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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

## Board Meeting Minutes December 2016

### *Present:*

Rachel Harrison, Director of the Education Committee  
Rossy Mendez, Director of Communications Committee  
Rebecca Chandler, Director of the Membership Committee  
Kerri Anne Burke, President  
Miranda Mims, Director of the Advocacy Committee  
Lindsay Anderberg, Director of Outreach

### *On phone:*

Michael Andrec, Treasurer  
Karen Jamison Trivette, Vice President

### I. GSuite

- Google for Non-Profit was approved and activated by Michael, includes:
  - Gsuite
  - Grant for google ad words
  - Custom mapping
  - etc
- This will enable:
  - Migrating emails from GoDaddy
  - Consolidating all google doc personal stuff
  - Updating mail server to point to gsuite rather than go daddy
- To do that, need to know who is using gmail to read: secretary, treasurer
- Currently emails are pulled from go daddy, and a copy remains in go daddy
- Google allows an automated migration tool
- Originals will remain on go daddy incase something goes badly
- Action items:
  - Secretary needs to confirm that the originals are being left behind
  - Mike will create the rest of the accounts
  - Mike will do the migrations
  - Look out for an email about a new email address
  - First name: ART, last name: committee name
  - Outreach's email will become outreach rather than community



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## II. Strategic Plan

- SMART goal setting tool - use if you like, may be helpful
- Lindsay has a draft for the Outreach Committee Mission Statement and Goals
  - Retaining original mission statement
  - Set three goals
  - Considered three performance indicators for each goal, but came up with two for some - do we always need three?
  - Will upload into the Google Drive for feedback - Kerri Anne will create a strategic plan folder

## III. NEA Collaboration

- Send out a cfp after the 2017 meeting
- Half NEA half ART programming committee
- We would like a student poster session
- They want financial support - we would pay for specific line items
- Nea handles registration
- Would like a formal contract if we move forward
- They usually spend \$35k get back \$40k
- We need to find people willing to commit before we commit to this
- Kerri Anne will follow up with them

## IV. Education

- Symposium for next year is already in the planning stages
- Requests have been made for it to be more NYC centered
- Should AEI be different than the symposium theme next year?
- Idea for workshop - teaching archivists to teach with primary sources (outreach should really be more for outreach to teachers)
- Neighborhoods - in the CFP give more specific examples (art, food, gentrification, etc)
- If anyone has any ideas, send to Rachel
- Trying to get with "one book, one profession" - looking to buy the book through SAA in order to participate

## V. Board Elections

- Board members may run again, bylaws do not prevent it.
- If you are not running again, consider recommending someone who might be a good fit - someone on your committee, someone else you know
- VP runs the election so Karen would reach out to people for you if you prefer



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VI. Holiday Party Promo

- Rossy said it had been listed as sold out
- Kerri Anne will look into this and reach out to Alex

VII. Podcast

- Outreach committee is interested, but they need more info -  
Are they partnering with metro?
- METRO's podcasts are around a story, but they are still  
interested in partnering
- Advocacy is thinking about how to tailor their ideas to METRO's  
vibe and Interview format
- Advocacy thinking about doing 2 episodes and seeing how it  
works out

VII. Rossy has a twitter chat on January 10<sup>th</sup>

*Respectfully submitted,*  
Katherine Martinez, Secretary of the Board and Rebecca Chandler, Director of  
Membership

# President Board Report



**Date:** December 4, 2016

**Name:** Kerri Anne Burke

**Title:** President

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## **Open Issues and Discussion Items:**

- **NEA Collaboration** - vote on collaboration
- **Strategic Plan** - S.M.A.R.T. goals
- **Board Elections** - five positions open
  - VP/ President Elect
  - Treasurer
  - Advocacy
  - Education
  - Programming
- **MetLife Report** - Working on report to MetLife Foundation. We're required to report on how we spent the MetLife grant.

# Vice President Board Report



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**Date:** 02 December 2016

**Name:** Karen Jamison Trivette

**Title:** Vice President

- Little activity has taken place since the last Board meeting.
- I've monitored GoDaddy email and been at the ready to act should a situation require it.

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## **Open Issues and Discussion Items:**

- **NEA-ART joint conference details to date**
- **Strategic Plan next steps -- reminder to Directors assignment re: 3 Goals and 3 Strategies for each Goal due by January Board meeting.**

# Secretary Board Report



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**Date:** December 5, 2016

**Name:** Katie Martinez

**Title:** Secretary

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## **Open Issues and Discussion Items:**

- Working on a gradual shift to digital materials. This week our Conflict of Interest form was distributed as a Google form, rather than printed sheets to be signed and scanned. This is part of my set of strategic goals.
- I will not be able to make the meeting this evening due to an overlapping class.

# Director of Advocacy Board Report



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**Date:** December 4, 2016

**Name:** Miranda Mims

**Title:** Director of Advocacy

- The letter in support of reauthorizing the Museum and Library Services Act Bill of 2016 (S.3391) has been signed and sent.
- The committee is planning an event for mid-February. We are putting together a panel to address funding options and opportunities for creating new full-time and project-based professional positions.

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## **Open Issues and Discussion Items:**

- There are no open issues to report.

# Director of Communications Committee Board Report



Date: December 4, 2016

Name: Rossy Mendez

Title: Director of Communications Committee

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## Open Issues and Discussion Items:

- Twitter Chat: First chat scheduled for Jan 10th  
8:30PM-9:30PM Topic: Archival Technologies
- Social Media Statistics:  
Twitter: 3099  
Facebook: 437 likes  
LinkedIn: 869 members
- No further points for discussion



## Director of Education Committee Board Report



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Date: December 7, 2016

Name: Rachel Harrison

Title: Director of Education Committee

The repository tours co-sponsored with METRO have been very successful. We may try to schedule another round of tours in the spring. Please let me know if you have any ideas of good repositories to visit.

Videos of panels 1, 2 and 4 from the symposium have been uploaded on A.R.T.'s Vimeo Pro account page: <https://vimeo.com/archivistsroundtable/videos>

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### Open Issues and Discussion Items:

- Please let me know if there are any workshops you would be interested in A.R.T. hosting.
- The Education Committee is starting to think about topics for next year's symposium. Let me know if you have any suggestions.

## Director of Membership Committee Board Report



Date: 12/7/2016

Name: Rebecca Chandler

Title: Director of Membership Committee

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### Open Issues and Discussion Items:

- Met with the new chair of the Mentorship committee, Melissa Silvestri. She is taking over from Liz Kammerer. We have begun reaching out to SAA student chapters at Pratt, Queens, and Palmer to set up events for January or February.

## Director of Outreach Committee Board Report



Date: 5 December 2016

Name: Lindsay Anderberg

Title: Director of Outreach Committee

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### Open Issues and Discussion Items:

- We have a draft of our mission statement, goals, and performance indicators to share and discuss
- Some Outreach members expressed interest in contributing to the Advocacy podcast. There were questions about guidelines and process for participating.

## Director of Programming Committee Board Report



Date: December 5, 2016

Name: Alexandra Lederman

Title: Director of Programming Committee

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### Open Issues and Discussion Items:

- Holiday Party
  - coming together quite nicely! Currently have 92 RSVPs, the space can accommodate 125ppl, please tell your committees and friends to RSVP for the Holiday Party!
- Future Events
  - January*
    - possible event with IndieCollect, this was passed on to me via Janet Bunde and Pamela Cruz, some how to was not mentioned to IndieCollect that ART does not have event space, so I'm apprehensive if this event will actually pan out. Scheduled for Jan 31
    - Book Club. I will choose an article focusing on Social Justice in the Archives, which will need to be read prior to the event, then I will moderate the discussion. Looking the 3rd week of Jan (16-20)
  - February*
    - Grolier Club Private Tour on February 3 from 4-6pm
  - March*
    - BHS Oral History Event @ BHS
- I would like to reopen the discussion regarding the job postings we post and if it's ART's responsibility to filter.

# Treasurer Board Report



**Date:** December 4, 2016

**Name:** Michael Andrec

**Title:** Treasurer

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## **Open Issues and Discussion Items:**

- Our Google for Nonprofits application has been approved. I *thought* I had created a GSuite for Nonprofits account (Google Docs/Drive/Gmail), but it seems that I may have inadvertently created a regular “for profit” GSuite account instead. It’s actually very confusing, especially since everything is linked to Google accounts, and I have recently been juggling several of them. Once this is clarified (hopefully before the board meeting), we can start planning for the migration.

There are some critical pieces of information we need to know from all of you before we can plan the migration strategy:

- Are you using only GoDaddy’s webmail to access your nycarchivists.org email? If so, please let me know and ignore the following questions.
- Are you having GoDaddy forward your messages to Gmail, or is Gmail “pulling” messages from GoDaddy? I suspect you’re all doing the latter. If not, please let me know. If you have no idea, then let me know as well and I can log into GoDaddy and find out.
- If Gmail is “pulling” your messages, are you retaining copies on GoDaddy? You should be able to find this out by going to your Gmail settings -> Accounts and Import tab -> click on “edit info” under “Check mail from other accounts” and see if “Leave a copy of retrieved message on the server” is checked or not.

For now, I will be happy to act as the coordinator for this. I remember somebody at the last board meeting was offering to helping with the transition, but I don’t remember who it was (sorry...). Please email me.

Cash Summary													
Archivists Round Table of Metropolitan New York, Inc.													
For the month ended 30 November 2016													
	Nov 2016	Oct 2016	Sep 2016	Aug 2016	Jul 2016	June 2016	May 2016	Apr 2016	Mar 2016	Feb 2016	Jan 2016	Dec 2015	YTD Actual
<b>Income</b>													
Archives Week Journal Ad	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Bank Interest	\$1.14	\$1.12	\$1.16	\$0.80	\$0.97	\$1.06	\$0.99	\$1.18	\$1.01	\$1.03	\$1.31	\$1.25	\$5.19
Donations	\$0.00	\$160.00	\$80.00	\$0.00	\$335.00	\$75.00	\$65.00	\$0.00	\$0.00	\$100.00	\$0.00	\$95.00	\$575.00
Grants	\$0.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00
Holiday Party Revenue	\$955.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$20.00	\$20.00	\$955.00
Membership	\$500.00	\$1,080.00	\$1,205.00	\$1,415.00	\$3,665.00	\$3,515.00	\$240.00	\$215.00	\$520.00	\$65.00	\$415.00	\$525.00	\$7,865.00
Program Revenue	\$0.00	\$5.00	\$0.00	\$15.00	\$107.00	\$20.00	\$0.00	\$161.00	\$488.00	\$262.00	\$149.00	\$2,777.00	\$127.00
<b>Total Income</b>	<b>\$1,456.14</b>	<b>\$2,446.12</b>	<b>\$7,786.16</b>	<b>\$1,430.80</b>	<b>\$4,107.97</b>	<b>\$3,611.06</b>	<b>\$305.99</b>	<b>\$377.18</b>	<b>\$1,009.01</b>	<b>\$443.03</b>	<b>\$585.31</b>	<b>\$3,418.25</b>	<b>\$17,227.19</b>
<b>Less Operating Expenses</b>													
Advocacy Program Costs	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Annual Business Meeting	\$0.00	\$0.00	\$19.95	\$0.00	\$234.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$254.75
Awards Ceremony	\$4,191.80	\$208.83	\$0.00	\$300.00	\$0.00	\$2,310.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,700.63
E-Mail/Web Domain	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$416.66	\$0.00	\$0.00	\$0.00	\$0.00	\$11.47	\$0.00	\$0.00
Holiday Party	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11.76	\$0.00	\$0.00	\$0.00	\$0.00	\$1,139.27	\$700.00
Insurance	\$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	\$0.00
K-12	\$0.00	\$780.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$780.46
Layout Stipend	\$1,200.00	\$326.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$1,526.62
Media Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$0.00	\$0.00
Metropolitan Archivist	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$900.00	\$0.00	\$0.00
Monthly Events	\$34.50	\$0.00	\$0.00	\$0.00	\$125.65	\$0.00	\$0.00	\$505.70	\$0.00	\$504.42	\$0.00	\$0.00	\$160.15
Outreach - Event Co-Sponsorship	\$0.00	\$0.00	\$66.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66.00
P.O. Box	\$0.00	\$0.00	\$134.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$134.00
Paypal Fees	\$54.21	\$42.84	\$31.11	\$37.17	\$118.14	\$110.11	\$9.41	\$15.75	\$51.40	\$16.91	\$21.95	\$10.20	\$283.47
Postage - Treasurer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quickbooks	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$112.50
Symposium	\$950.00	\$345.19	\$0.00	\$0.00	\$0.00	\$0.00	\$228.34	\$0.00	\$0.00	\$594.62	\$700.00	\$576.66	\$1,295.19
Tax Preparation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$64.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
President's Development Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$307.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$307.53
Workshops	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280.39	\$0.00	\$0.00	\$0.00	\$0.00	\$746.25	\$0.00
Wufoo	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$149.75
<b>Total Operating Expenses</b>	<b>\$7,182.96</b>	<b>\$2,256.39</b>	<b>\$303.51</b>	<b>\$389.62</b>	<b>\$838.57</b>	<b>\$2,889.67</b>	<b>\$1,690.07</b>	<b>\$583.70</b>	<b>\$103.85</b>	<b>\$1,168.40</b>	<b>\$3,185.87</b>	<b>\$2,524.83</b>	<b>\$10,971.05</b>
<b>Operating Surplus (Deficit)</b>	<b>(5,726.82)</b>	<b>189.73</b>	<b>7,482.65</b>	<b>1,041.18</b>	<b>3,269.40</b>	<b>721.39</b>	<b>(1,384.08)</b>	<b>(206.52)</b>	<b>905.16</b>	<b>(725.37)</b>	<b>(2,600.56)</b>	<b>893.42</b>	<b>6,256.14</b>
<b>Sales Tax Movements</b>													
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
<b>Net Sales Tax Movements</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Cash Movement</b>	<b>(5,726.82)</b>	<b>189.73</b>	<b>7,482.65</b>	<b>1,041.18</b>	<b>3,269.40</b>	<b>721.39</b>	<b>(1,384.08)</b>	<b>(206.52)</b>	<b>905.16</b>	<b>(725.37)</b>	<b>(2,600.56)</b>	<b>893.42</b>	<b>6,256.14</b>
<b>Summary</b>													
Opening Balance	\$69,602.44	\$69,412.71	\$61,930.06	\$60,888.88	\$57,619.48	\$56,898.09	\$58,282.17	\$58,488.69	\$57,583.53	\$58,308.90	\$60,909.46	\$60,016.04	\$57,619.48
Plus Net Cash Movement	(5,726.82)	189.73	7,482.65	1,041.18	3,269.40	721.39	(1,384.08)	(206.52)	905.16	(725.37)	(2,600.56)	893.42	6,256.14
Closing Balance	\$63,875.62	\$69,602.44	\$69,412.71	\$61,930.06	\$60,888.88	\$57,619.48	\$56,898.09	\$58,282.17	\$58,488.69	\$57,583.53	\$58,308.90	\$60,909.46	\$63,875.62

