Monthly Board Report October 08, 2019

Present:
Deidre Dinnigan
Megan Williams
Patricia Glowinski
Maya Naunton
Ostap Kin
Jennifer Neal
Molly Seegers

Absent:
Amye McCarther
Cristina Vignone
Sarah Bellet

Call-in:
Philip Papas
Sonali Sugrim

President
Open Issues and Discussion Items:
● Archives Week Updates.
● BHS COI.
  ○ Symposium brochure—printed and delivered by Oct 15.
  ○ Calendar of Events—printed and delivered by Oct 15.
  ○ Awards Journal booklet—printed and delivered by Oct 20.
  ○ Awards Certificates—printed and delivered by Oct 20.

Past President
Open Issues and Discussion Items:
● No updates.
Vice President
Open Issues and Discussion Items:
● No updates.

Programming
Open Issues and Discussion Items:
● Solidifying committee list; will meet in person at end of month to discuss holiday party and brainstorm ideas for events.
● Reaching out to archives around NYC for possible event locations.

Secretary
Open Issues and Discussion Items:
● Follow up for Manhattan Borough President proclamation sent 10/7/2019.
● Added NYC Department of Records and Information Services to our event calendar.
● NYAW event submissions total 22 as of 10/7/2019; last day to submit is 10/9/2019.
● Issue with board@nycarchivists.org email.
  ○ Stems from Google group that was created before the Publications Director position was added

Treasurer
Open Issues and Discussion Items:
● Citi Bank Account and Debit Cards.
  ○ Unable to get in touch with anyone from bank to add new board members.
  ○ Need current board member on account to add new board members, please advise.
● Reconcile accounts
  ○ Please email treasurer when making purchases or transactions of any kind.
● Paid: PO box renewal, insurance renewal.
● Balance Sheet and Cash summary.
Advocacy
Open Issues and Discussion Items:
- First Advocacy Committee meeting will be held on October 16, 2019.
- Will be updating the list of Advocacy Committee members.
- Will be updating the Advocacy related material for the website.
  - Will just compile information/updates for now until further notice about possible website redesign.

Communications
Open Issues and Discussion Items:
- #NYAW2019 postings in full swing 2x/day.
- IG, FB getting lots of likes.
- IG promotions - it’s complicated...
- Looking forward: member poll, follower updates.

Membership
Open Issues and Discussion Items:
- Code of conduct - in line with SAA.
- Membership numbers have not changed.
- Student social planned.

Education
Open Issues and Discussion Items:
- Questions about catered lunch at the symposium:
  Are we inviting volunteers to join us? yes
  How many people are we expecting? ART Board, Speakers, Volunteers
  The order has to be placed on Friday this week
  I don’t have a debit card, how do I pay for it? President’s debit card.
- Board members need to sign up to volunteer - it would help if people put their name and email in the google doc as that will let me know where we are fully stuffed and where we need more people.
- What is the digital location for presentations as they are submitted by the speakers? Who will put together the file containing all the presentations?
- Who is doing photography at the symposium?
- We have more than 120 people registered for the symposium and 72 people indicated that they are joining us for drinks afterwards. Location decided.
Outreach

Open Issues and Discussion Items:

- Having difficulty locating speakers for AEI. Center for Jewish History is Committed. Would anyone from the board be willing to submit their archive?

Publications

Open Issues and Discussion Items:

- circulated a call to review the film, *The Booksellers* (2019).
  - assigned film to reviews.
- received two submissions.