\$65.27	\$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	\$0.00	\$0.00	\$13.27	\$368.23	\$0.00	\$0.00
Monthly Events	\$0.00	\$299.86	\$186.50	\$30.53	\$0.00	\$0.00	\$1,939.73	\$0.00	\$91.70	\$270.00	\$0.00	\$0.00	\$516.89
P.O. Box	\$0.00	\$0.00	\$0.00	\$132.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132.00
Paypal Fees	\$10.20	\$74.88	\$47.39	\$96.44	\$36.63	\$147.44	\$52.82	\$50.76	\$39.47	\$66.30	\$5.18	\$9.74	\$412.98
Postage - President	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.80	\$0.00	\$13.06	\$0.00	\$0.00
Quickbooks	\$22.50	\$22.50	\$22.50	\$22.50	\$45.00	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$157.50
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Symposium	\$576.66	\$10.59	\$142.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$729.66
President Development Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$167.68	\$0.00	\$0.00	\$0.00	\$15.25	\$0.00	\$0.00
Web/Membership Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workshops	\$746.25	\$9.49	\$0.00	\$0.00	\$0.00	\$0.00	\$399.49	\$0.00	\$0.00	\$102.00	\$151.50	\$0.00	\$755.74
Wufoo	\$29.95	\$29.95	\$29.95	\$59.90	\$29.95	\$0.00	\$59.90	\$0.00	\$29.95	\$59.90	\$0.00	\$29.95	\$179.70
Total Operating Expenses	\$2,524.83	\$562.58	\$1,929.73	\$1,286.99	\$113.18	\$177.34	\$12,702.73	\$1,116.46	\$575.08	\$564.17	\$578.37	\$64.99	\$6,594.65
Operating Surplus (Deficit)	\$873.42	\$1,328.79	-\$183.44	\$8,199.28	\$1,558.36	\$4,645.35	-\$11,273.14	\$116.64	\$362.96	\$937.93	-\$436.17	\$537.66	\$16,421.76
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						
Net Cash Movement	\$873.42	\$1,328.79	-\$183.44	\$8,199.28	\$1,558.36	\$4,645.35	-\$11,273.14	\$116.64	\$362.96	\$937.93	-\$436.17	\$537.66	\$16,421.76
Summary													
Opening Balance	\$55,726.04	\$54,397.25	\$54,580.69	\$46,381.41	\$44,823.05	\$40,177.70	\$51,450.84	\$51,334.20	\$50,971.24	\$50,033.31	\$50,469.48	\$49,931.82	\$40,177.70
Plus Net Cash Movement	\$873.42	\$1,328.79	-\$183.44	\$8,199.28	\$1,558.36	\$4,645.35	-\$11,273.14	\$116.64	\$362.96	\$937.93	-\$436.17	\$537.66	\$16,421.76
Closing Balance	\$56,599.46	\$55,726.04	\$54,397.25	\$54,580.69	\$46,381.41	\$44,823.05	\$40,177.70	\$51,450.84	\$51,334.20	\$50,971.24	\$50,033.31	\$50,469.48	\$56,599.46
	\$57,472.88	\$57,054.83	\$54,213.81	\$62,779.97	\$47,939.77	\$49,468.40	\$28,904.56	\$51,567.48	\$51,697.16	\$51,909.17	\$49,597.14	\$51,007.14	\$54,982.84

31 Dec 2015 31 Dec 2014

Assets

Cash and Cash Equivalents		
Checking	\$25,312.68	\$10,393.85
Money Market	\$22,946.28	\$22,932.95
Paypal	\$7,910.03	\$16,174.55
Petty Cash	\$430.47	\$430.47
Total Cash at	\$56,599.46	\$49,931.82
<hr/>		
Total Assets	\$56,599.46	\$49,931.82