ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING
March 16, 2016

Present:
Kerri Anne Burke, Vice President
Laura DeMuro, Director of Communications Committee
Rachel Harrison, Director of the Education Committee
Alexandra Lederman, Director of the Programming Committee
Rachel Greer, Secretary
Janet Bunde, President

Calling in:
Michael Andrec, Treasurer
Dennis Riley, Director of the Advocacy Committee
Tamar Zeffren, Director of the Membership Committee

Janet called the meeting to order.

1. Documentation for Board Positions
   • The Board is attempting to put together materials to ease the transition to new office-holders. Kerri Anne has asked that each Board member put together bullet points of their duties to pass on to the future board, as well as having each Board member update any manual or transition documents that they have.

2. Regional Archives Associations Consortium
   • The RAAC is a subgroup of SAA that represents a consortium of regional archives associations. Rachel Chatalbash is our current representative and has been for 3 years, since the founding of RAAC.
   • The President will reach out to members with A.R.T. volunteer experience to serve as the representative and will report back to the Board on her conversations

3. Metropolitan Archivist
   • Rachel G. has been in contact with Lindsay Wyckoff and was able to gain information about the full masthead, including position descriptions for some of the positions.
   • Rachel will work on the fleshing out the descriptions, setting term limits, contacting those that Lindsey identified as being appropriate candidates to continue to volunteer, ask Tamar to post the positions on the volunteer website, ask Laura to give to Chris for “For The Record”, and also post the open positions to the list-serv.
   • The Board would like to note that Chris does an amazing job with the “For The Record” newsletter and we are all very grateful his work on that.

4. Archives Week Symposium – topic
   • The board discussed options for the topic of the Archives Week symposium and came to the conclusion that a political theme, in light of the upcoming elections, would work well and dovetail with the AEI theme without overlapping.
   • Janet is a member of SAA’s Congressional Papers Roundtable, as well as the Association for the Centers for the Study of Congress, and would love to see archivists from these groups involved.

5. Board Elections
   • Open positions on the board include: Vice President, Director of Membership, Secretary, Director of Advocacy, Director of Outreach, and Director of Communications.
   • The Vice President runs the election, and nominations will begin in April.
• The VP will contact those nominated to ask them if they would like to run for the positions.
6. Website Update
   • Laura and Michael presented on the website updates.
   • They would like to include more color, making the theme more mobile-friendly, and trying to organize the site better so that it is more user-friendly as well.
   • Michael and Laura will find a good way to present any changes to the Board, either through screen shots or other methods.
7. Minutes and Financials on A.R.T. website
   • Rachel just posted all the ones she has from last year and will work on getting January, February, and March up as soon as possible.
8. Listserv-criteria to post
   • The Board wants to develop streamlined criteria for postings on the list serv, including event announcements.
   • The Board will continue the conversation about criteria on the google group.
9. Twitter chat
   • The Board agreed that we can begin the twitter chats discussed in previous meetings.
10. Archives and Libraries Leadership Network-report from 2/16 meeting
    • This network is under the aegis of METRO. At their February meeting they spoke of an April 16th job fair for Library Students. Representatives from library and archives organizations will be represented at this event, and ART should think about attending.

The meeting adjourned.

Attachments: Board Reports, Financial Report

Respectfully submitted,

Rachel Greer, Secretary of the Board
Date: 16 March 2016
Location: Citi Center for Culture, 153 E. 53rd Street (please meet in the lobby at the 53rd Street entrance at 5:50)

Discussion Items:

1. Documentation for board positions (5 mins)
2. RAAC (10 mins)
   a. Representative from A.R.T.
   b. Donation to National Coalition for History
3. Metropolitan Archivist (RG to lead) (5 mins)
4. Archives Week Symposium – topic (RH to lead) (5 mins)
5. Board Elections (2 mins)
6. Website Update (LD + MA to lead) (5 mins)
7. Minutes and Financials on A.R.T. website (2 mins)
8. Listserv – criteria to post (5 mins)
9. Twitter chat (2 mins)
10. ALLN – report from 2/16 meeting (2 mins)
Date: March 13, 2016
Name: Alexandra Lederman
Title: Director of Programming Committee

Open Issues and Discussion Items:

-Waiting to hear from Dennis about doing a SAA Advocacy workshop in May or June in order to determine the May Programming event. If the SAA Advocacy workshop does not work out, is it possible to either send out a call for participation or does anyone have any contacts that are involved with social justice in the archives?

-March event is METRO

-Two events in April! Is it possible to not do an event in May since there are two April events? If not, hopefully the SAA Advocacy workshop pans out.

-Have we thought about using Periscope as a way to reach audience members?

-My predecessor only left me with verbal information, which I wrote down in a notebook. I have since created a Google sheet in my private account documenting the old and newly discovered information in regards to Programming.
Advocacy Director Board Report

Date: March 16, 2016
Name: Dennis Riley
Title: Director of the Advocacy Committee

Open Issues and Discussion Items:

- **Preservation Week / ProjectARCC event.** This event is scheduled for Friday, April 29th at NYU's Kimmel Center, Room 912, 6-8pm. The confirmed participants are:
  - Danielle Cordovez – ProjectARCC
  - Rebecca Morgan and Greg Raml – American Museum of Natural History
  - Diane Anderson – NYU’s Office of Sustainability
  Committee member Patricia Glowniski has agreed to moderate the event. I need to contact the Kimmel Center catering service to see about costs for providing the usual since they require use of their in-house caterer.

- **New York State Government Records & Copyright.** See the attached draft letter regarding the bill (A / S) currently under consideration in the state legislature.

- **Port of Los Angeles Archives.** See the attached letter regarding the status of this archive. SAA was approached to weigh in on this issue since a local city council member has shown interest and the view is that letters from a wide variety of interested parties would be beneficial. RAAC has also drafted a letter regarding this issue.

- **Trans-Pacific Partnership.** As an update to the letter that the Board approved back in January. This has not been sent since consideration of the treaty is unlikely given both the current presidential campaign and the recent Supreme Court vacancy. Should the Senate appear to take an interest in considering the agreement, we can dust off the draft letter.

- **SAA Workshop on Advocating for Archives.** I have been in contact with SAA about holding this workshop sometime in May or June. SAA requires the tables to be set up with no more than 4 people per table; not classroom or stadium seating. Also, A.R.T. would be responsible for providing beverages/snacks for a morning and afternoon break. METRO has expressed an interest in partnering with A.R.T. for this and their space could accommodate 24 people, which means the cost of the workshop would be $35 per person. If there was another venue that could accommodate more
Advocacy Director Board Report

people, then the price per person would be less since SAA just wants to break even on this workshop. I have contacted NARA-New York as another possible host and am waiting to hear back.

- **Succession Documentation.** I am in the midst of compiling some general thoughts and instructions for my successor.
Open Issues and Discussion Items:

1. Twitter Chat: Is there any more feedback or concerns regarding the topics/questions? Can we get final approval?

2. Website update: I received feedback from two of the volunteers. Both suggested adding color to the website. From what I read on wild apricot it looks like some themes automatically work on mobile. To get it mobile compatible it looks like it might just be an issue of choosing a different theme. Also do we have a back up of the website?

Director of Communications Board Report

To post items from the list-serv without board approval they must conform to the one of the following

- Sent by a archival professional organization (such as SAA)
- Promotion of a scholarship for archivists or archival continual education
- Sent by academic department with a focus on archives promoting class or event
- Events whose primary audience is archivist specific
- Articles on archives or related subject from trusted source

We don't want to post anything that promotes a discount or rate for NY ART members without board approval
The Education Committee met on February 11. Planning for the NDSR symposium is ongoing, but the residents have it well in hand. I am waiting to hear about some details, after which I will open up registration for the symposium. I am still unclear whether there will be a need for volunteers on the day of the symposium, but I will let people know if that is the case.

The Education Committee also discussed topic ideas of the NYAW Education symposium. There was some interest in topics such as municipal records, elections/government/politics, as well as medical records. We also discussed ideas for educational programming for the upcoming months, including photo conservation, textiles and/or artifacts, and a basic processing refresher. The committee will continue to discuss both symposium and programming ideas but we are open to suggestions as well.

In terms of documentation provided by my predecessor, I received a very helpful booklet, which I have also annotated a bit as issues have arisen, such as new contacts and partnerships.
Date: March 16, 2016
Name: Tamar Zeffren
Title: Director of the Membership Committee

Open Issues and Discussion Items:

  o **Rolling membership year**: the perennial question.

  o **Mentoring Committee**: Both co-chairs are presently inactive for personal or semester-related reasons. Any suggestions for individuals who may be interested in becoming involved with the Mentoring Program are appreciated. I will send out a blast to the membership this week.

  o **Succession Documentation**. I received a very helpful manual from my predecessor, but have added a considerable amount to it in my time in this role. It would be helpful for all documentation manuals to point to the Board position descriptions on the website (do those need to be updated?) so that each Board member knows what their colleagues are responsible. This could also help facilitate more effective coordination.
Outreach Committee Board Report

Date: March 11, 2016
Name: Tiffany Nixon
Title: Director of Outreach

Outreach Committee Status:

Little new activity on the Outreach front. Sent final email to Green-Wood Cemetery checking to see if they were still interested in collaborating given the option for a new venue, but sadly with no response from them. Committee will need to decide whether finding a different venue with different partners is something to consider as we move forward.

Committee meeting will be held March 23 with details from that meeting to follow, including progress on AEI planning, possible oral history event and other ongoing discussions.

Documents received from former outreach director include outline with basic responsibilities, list of current activities, current agenda items, and access details for email. What I will update and include will be the details for the AEI form creation in Wufoo, status on pending collaborations and partnerships, and details on progress of “what is an archivist” that volunteers began to flesh out earlier this year.
President Board Report

Date: March 16, 2016
Name: Janet Bunde
Title: President

Open Issues and Discussion Items:

- Advocacy: NHPRC response
- Allied organizations
  - Report back from ALLN meeting on 2/16/16 (and announcement of job fair on 4/16/16)
  - RAAC representative
  - NYTSLL reception co-sponsorship
- Other
  - Posting Board minutes to the A.R.T. website
  - Posting financial statements to the A.R.T. website
- Preservation Week: Update on CCAHA workshops and next steps
- President role documentation: A Board manual exists, which I have updated over the course of my term. Additional documentation on the roles of other Board members should be added to this manual.
Secretary Board Report

Date: March 13, 2016
Name: Rachel Greer
Title: Secretary

Lindsey Wyckoff, former editor-in-chief of the Metropolitan Archivist, provided me with a list of the full masthead for the magazine. It is as follows:

1 Editor-in-Chief
2 Managing Editors
1 Features Editor
1 News Editor
1 Interviews Editor
1 Book Reviews Editor
1 design/layout person

Lindsey sent me passwords to the various accounts that Ryan had passed onto her, as well as a description for the Book Reviews Editor position. She’s also willing to send along documentation of her role as Editor-in-Chief.

Erin provided me with a brief introduction and a cheat sheet of items under my responsibility. I don’t think anything needs to be added to it.

Question: I know our archives are stored at the Philharmonic. I have material that should be added. Who is our contact there?
Date: 3/13/16
Name: Mike Andrec
Title: Treasurer

There is nothing to report beyond the standard monthly financial data.

In regards to documentation, there is a fairly extensive Treasurer’s manual, as well as notes by Lindsay Turley (my immediate predecessor) with account information, passwords, and procedures.
Date: 3/13/16

Name: Kerri Anne Burke

Title: Vice President of the Board

- Metropolitan Archivist - what are the next steps; is there any documentation on how to run MA?
- Board Elections
- Documentation – I have a manual for my position.
## Cash Summary
Archivists Round Table of Metropolitan New York, Inc.
For the month ended 29 February 2016
Excluding Sales Tax

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|            | $52,758.91
### 29 Feb 2016    28 Feb 2015

**Assets**

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