Monthly Board Report May 12, 2020

Present:

Absent:

Cristina Vignone

Call-in:

Deidre Dinnigan
Amye McCarther
Megan Williams
Patricia Glowinski
Philip Papas
Maya Naunton
Sarah Bellet
Ostap Kin
Jennifer Neal
Molly Seegers

President
Open Issues and Discussion Items:

- Director Manuals need to be updated for outgoing Directors.
- Pratt website analysis will be mailed.
- Schedule outgoing/incoming board meeting at June meeting.

Past President
Open Issues and Discussion Items:

- No updates.

Vice President
Open Issues and Discussion Items:

- Community Hours - move to bi-weekly in June.
- Elections:
  - Announcement/Nomination Form live on Thursday, May 14.
  - Candidates announced June 11; Results/Annual Meeting June 25 (tentative).
Summer Reading Group.
Skillshare -- open discussion.

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**Programming**

Open Issues and Discussion Items:
- Virtual summer programming will be offered (June/July/August).
  - Book club.
  - Tours.
  - Webinars.
  - Bi-coastal meeting with Los Angeles Archivists Collective: [https://www.laacollective.org/](https://www.laacollective.org/).
- Virtual annual business meeting tentatively scheduled for last week of June.

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**Secretary**

Open Issues and Discussion Items:
- Recruitment for new board members.

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**Treasurer**

Open Issues and Discussion Items:
- Phishing attempt in April via email caught and resolved.
- Straightening out budget from 2019/2020; underspent.
  - Cleaning up budget lines.
  - See attached report.

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**Advocacy**

Open Issues and Discussion Items:
- Advocacy Committee member Hallel Yadin’s post on Metropolitan Archivist regarding the impending National Archives at Seattle closure; next advocacy steps regarding closure.
- ART signed onto letter calling on the World Intellectual Property Organization (WIPO) to safeguard world cultural history, especially in this time of climate change, by ensuring international copyright laws allow for cultural heritage organizations to make preservation copies of copyright-protected material.
Communications
Open Issues and Discussion Items:
  ● General Report on Community Hours.
    ○ Twitter has been quiet but we have a good presence on Zoom.
    ○ Dead end email addresses and bounceback high due to COVID-19.
  ● CV19 emails folder.

Membership
Open Issues and Discussion Items:
  ● Condensed at least 12 accounts in the last year for people with multiple memberships.

Education
Open Issues and Discussion Items:
  ● SAA Virtual Conference August.
  ● MARAC Cancelled Fall Conference.
  ● ART Symposium possible virtual.
    ○ Webinars.
    ○ Presentations.
    ○ Zoom account allows up to 200 people.
      ■ Break out sessions (rooms) are possible.
      ■ Offer shorter, more focused symposium related to labor and the effects of COVID-19 on the industry. TBD.

Outreach
Open Issues and Discussion Items:
  ● Updating Outreach Director manual.

Publications
Open Issues and Discussion Items:
  ● Received/prepared two submissions.
    ○ Published an article on May 11, 2020.
    ○ Reviewing the other material; to appear later this week.
  ● Updating Publications Director Manual.
  ● Recruitment.
Reconciliation of accounts

There are a number of outstanding charges from November 12, 2019 through March 4th, 2020 that need receipts or further explanation before they can be assigned to an expense category and reconciled.

Expense Process

In reviewing the Wufoo expense form, it seems that expense reporting stops in late October. Many of the charges from Nov to present are for food, groceries, event related expenses that are justifiable but lack the context or detail to attach to the proper expense codes. I ask that the group take a look at the expense report and do their best to provide any relevant information they have (hopefully receipts) related to the charges that have yet to be reconciled.

*As a reminder, in addition to documenting expenses incurred when using your own funds, anytime a charge is made with the ART debit card, that charge must be documented in Wufoo with the accompanying receipt. As an addendum to the existing process I am proposing that for all charges (or group of charges) $100 or less that an individual incurs, they will have up to 60 days to fully document their expenses in Wufoo. After such time that expense will no longer be viable for reimbursement. This will hopefully be some incentive for people to be more attentive to reporting their expenses. However, I don’t want to punish people for coming out of their own pockets to make sure the board’s work is done. Expenses will not be accepted via email or any means other than Wufoo. I can recirculate the link to the group if that would be helpful.

Expense Codes and Descriptions

If the group feels that the current expense codes and descriptions do not fully capture the breadth of the types of expenses that board members may incur during the course of their work, I am open to changing or adding more categories. I would like to gain the best understanding of what we’re spending our money on.

Balance Sheet and Cash Balance Summary Overview

  A. Paypal: $9.48 ($256.47 just transferred into the Citi checking acct.)
  B. Business Account: Balance in Xero: $62,135.48*
  C. Money Market: Balance in Xero: $22,967.28
  D. Checking: Balance in Xero: $71,809.98
  E. Statement Balance (April 14): $43,340.87
F. Citi Checking: $52,918.45

Budget for upcoming Fiscal Year

This is in progress, I am still figuring out the previous Treasurer’s spreadsheet that pulls from Xero. Also the latest budget I’ve found the most recent budget sent to the board members from the President Nov 10, 2019. I am experiencing some confusion as to what the budget year is and will consult the President on this.

12 Month Expense/Revenue Report (May 2019 - May 2020)
*No expense/revenue over the 12 month period.

ARCHIVES WEEK
Awards Ceremony: $3,678.15
*K-12: $0.00
Symposium: $1,275.51
    Total Expenses: **$4,953.66**
*Grants: $0.00
*Sponsorships: $0.00
    *Total Revenue: **$0.00**

MONTHLY PROGRAMS
Monthly Events: $1,511.91
Annual Business Meeting: $41.27
Holiday Party: $493.26
    Total Expenses: **$2,046.44**
Program Revenue: $130
*Holiday Party Revenue: $0.00
    Total Revenue: **$130**

OUTREACH EXPENSES
Outreach - Event Co-Sponsorship: $4,791.24 (PR Donation?)
    Total Expenses: **$4,791.24**
COMMUNICATIONS EXPENSES
Metropolitan Archivist: $238.88
*MA. Meeting Expenses: $0.00
*Media Sharing: $0.00
Total Expenses: $238.88

EDUCATION EXPENSES
Workshops: $300.00
Total Expenses: $300

EDUCATION REVENUE
*Education Revenue: $0.00
*Total Revenue: $0.00

MEMBERSHIP EXPENSES
Student Orientation: $244.85
Web/Membership Service: $3,293.08
Total Expenses: $3,537.93
Membership: $10,520.00
Donations: $570.00
Total Revenue: $11,090

SECRETARY EXPENSES
Insurance: $1,052.38
Supplies: $2,339.81
*Internship: $0.00
Total Expenses: $3,392.19

TREASURY EXPENSES
*Bank Fees: $0.00
Postage -- Treasurer: $22.00
Xero: $247.50
Tax Preparation: $50.00
Paypal Fees: $372.31
Total Expenses: $691.81
Bank Interest: $271.58
Total Revenue: $271.58

ADVOCACY EXPENSES
*Advocacy Program Costs: $0.00
*RAAC NCH Membership Transactions: $0.00
Total Revenue: $0.00

PRESIDENT/GENERAL
Wufoo: $516.98
P.O. Box: $140.00
E-mail/Web Domain: $49.45
Postage President: $48.07
*President Development Fund: $0.00
Total Expenses: $754.50

GRAND TOTAL EXPENSES: $20,706.65
GRAND TOTAL REVENUE: $11,491.58