Board Meeting Minutes
December 2016

Present:
Rachel Harrison, Director of the Education Committee
Rossy Mendez, Director of Communications Committee
Rebecca Chandler, Director of the Membership Committee
Kerri Anne Burke, President
Miranda Mims, Director of the Advocacy Committee
Lindsay Anderberg, Director of Outreach

On phone:
Michael Andrec, Treasurer
Karen Jamison Trivette, Vice President

1. GSuite
   - Google for Non-Profit was approved and activated by Michael, includes:
     ○ Gsuite
     ○ Grant for google ad words
     ○ Custom mapping
     ○ etc
   - This will enable:
     ○ Migrating emails from GoDaddy
     ○ Consolidating all google doc personal stuff
     ○ Updating mail server to point to gsuite rather than go daddy
   - To do that, need to know who is using gmail to read: secretary, treasurer
   - Currently emails are pulled from go daddy, and a copy remains in go daddy
   - Google allows an automated migration tool
   - Originals will remain on go daddy incase something goes badly
   - Action items:
     ○ Secretary needs to confirm that the originals are being left behind
     ○ Mike will create the rest of the accounts
     ○ Mike will do the migrations
     ○ Look out for an email about a new email address
     ○ First name: ART, last name: committee name
     ○ Outreach’s email will become outreach rather than community
II. Strategic Plan
- SMART goal setting tool - use if you like, may be helpful
- Lindsay has a draft for the Outreach Committee Mission Statement and Goals
  - Retaining original mission statement
  - Set three goals
  - Considered three performance indicators for each goal, but came up with two for some - do we always need three?
  - Will upload into the Google Drive for feedback - Kerri Anne will create a strategic plan folder

III. NEA Collaboration
- Send out a cfp after the 2017 meeting
- Half NEA half ART programming committee
- We would like a student poster session
- They want financial support - we would pay for specific line items
- Nea handles registration
- Would like a formal contract if we move forward
- They usually spend $35k get back $40k
- We need to find people willing to commit before we commit to this
- Kerri Anne will follow up with them

IV. Education
- Symposium for next year is already in the planning stages
- Requests have been made for it to be more NYC centered
- Should AEI be different than the symposium theme next year?
- Idea for workshop - teaching archivists to teach with primary sources (outreach should really be more for outreach to teachers)
- Neighborhoods - in the CFP give more specific examples (art, food, gentrification, etc)
- If anyone has any ideas, send to Rachel
- Trying to get with “one book, one profession” - looking to buy the book through SAA in order to participate

V. Board Elections
- Board members may run again, bylaws do not prevent it.
- If you are not running again, consider recommending someone who might be a good fit - someone on your committee, someone else you know
- VP runs the election so Karen would reach out to people for you if you prefer
VI. Holiday Party Promo
- Rossy said it had been listed as sold out
- Kerri Anne will look into this and reach out to Alex

VII. Podcast
- Outreach committee is interested, but they need more info - Are they partnering with metro?
- METRO’s podcasts are around a story, but they are still interested in partnering
- Advocacy is thinking about how to tailor their ideas to METRO’s vibe and Interview format
- Advocacy thinking about doing 2 episodes and seeing how it works out

VII. Rossy has a twitter chat on January 10th

Respectfully submitted,
Katherine Martinez, Secretary of the Board and Rebecca Chandler, Director of Membership
President Board Report

Date: December 4, 2016
Name: Kerri Anne Burke
Title: President

Open Issues and Discussion Items:

- **NEA Collaboration** - vote on collaboration
- **Strategic Plan** - S.M.A.R.T. goals
- **Board Elections** - five positions open
  - VP/President Elect
  - Treasurer
  - Advocacy
  - Education
  - Programming
- **MetLife Report** - Working on report to MetLife Foundation. We’re required to report on how we spent the MetLife grant.
Vice President Board Report

Date: 02 December 2016
Name: Karen Jamison Trivette
Title: Vice President

- Little activity has taken place since the last Board meeting.
- I’ve monitored GoDaddy email and been at the ready to act should a situation require it.

Open Issues and Discussion Items:

- NEA-ART joint conference details to date
- Strategic Plan next steps -- reminder to Directors assignment re: 3 Goals and 3 Strategies for each Goal due by January Board meeting.
Secretary Board Report

Date: December 5, 2016
Name: Katie Martinez
Title: Secretary

Open Issues and Discussion Items:

● Working on a gradual shift to digital materials. This week our Conflict of Interest form was distributed as a Google form, rather than printed sheets to be signed and scanned. This is part of my set of strategic goals.
● I will not be able to make the meeting this evening due to an overlapping class.
Director of Advocacy Board Report

Date: December 4, 2016
Name: Miranda Mims
Title: Director of Advocacy

- The letter in support of reauthorizing the Museum and Library Services Act Bill of 2016 (S.3391) has been signed and sent.
- The committee is planning an event for mid-February. We are putting together a panel to address funding options and opportunities for creating new full-time and project-based professional positions.

Open Issues and Discussion Items:

- There are no open issues to report.
Director of Communications Committee Board Report

Date: December 4, 2016
Name: Rossy Mendez
Title: Director of Communications Committee

Open Issues and Discussion Items:

- Twitter Chat: First chat scheduled for Jan 10th
  8:30PM-9:30PM Topic: Archival Technologies

- Social Media Statistics:
  Twitter: 3099
  Facebook: 437 likes
  LinkedIn: 869 members

- No further points for discussion
The repository tours co-sponsored with METRO have been very successful. We may try to schedule another round of tours in the spring. Please let me know if you have any ideas of good repositories to visit.

Videos of panels 1, 2 and 4 from the symposium have been uploaded on A.R.T.’s Vimeo Pro account page: https://vimeo.com/archivistsroundtable/videos

Open Issues and Discussion Items:

- Please let me know if there are any workshops you would be interested in A.R.T. hosting.
- The Education Committee is starting to think about topics for next year’s symposium. Let me know if you have any suggestions.
Director of Membership Committee Board Report

Date: 12/7/2016
Name: Rebecca Chandler
Title: Director of Membership Committee

Open Issues and Discussion Items:

- Met with the new chair of the Mentorship committee, Melissa Silvestri. She is taking over from Liz Kammerer. We have begun reaching out to SAA student chapters at Pratt, Queens, and Palmer to set up events for January or February.
Date: 5 December 2016
Name: Lindsay Anderberg
Title: Director of Outreach Committee

Open Issues and Discussion Items:

- We have a draft of our mission statement, goals, and performance indicators to share and discuss
- Some Outreach members expressed interest in contributing to the Advocacy podcast. There were questions about guidelines and process for participating.
Director of Programming Committee Board Report

Date: December 5, 2016
Name: Alexandra Lederman
Title: Director of Programming Committee

Open Issues and Discussion Items:

- Holiday Party
  - Coming together quite nicely! Currently have 92 RSVPs, the space can accommodate 125ppl, please tell your committees and friends to RSVP for the Holiday Party!

- Future Events
  - January
    - Possible event with IndieCollect, this was passed on to me by Janet Bunde and Pamela Cruz, some how to was not mentioned to IndieCollect that ART does not have event space, so I’m apprehensive if this event will actually pan out. Scheduled for Jan 31
  - Book Club. I will choose an article focusing on Social Justice in the Archives, which will need to be read prior to the event, then I will moderate the discussion. Looking the 3rd week of Jan (16-20)
  - February
    - Grolier Club Private Tour on February 3 from 4-6pm
  - March
    - BHS Oral History Event @ BHS

- I would like to reopen the discussion regarding the job postings we post and if it’s ART’s responsibility to filter.
Treasurer Board Report

Date: December 4, 2016
Name: Michael Andrec
Title: Treasurer

Open Issues and Discussion Items:

- Our Google for Nonprofits application has been approved. I thought I had created a GSuite for Nonprofits account (Google Docs/Drive/Gmail), but it seems that I may have inadvertently created a regular “for profit” GSuite account instead. It’s actually very confusing, especially since everything is linked to Google accounts, and I have recently been juggling several of them. Once this is clarified (hopefully before the board meeting), we can start planning for the migration.

There are some critical pieces of information we need to know from all of you before we can plan the migration strategy:

- Are you using only GoDaddy’s webmail to access your nycarchivists.org email? If so, please let me know and ignore the following questions.
- Are you having GoDaddy forward your messages to Gmail, or is Gmail “pulling” messages from GoDaddy? I suspect you’re all doing the latter. If not, please let me know. If you have no idea, then let me know as well and I can log into GoDaddy and find out.
- If Gmail is “pulling” your messages, are you retaining copies on GoDaddy? You should be able to find this out by going to your Gmail settings -> Accounts and Import tab -> click on “edit info” under “Check mail from other accounts” and see if “Leave a copy of retrieved message on the server” is checked or not.

For now, I will be happy to act as the coordinator for this. I remember somebody at the last board meeting was offering to helping with the transition, but I don’t remember who it was (sorry…). Please email me.
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<thead>
<tr>
<th>Item</th>
<th>2016</th>
<th>2015</th>
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<tbody>
<tr>
<td>Income</td>
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<td>$(2,600.56)</td>
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<tr>
<td><strong>Ending Balance</strong></td>
<td>$58,308.90</td>
<td>$3,256.14</td>
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<td><strong>Starting Balance</strong></td>
<td>$60,909.46</td>
<td>$(2,600.56)</td>
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<tr>
<td><strong>Ending Balance</strong></td>
<td>$58,308.90</td>
<td>$3,256.14</td>
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<td><strong>Net Cash Movement</strong></td>
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<tr>
<td><strong>Operating Expenses</strong></td>
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<td>$(2,600.56)</td>
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<td><strong>Net Income</strong></td>
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<td><strong>Total Income</strong></td>
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**Notes:**

- The net cash movement for the year 2016 was $3,256.14, indicating an increase in cash and cash equivalents.
- The operating income for the year 2016 was $0.00, indicating no profit or loss from operations.
- The net income for the year 2016 was $0.00, indicating a break-even point.
- The total income for the year 2016 was $0.00, indicating no revenue from external sources.
- The total expenses for the year 2016 were $2,600.56, indicating that expenses exceeded income by this amount.

**Cash Summary**

Archivists Round Table of Metropolitan New York, Inc.

For the month ending 30 November 2016

- **Closing Balance**: $58,308.90
- **Opening Balance**: $60,909.46
- **Summary**: Operating Income: $0.00, Operating Expenses: $(2,600.56), Net Income: $0.00.
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<th>30 Nov 2016</th>
<th>30 Nov 2015</th>
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<td>Assets</td>
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<td>Cash and Cash Equivalents</td>
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<tr>
<td><strong>Total Assets</strong></td>
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<td><strong>$60,016.04</strong></td>
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