



## **August Board Report**

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

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P.O. Box 151  
New York  
NY  
10274-0154

**Date: August 7, 2017**

Next Meeting: September 11th

**Present:**

Karen Jamison Trivette, President  
Cristina Vignone, Vice President  
Amye McCarther, Director of Programming  
Margot Note, Treasurer  
Katherine Martinez, Secretary  
Rebecca Chandler, Director of Membership  
Lindsay Anderberg, Director of Outreach

**Absent:**

Ashley Levine, Director of Advocacy  
Rossy Mendez, Director of Communications  
Marcos Sueiro Bal, Director of Education

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**NEA Planning with Bonnie Marie Sauer**

- Meeting theme, 'Rise Up,' will highlight advocacy in archives.
- Two plenary speakers, first confirmed speaker is Emily Drabinski.
- Need to consider ways to support budget through sponsorships/partnerships
- ART will be forming a scholarship committee
  - Aim to have 3-5 volunteers for committee
- An organization 'supply shop' could be part of the meeting

**GSuite**

- Need to configure permission settings on gmail accounts and general board group email

**Secretary**

- Karen and Katie will be discussing possible change to 'Content Manager' for this position.
- Undergoing migration from Wild Apricot to Wordpress.
- Add Search feature to current site.

**AEI / Outreach**

- Saturday, October 21st, 2017
- NARA One Bowling Green
- Theme, 'NYC: The Built Environment'
- Collections on display:



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- Holland Tunnel construction (Stevens Institute of Technology), Prospect Park 150 year anniversary (Brooklyn Historical and Prospect Park Alliance), Transit Museum Archives
- Need to set up event page on website to share with K-12 professionals.
- 'Outreach' email is only in use, not 'community.'
- Will need a point person on the Outreach Committee for Sept-Nov.

### **Programming**

- Waiting to find out event details for next three months:
  - September
  - October
  - November

### **Membership**

- July 1st - 2017 Memberships rolled over
  - 184 ppl renewed membership
  - 109 members in limbo
- SAA Queens chapter would like to collaborate, possibly forming a new listserv for students and new professionals. Would also like to explore co-hosting an EAD workshop. Rebecca will put them in touch with Marcos regarding the workshop.

### **Archives Week**

- Look at past programming to find out if any repositories are interested in hosting again.
- Determine whether Eventbrite should be used or Wild Apricot.

### **Treasurer**

- Review impact migration had on Google Drive material, and whether any material is on hard drive transferred from Michael.
- Margot will be considering how financials can be revised and updated to reflect current needs.

### **President**

- Grant application submitted to MetLife for funding
  - Waiting to find out next steps
- Consider previous President as non-voting board member
- Add strategic planning document to the site 'About' section

# Balance Sheet

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## Archivists Round Table of Metropolitan New York, Inc. As at 31 July 2017

31 Jul 2017      31 Jul 2016

### Assets

<b>Cash and Cash Equivalents</b>		
Checking	30,492	20,086
Money Market	22,967	22,946
Paypal	11,830	17,364
Petty Cash	607	471
<b>Total Cash and Cash Equivalents</b>	<b>65,895</b>	<b>60,867</b>
<b>Total Assets</b>	<b>65,895</b>	<b>60,867</b>

### Liabilities and Equity

#### Liabilities

<b>Current Liabilities</b>		
Historical Adjustment	28,336	28,336
Rounding	-	-
<b>Total Current Liabilities</b>	<b>28,335</b>	<b>28,335</b>
<b>Total Liabilities</b>	<b>28,335</b>	<b>28,335</b>

#### Equity

Current Year Earnings	2,579	3,269
Retained Earnings	34,981	29,263
<b>Total Equity</b>	<b>37,560</b>	<b>32,532</b>
<b>Total Liabilities and Equity</b>	<b>65,895</b>	<b>60,867</b>

# Cash Summary

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## Archivists Round Table of Metropolitan New York, Inc. For the month ended 31 July 2017 Excluding Sales Tax

	Jul 2017	Monthly Avg	Variance
<b>Income</b>			
Bank Interest	1	1	0.0%
Donations	255	255	0.0%
Membership	2,530	2,530	0.0%
Program Revenue	5	5	0.0%
<b>Total Income</b>	<b>2,791</b>	<b>2,791</b>	<b>0.0%</b>
<b>Less Operating Expenses</b>			
Annual Business Meeting	19	19	0.0%
Monthly Events	79	79	0.0%
Paypal Fees	84	84	0.0%
Wufoo	30	30	0.0%
<b>Total Operating Expenses</b>	<b>212</b>	<b>212</b>	<b>0.0%</b>
<b>Operating Surplus (Deficit)</b>	<b>2,579</b>	<b>2,579</b>	<b>0.0%</b>
<b>Sales Tax Movements</b>			
Sales Tax Inputs	-		
Sales Tax Outputs	-		
<b>Net Sales Tax Movements</b>	<b>-</b>		<b>0.0%</b>
<b>Net Cash Movement</b>	<b>2,579</b>	<b>2,579</b>	<b>0.0%</b>
<b>Summary</b>			
Opening Balance	63,316		
Plus Net Cash Movement	2,579		
Closing Balance	65,895		