



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

Date: December 4, 2017

Next Meeting: January 8, 2018

Present:

Karen Jamison Trivette, President

Cristina Vignone, Vice President

Amye McCarther, Director of Programming

Margot Note, Treasurer

Rebecca Chandler, Director of Membership

Ashley Levine, Director of Advocacy

Marcos Sueiro Bal, Director of Education

Lindsay Anderberg, Director of Outreach (*On Leave*)

Rossy Mendez, Director of Communications

Absent:

Katherine Martinez, Secretary

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Minutes:

NYAW 2018

-Board to find new venue for Awards Ceremony with capacity for 80-100 people (Junior League is too small)

-Consider Brooklyn and Queens in addition to Manhattan

Metropolitan Archivist -- Status of Special Election

-No candidates thus far (besides Miranda Mims, former Advocacy Chair)

-Extending deadline to 12/31

ART Archives

-To hire an intern to reconcile finding aid with material holdings (12-13 boxes in need of series/sub-series identification); KM to draft job description

-Ideal candidate to be graduate student with 1 year of processing experience

-Discussed payment (budget line TBD): flat fee of \$1,000 for 150 hours of work (10 hours/week for 15 weeks); any additional time at end of weeks can be dedicated to Google Drive cleanup

-Depending on budget line, this could be a standing opportunity that ART offers

ART Website

-KT to speak with KM privately

Vice President (Cristina Vignone) Report



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- NEA/ART scholarship closed; board to review applicants (sent through email) and select winners by 1/8 board meeting
- Notify winners by 1/12

### Treasurer (Margot Note) Report

- Balance Sheet and Cash Summary updates
- Scammer: MN contacted FTC
- Audit: MN contacted accountant, extended filing date; savings account was frozen due to inactivity; KT to provide last statement

### Education (Marcos Sueiro Bal) Committee Report

- In touch with METRO, who are interested in presenting/workshopping (including XMP expert) potentially in January
- Hard drives with videos have been located
- Vimeo account needs cleanup -- MSB will ask for a volunteer from the Education Committee to perform cleanup
- Board agreed that awards/nominations, upcoming May election, and NYAW call for papers should be added to the website

### Communications (Rosy Mendez) Committee Report

- NEA's hashtag (#NEAART2018) is in use

### Programming (Amye McCarther) Committee Report

- Holiday Party: 54 registered (event capped at 150)

### Advocacy (Ashley Levine) Committee Report

- February is tentative Advocacy month; planning another event (Lesbian Herstory Archives)

### Membership (Rebecca Chandler) Committee Report

- Nothing to report

### Outreach (Lindsay Anderberg) Committee Report

- May plan event for March or May; schedule for committee months TBD

### Board came to a consensus that ART:

- Should endorse non-ART events that are in keeping with the organization's mission.
- Should not endorse commercial, fundraising events but can inform inquirers that they can post event on ART's list serv.



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## Monthly Board Report

### Vice President

*Open Issues and Discussion Items:*

- NEA-A.R.T. Scholarship -- Selection of Winners
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### Secretary

*Open Issues and Discussion Items:*

- Visited the ART archives at NY Philharmonic with Karen, currently writing a description for an internship in the spring that will facilitate processing. Would like to post by end of week.
  - New website theme is up and each page has been edited. Positive response from Laura so far over posting jobs in blog format.
  - We can discuss other improvements after reviewing the current look.
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### Treasurer

*Open Issues and Discussion Items:*

**Treasurer's report**

**Scam update**

**Audit update**

**Expense questions**

**Determining holiday party revenue vs. membership revenue.**

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### Advocacy

*Open Issues and Discussion Items:*

1. Advocacy Committee meeting on 12/5 to discuss:
  - a. Investing in Archivists event (February) focusing on Lone Arrangers
  - b. Political advocacy event later on (due to increased budget)?
    - i. Interference Archive and Lesbian Herstory Archive expressed interest



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## **Communications**

*Open Issues and Discussion Items:*

*Hashtag for NEA/ART- #NEAARTSP18*

*Statistics*

*Twitter- 3,422*

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## **Membership**

*Open Issues and Discussion Items:*

- **Responded to the SAA grant funded project's request for member institution information. I was only able to give them a list of member institutions - no address as requested as many members put their own address in the system, not that of their employer.**
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