Monthly Board Report September 14, 2021
Online via Zoom

Present:
Nicholas Martin
Ashton Wingate
Stephanie Neel
Colleen Daw
Deidre Dinnigan
Danielle Nista
Cristina Fontánez Rodríguez
Emily Andresini

Absent:
Amye McCarther
Anne Boissonnault

President
Open Issues and Discussion Items:

● Confirmed meeting dates (first Tuesday here forward)
● Board norms – thank you for suggestions, will finalize and publish this month
● Website edits:
  ○ Board of Directors page: send updated photos/bios if you like
  ○ Update Coney Island event page with photographs (thank you Deidre!)
● Contact list
  ○ Please add alternate email, phone, emergency contact
  ○ Group text?
● Moving forward
  ○ Working on claiming President’s accounts
  ○ Banking
  ○ Archives Week!

Past President
Open Issues and Discussion Items:

●
Vice President
Open Issues and Discussion Items:

●

Treasurer
Open Issues and Discussion Items:

● Updated contractor/speaker documents
  ○ Drive folder – review and comment, edit as you see fit
● Reminder to share receipts for reimbursement if you’re purchasing anything for programming/activities
● For all committees: if there is any activity you’re planning that would benefit from a small stipend, speak to Ashton

Advocacy
Open Issues and Discussion Items:

●

Education
Open Issues and Discussion Items:

● Archives Week Symposium! October 20-21, 2021
  ○ Four panels and Keynote
    ■ Greg Hunter will be offered position of Keynote Speaker
    ■ Jennifer Neal will host movement/self-care activity (will last approx. an hour)
  ○ Do we need to add another activity for this day? Another way to engage attendees (breakout room coffee talk, zine-making)?
  ○ Program Committee will help with technical aspects
  ○ Schedule with Communications for advertising Archives Week:
    ■ Sept. 20 teaser announcement (social media only)
    ■ Sept. 27 formal announcement
    ■ Announcements on social media pages about the speakers and activities
● Archives Week is: October 18-24, 2021
  ○ Calendar of events to fill in activities?
  ○ Will send invite for other organizations to share their events with us in the Sept. 27 email.
Publications
Open Issues and Discussion Items:
- Publish next issue
  - Publish around Archives Week and use as a form of getting the word out about joining the Publications Committee
  - Ashton: extra time during the Symposium -- maybe we could make some sort of event around the publication and/or feature one/some of the stories?
- Focus on building out committee
  - Send out email
  - Colleen: Can check membership who specified their interest in joining the Publications Committee when they signed up for membership
- Cristina: Guest editing possibilities (could use stipend)

Communications
Open Issues and Discussion Items:
- Social Media Metrics ~ 2 announcements / posts last month
  - Twitter: 4,282 (-1) followers; 2,253 interactions with posts
  - Instagram: 993 (+38) followers; 449 interactions with posts
    - Linktree received 458 visits (+6 from last month); 283 (+4 clicks from last month)
  - Facebook
    - Group: 626 (-1); no data
    - Page: 749 (+2); 105 interactions with posts
  - Linkedin: 979 (-2) followers; no data

Programming
Open Issues and Discussion Items:
- Sept Coney Island event report: 15 attendees-- 9 members; 6 guests
- Programming committee updates and upcoming plans:
  - 8 members + director
  - Will order t-shirts + hoodies to be worn at Programming events
  - Purchase of flag for general ART use.
  - Currently working on annual event calendar
- What is the plan for Archives Week?
Membership
Open Issues and Discussion Items:

- Membership Report
  - Regular Member: 240
  - Student Member: 66 (+1)
  - Sponsorship Member: 13 (+1)
  - Friends of A.R.T. Member: 12
  - Honorary Membership: 10
  - Sustaining or Institution Member: 2
  - Total: 343 (+2)

- 1-1 Mentorship Launched
  - Mentee Applicants: 11
  - Mentor Applicants: 2
  - Send One Week Reminder Thursday
  - Timeline
    - Sept. 7th - Launch/Release 1-1 Mentorship Applications
    - Sept. 24th - Close Applications
    - Sept. 30th - Potential 2nd Close Date for Extending Application of Mentors
    - Week of Oct. 4th - Announce Matches
    - Week of October 11th - Hold Orientation
  - Last Meeting for Current Cohort, looking like Sept. 29th

- Student Membership Drive
  - Either Meet & Greet or Panel of Archive Professionals with Outreach
  - Contacted Pratt and Queens College
    - Queens College will reach back out after they speak, most likely virtual event
    - Pratt interested in Hybrid Event first meet & greet then larger panel

- Later in the Year Plans
  - Lapsed Membership Survey-EOY
  - Listserv Management?

Outreach
Open Issues and Discussion Items:

- No updates

Secretary
Open Issues and Discussion Items:
● Website
  ○ Review and share Pratt UX class results from last year with the board
  ○ Work with board to determine what changes we want to make to the site/how we want it to look and function
● Zoom licenses – do we have enough?