ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING
September 9, 2015

Present:
Janet Bunde, President
Kerri Anne Burke, Vice President
Michael Andrec, Treasurer
Rachel Greer, Secretary
Dennis Riley, Directory of the Advocacy Committee
Laura DeMuro, Director of Communications Committee
Alexandra Lederman, Director of the Programming Committee

Calling in:
Tiffany Nixon, Director of the Outreach Committee
Rachel Harrison, Director of the Education Committee

Janet called the meeting to order.

1. Administrative items
   • The board reviewed the board minutes from the 7/29 meeting and suggested changes. The minutes were approved by the board via email on 9/21/15
   • Members handed in Conflict of Interest forms.
   • The Board approved changes to the by-laws reflecting the newly created Advocacy Committee as distinct from the Outreach Committee.
   • The Board approved changes to the job posting form.
   • The Board approved Dennis’ letter to the NHRPC.

2. Student outreach efforts
   • The ART student social will take place at the Center for Jewish History on the Monday of Archives Week
   • Board members will take turns visiting campuses to discuss A.R.T.

3. New York Archives Week
   Calendar:
   • As of 9/9/15, fifteen events have been scheduled for Archives Week.
   Awards Ceremony:
   • The space for the Awards Ceremony at the Junior League is confirmed and all nominees have been notified.
   Archival Education Institute:
   • The application form has gone out and is available on the website now.
   Symposium:
   • Many great submissions were received for the symposium. There is a meeting scheduled next week to determine panels and find moderators.
   Promotional Strategy:
   • The Board discussed promotional strategy for Archives Week and determined several different methods: updating the website, contacting school list servs, contacting history groups such as Gotham Center, contacting press and media who have been interested in the past, community boards, social media, and other methods were mentioned.
Budget:

- Janet reported that we have received a grant of $6500 from MetLife for Archives Week events.
- The Board discussed the possibility that the funding A.R.T. receives from private foundations could perhaps more effectively support programming throughout the year rather than being spent wholly on Archives Week. The Board discussed possibilities for these events.

4. Fall 2015 events

- Christie's has had to postpone the planned September A.R.T. meeting and so the Board discussed possibilities for other venues and possible other times.
Board of Directors Meeting Agenda

Date: 9 September 2015
Location: Citi Center for Culture, 153 E. 53rd Street

Discussion Items:

1. Administrative items (JB will lead) (5 minutes)
   A. July Board meeting minutes approval
   B. COI forms
   C. By-laws revision approval
   D. Job submission form approval
   E. NHPRC funding letter/strategic plan letter
2. Student outreach efforts (TZ will lead) (5 minutes)
   A. Addition of student social to Archives Week calendar
3. New York Archives Week (JB will lead) (15 minutes)
   A. Calendar review
   B. Awards ceremony/AEI/symposium updates (TN and RH as needed)
   C. Promotional strategy
   D. Budget (MA as needed)
4. Fall 2015 events (JB will lead with assistance from AL) (30 minutes)
   A. Possibilities for virtual events
   B. September and November monthly meetings (all contribute)
   C. Holiday party
5. Future large-scale events (JB will lead)
Board of Directors Meeting Agenda

For Board Vote:

• 2015 New York Archives Week - Scheduling - Confirming dates for Oct. 2015 - When? (JB)

• Finance - Vote to issue banking card for the Director of the Education Committee to cover program, event, and administrative costs (JM)

• Partnerships - CollectionMatch - A.R.T. has been asked to help develop a tool envisioned by members of NEA - do we pledge support? (JB)

Open Issues (As Time Allows):

• A.R.T. Archive - Digitization & Records Storage (RAD to present on EA’s behalf)

• Buffer app - invest in paid account (AM)
Advocacy Board Report

Date: September 9, 2015
Name: Dennis Riley
Title: Director of Advocacy

Open Issues and Discussion Items:

1. Attached is a read-out of the advocacy brain-storming event held in August. As will be noted, a number of ideas that were floated cross committee jurisdiction lines, so I will be working with the appropriate Board members to discuss the best way forward.

2. The following are some of the initiatives/events I hope the Advocacy Committee will engage on in the coming year. This is an admittedly ambitious agenda, and realistically not all of it will be possible, but I would rather lay out a comprehensive vision than sell ourselves short:

   a. Public funding issues – This is a perennial issue and I plan on tracking the status of Federal appropriations for NHPRC, NEH, and IMLS. This is an area where we will need to engage the membership in contacting their elected representatives to voice their views on these issues. I will need the support of the whole Board, in particular the Directors of Communications and Membership, to energize the membership to take action in the coming months.

   b. Public policy issues – We will continue to track public policy issues that affect archives, access to records, etc. in line with our mission statement (i.e. the NHPRC strategic plan). Board members are encouraged to keep me in the loop with any issues they may become aware of.

   c. Engagement with elected representatives – I would like to pursue the feasibility of regularly inviting elected representatives (City Council, State representatives, and members of Congress) to A.R.T. events at no cost, as appropriate. For example, individuals who represent the Center for Jewish History should receive invitations to the Archives Week Symposium. This should also be done with the monthly programming events, again as appropriate.
Advocacy Board Report

This is a low cost way to stay engaged with policy makers and demonstrate who we are so the next time we send a letter they have a better sense of who we are. We could also consider a specific event that targets the City Council.

d. SAA workshop on advocacy - working with the Director of Education, I would like to find time in the coming year to schedule this workshop [http://www2.archivists.org/prof-education/course-catalog/tst-advocating-for-archives]. I understand that SAA offers this as a free workshop to its members.

e. Monthly programming event on archives and climate change – one of the attendees at the brainstorming event is part of Project ARCC [www.projectarcc.org] and is interested in holding an A.R.T. event on this issue. I will work with the Director of Programming to ascertain the feasibility of fitting this into the schedule of events.

f. Invest in Libraries Campaign lessons learned - the Metropolitan Library Council is considering an event on lessons learned from the Invest in Libraries campaign. They would like A.R.T. to co-host this event at no cost. I will work with Tom Nielsen of METRO and inform the Board as developments evolve.

g. Professional vs. personal email – one idea carried over from last year is a joint A.R.T.-ARMA event on the perils of using personal email for work related business (it continues to be in the news). If the Board thinks this is worth pursuing, I can contact Fred Grevin to explore the possibility. This could be one of the monthly programming events or a stand-alone event.

h. Informal advocacy events – in the past 3 years or so the Advocacy Committee has organized at least one informal event outside the regular schedule of monthly programming. Some potential topics for the coming year include a collaborative opportunity to hone your elevator speech or a discussion on publishing opportunities. The costs involved with this type of event has been related to food and beverages, typically for no more than 25 people.

i. Non-traditional events – one of the ideas that came out of the brainstorming event was how to better engage A.R.T. membership so we have a better understanding of who we
Advocacy Board Report

are as a professional group, which in turn would enhance our advocacy abilities. Two ideas include borough specific meet-ups (since few of us live in Manhattan) and a “cruise” on the Staten Island ferry. These types of events would be self-supporting. I can work with the Director of Membership to see if these types of events would also raise awareness of becoming more involved with A.R.T. If other Board members are interested in helping organize informal meet-ups in their boroughs/neighborhoods that would facilitate making this happen.
Advocacy Board Report

Attachment 1

Read-out of Advocacy Brain-Storming Event, August 13, 2015

I. Public policy & funding issues
   b. NY State – LGRMIF & DHP -> fiscal year starts April 1st
   c. What is the City Council calendar cycle?
   d. Invest in Libraries Campaign -> presentation to NYC Council members – lessons learned to be applied to archives, collaboration with METRO

II. Advocacy in Action
   a. SAA workshop on advocacy
      [http://www2.archivists.org/prof-education/course-catalog/tst-advocating-for-archives]
   b. Advocating within an institution -> support group for drafting/honing elevator speech and talking points
   c. Talk by contributor(s) to Many Happy Returns
   d. Publishing opportunities talk – Peter Wosh, Greg Hunter, authors who have been through the process -> also, how to get published in non-archival journals to broaden awareness
   e. Collaborative support for smaller institutions with initiatives such as web-archiving or email-archiving
   f. Outreach to audiences outside the archival profession -> accidental archivists, genealogists, law librarians, family historians

III. Programs/Events
   a. Archives and climate change – [www.projectarcc.org]
   b. Data advocacy & GIS – [www.gismonyc.org] including security, possible source of funding
   c. Borough-based meet-ups – enhance membership awareness (NYC isn't just Manhattan)
   d. Fun stuff -> sunset cruise aboard the Staten Island Ferry
Date: September 9, 2015
Name: Laura DeMuro
Title: Director of Communications

Director of Communications Transition:

- Any other comments?

While I've been working to gain admin privileges to Facebook I think I need them for LinkedIn as well. Also do I need to go through an approval process before I post something to these sites

Open Issues and Discussion Items:

1. The past communications director declined the offer to be this term's social media manager. I drafted up a job posting we can send out via the list-serv and we can submit it to the For the Record too. While we will need one eventually I can perform the duties during this Archives week if needed.

2. I haven't been able to plan any events for the communications committee. After Archives week I would like to hold a recruitment meeting. I was considering holding the meeting in Grant Central but other suggestions are welcome. I don't think I will need any funding.

3. I created a mock-up for the new job submission form. Also if everyone is ok with splitting up the internship and job pages, I can work on implementing it in October. I won't have the time to do it until then. Below is a copy of my mock up.
### Job Submission Form

Please use this form to submit information about open positions that you would like the Archivists Round Table of Metropolitan New York, Inc. to advertise in its job posting.

#### Name of Project/Department/Position:

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<th>Position</th>
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#### Institution/Company Name:

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#### Phone:

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<th>Phone</th>
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#### Of the Job you're hiring for:

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#### What would you like candidates to send you? ex. Resume and cover letter:

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**http://www.archivists.org/jobs?job=**
**Director of Programming Board Report**

**Date:** September 2, 2015  
**Name:** Alexandra Lederman  
**Title:** Director of Programming

**Open Issues and Discussion Items:**

- Are there any topics you would like to discuss with the Board? Please list below. Any items for discussion you have will be added to the Meeting Agenda, to be distributed in advance of the meeting date.

We held our first meeting on September 1st in Madison Square Park,

What we discussed: programming events, holiday party, and future meetings.

**Programming Events:**

- September is a bit stressful. Ryan D, Julie M., and Christie’s suggested to start the year off with an event hosted by Christie’s and DAM. I thought that was a great idea. Christie’s then moved offices and were MIA for two weeks. I was not expecting this and am truly sorry for the delay in info about the Sept event. Ryan D has a meeting with them today (Sept 2) and I should know this afternoon if the event is locked down. If not, move on to plan b. Christie’s did state that food per person is $45/head, we are requesting to bring in our own, or to do beverage only. Once this is locked down I can blast the listserv, twitter, fb, and Instagram (do we have an instagram?). I will also update the calendar on the ART website.

- Future event ideas:
  - Bowery Boys and Forgotten NY
  - NDSR, either all students present, or choose specific sites and their project
  - Culture in Transit (METRO, BPL & QPL), 2 part, one before the project starts and one after as a recap
  - Carnegie Hall DAM event
  - LaMaMa Archives
  - Google Culture Institute
  - StoryCorp New App and personal archiving

**Holiday Party**

National Archives, Moma (downstairs area), the Frick, AMNH, NY Historical Society, 92Y, CJH. Beginning to reach out right now.

**Future Meetings** will be a mixture of in-person meet ups and digital hangouts.
Director of Education Board Report

Date: September 9, 2015
Name: Rachel S. Harrison
Title: Director of Education

Events and Initiatives:

- Archives in the Electronic Age, Part II is being held at Cardozo Law School on October 1 from 6:00-8:00 as part of Cardozo’s Tech Talk Series. I do not believe any fundraising will be required.
- The organizers of the Archives in the Electronic Age event would like this to be an annual event/series of events. We will need to think of future topics.
- A.R.T. is sponsoring a panel discussion about jewelry preservation at LIM College’s annual Fashion Now & Then Conference on October 24 at 2:30. I do not believe any fundraising will be required for this either.
- The Education Committee has discussed offering some DAS courses or other SAA courses, possibly in conjunction with METRO. There has also been some discussion of metadata workshops co-sponsored by GlobalEdit and possibly offering webinars, also with METRO.
- Matthew Coody at the New York Preservation Archives Project has expressed interest in collaborating on an event but nothing has been planned yet.
- The Education Committee would like to build on A.R.T.’s relationships with METRO, NARA, ARMA, and SAA. We discussed perhaps trying to hold a workshop about archiving email, perhaps in conjunction with ARMA.
Outreach Committee Board Report

Date: September 2, 2015
Name: Tiffany Nixon
Title: Director of Outreach

Outreach Committee Status:
The Outreach Committee met on August 31, 2015 to finalize plans for the AEI. We have a nice list of participant archivists on the subject of women’s history, with a focus more so this year on educator experience. The day will be shortened (10:30-2:30) and will be comprised of small group activities with tie in to DPLA and work taking place in the Digital Labs at NYPL. A more robust resource list is planned for this event and will be shared through the website.

Two possible programs have been discussed over the last 6 months. One we are still pursuing is collaboration with BPL and the Brooklyn Historian, looking for ways to collaborate in a street fair-type program in Brooklyn. Still investigating this option.

The second program is one we feel we can arrange for Spring 2016. The event will pair archives related to death (funeral, cemetery, monuments, etc.) with the Morbid Anatomy Museum in Brooklyn. We envision this to be a lecture series where different representatives from these groups speak about archives related to death/mortality and their use. We’ve made preliminary contact with Green-Wood Cemetery Archives and Morbid Anatomy and plan to move this event forward. More details forthcoming.
President Board Report

Date: September 2, 2015
Name: Janet Bunde
Title: President

Suggested uses for funding:
• Second AEI in Spring 2016
• Themed symposium on creative reuse of archival records

Open Issues and Discussion Items:
• Are there any topics you would like to discuss with the Board? Please list below. Any items for discussion you have will be added to the Meeting Agenda, to be distributed in advance of the meeting date.
  1) By-laws revision (a re-submission from the July meeting). I have edited the by-laws to reflect our updated Board composition. Please review these by-laws (sent to the Board on July 22, 2015) and be ready to vote on the revisions at the Board meeting.
  2) July meeting minutes approval.
  3) New York Archives Week: Where we stand on events (both signature and member-supplied) and what work remains to be done.
Secretary Board Report

Date: 8/31/15
Name: Rachel Greer
Title: Secretary of the Board

Open Issues and Discussion Items:

• I will be reaching out to the Office of the Mayor to get a proclamation for Archives Week. I was reading in old emails that Gale Brewer (Manhattan Borough President), provided one last year as well. I can cold contact her but wondered if anyone would volunteer to be cc'd on that email since it seems ART has a relationship with her office.
• I have attached a blank Conflict of Interest Policy form for each of you to fill out, sign, and print for the next meeting, as we have to have this annually. Please let me know if you have any questions.
Treasurer Board Report

Date: 9/2/15
Name: Mike Andrec
Title: Treasurer

News, Open Issues and Discussion Items:

- Account logins: there were issues with logging in to the ART PayPal and GoDaddy accounts. These have now been resolved, and I was successfully able to initiate a transfer of funds from PayPal to the checking account.

- Apparently the last several payments to GoDaddy were charged to the personal credit card of a former ART board member. I will be reimbursing her for these charges, which total to $184.74 for FY2013-2014 and $427.13 for FY2014-2015. As far as I can tell, these charges were never entered into Xero (since they didn’t show up in the bank account statements and were not submitted into Wufoo) and therefore did not appear in the financial reports for those periods. I was surprised at the large increase from the previous year, and apparently GoDaddy increased its fees for email accounts fairly substantially, and the email charges totally dominate our bill. I’ve investigated, and all of the alternatives seem to be even more expensive. We should review whether we really need all 20 of the email addresses that we currently have.

- One way to reduce the email account expenses would be to move to low cost shared hosting that includes email services. This may be feasible now that Wild Apricot can use WordPress as a front-end. This will depend to some degree on how easy it will be to integrate Wild Apricot into a WordPress site, and how much traffic our site has and whether cheap shared hosting will be able to handle it. Since we’re paid up at GoDaddy until June, we’ll have time to think about this after Archives Week...

- At the last board meeting, I promised that I would look into doing backups of the ART website. It turns out that this is not really possible, other than by running a web crawler on it (like the methods that people archiving web sites are using). This will not allow us to restore the site


**Vice President Board Report**

**Date:** 9/2/15  
**Name:** Kerri Anne Burke  
**Title:** Vice President of the Board

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**Open Issues and Discussion Items:**

- Partnering with other organizations like ARMA for events
- Proposed change to Landmarks Preservation law – read about this proposed bill today – is this something ART should comment on?  
- Genealogy Event, October 24th – I know the founder of an Irish/British Genealogy group who is running a two-day genealogy event in Manhattan. She is interested in having a few archivists speak on October 24th about atypical genealogy resources and what kinds of archives would have these resources. I would like to know if any board member is interested or if anyone knows archivists who would be interested. The speaker would be asked to talk for about 5 minutes each and the panel would last no longer than 30 minutes.  
  [http://www.thegenealogyevent.com/#!schedule/cjg9](http://www.thegenealogyevent.com/#!schedule/cjg9)
Treasurer Board Report

directly if something bad were to happen, but will at least provide information on what was there so that we could manually rebuild it. I will see if I can set up some reasonably automated way of doing this, unless one of you has experience archiving web sites... In contrast, exporting member data and financial transactions is pretty trivial, and we should probably be doing that periodically if we are not already.
## Cash Summary

**Archivists Round Table of Metropolitan New York, Inc.**

For the month ended 31 August 2015

### Excluding Sales Tax

#### Income

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<th>Item</th>
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<th>Aug 2015</th>
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<td>Sponsorships</td>
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**Total Income**

- **Jul 2015**: $44,076.80
- **Aug 2015**: $45,656.89

#### Less Operating Expenses

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**Total Operating Expenses**

- **Jul 2015**: $39,431.45
- **Aug 2015**: $44,076.80

### Operating Surplus (Deficit)

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<td><strong>Operating Surplus (Deficit)</strong></td>
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#### Sales Tax Movements

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#### Net Cash Movement

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#### Summary

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<td><strong>Closing Balance</strong></td>
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For the year ended 31 December 2015

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<td>Paypal</td>
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<td>$430.47</td>
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<tr>
<td><strong>Total Cash and Cash Equivalents</strong></td>
<td><strong>$45,762.67</strong></td>
<td><strong>$52,935.59</strong></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$45,762.67</strong></td>
<td><strong>$52,935.59</strong></td>
</tr>
</tbody>
</table>