ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING
August 15, 2011

Present: Heather Ball, Mitchell Brodsky, Catherine Carson Ricciardi, Rachel Chatalbash, Pamela Cruz, Ryan Anthony Donaldson, Thomas Lannon

BOARD VOTES TAKEN SINCE MEETING OF JUNE 3, 2011

- Approved the meeting minutes from June 3, 2011.
- Discussed, and voted to replace volunteer interest checkboxes with subject interest checkboxes on the 2011-2012 membership application forms. A second vote was later taken to delay implementation to allow for further development of the idea; the volunteer boxes will remain on the membership form for the 2011-2012 membership year.
- Discussed and approved the creation of a “Friends of ART” membership level for non-professionals.
- Discussed and approved a mission statement for the newly created For the Record newsletter.

PRESIDENT’S REPORT (RACHEL CHATALBASH)

Advocacy Committee
- Rachel announced that there is still no chair for the committee; a new request will go out with the call for volunteers in September.
- Rachel announced that there have been no new developments regarding the merger of DORIS/DCAS since early July.

Archives Week

General Programming
- Past programs, participation, sustainability, and future directions were discussed for ART’s programming during Archives Week.

Awards Ceremony
- Commemorative Journal – The Chair of the Awards Committee would like more suggestions from the board regarding potential purchasers of advertisements.

Budget Revisions
- Advertising – Board voted to remove the $1000 that was earmarked for the Archives Week Advertising from the General Budget.
- Symposium – Board agreed to new budget of $1000 symposium.

Bylaws Revision Committee
- All interviews of board members are completed except for those involving the newly elected board members.

New York Archives Conference (NYAC) Co-Sponsorship
- NYAC has formally expressed interest in co-sponsorship of 2013 conference.

General Budget Items
- K-12 Archives Education Institute (AEI) – The Board voted to approve a $250 honorarium for a curricula coordinator.
• Mentoring Program – The Board approved $200 for a mentoring get-together.
• Programming – The Board voted to approve a $300 budget for a potential December program; this will be given back if the extra program falls through.
• Web Development – The budget requested is $500. Once the board decides what improvements it would like for the website, the Secretary will price developers who can work with Wild Apricot and write a formal proposal. The board provisionally approved a $500 budget for website improvements, understanding that the proposal will be forthcoming.

TREASURER’S REPORT (MITCH BRODSKY)

• Some procedural issues were discussed with regard to bank account access, taxes and reimbursements for board expenses.

VICE PRESIDENT’S REPORT (PAMELA CRUZ)

Programming
• There was a discussion regarding the programming committee.
• There was a discussion regarding possibilities for programming and the results of past membership surveys regarding programming.
• Holiday Party – A recent visit to the ART archives revealed that the holiday party was a potluck in the past. The Vice President asked if we wanted to reinstate the potluck holiday party. The board voted against reinstating the potluck holiday party. A past survey indicated that the membership did not like the potluck holiday parties.

MEMBERSHIP AND NOMINATING COORDINATOR’S REPORT (HEATHER BALL)

Membership
• There was a discussion regarding the handling of membership statistics by Wild Apricot, ART’s new membership software.
• There was a discussion regarding potentials for advertising and outreach to potential new members for ART.

Mentoring Program
• Heather announced that one of the co-chairs has stepped down; a new co-chair will be recruited in the September call for volunteers.
• Heather announced that the Mentoring Social is being planned for January.

Student Social
• Heather announced that the Student Social is being planned with a potential date of late September.

Wild Apricot - Events Calendar & Management
• There was a discussion regarding administrative access for events in Wild Apricot. After the meeting, it was decided that board members will have administrative access to manage their own events in Wild Apricot.

OUTREACH AND COMMUNICATIONS COORDINATOR’S REPORT (RYAN ANTHONY DONALDSON)

K-12 Archives Education Institute (AEI)
• Planning for the institute was discussed; there were nine applications for the institute to date.
Metropolitan Archivist
- There was a discussion regarding the responsibilities of board members for the newsletter.

Scavenger Hunt
- There was a discussion regarding the potential timing for this event. The board decided that the event will be planned for Archives Week 2012, rather than Spring 2012.

Discussion Groups
- There was a discussion about the hosting of discussion groups.
- Ryan announced that the coordinators are also planning to start a book discussion group sometime in the fall.

Newsletter
- Ryan announced that the next For the Record newsletter should be released in 2-4 weeks.

SECRETARY’S REPORT (CATHERINE CARSON RICCIARDI)

Records Schedule Committee
- Catherine announced that the committee is finalizing a records survey and a list of organizations to contact for an environmental survey.

EDUCATION COORDINATOR (THOMAS LANNON)
- The coordinator did not submit a written report for this meeting.

Education Committee
- The membership of the committee and the need for new volunteers was discussed.

Workshops
- There was a discussion regarding the bylaw requirements for ART workshops.
- There was a discussion regarding possible workshop topics, and the difference between educational workshops and other ART programs.