

## **ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING**

November 1, 2011

Present: Heather Ball, Mitchell Brodsky, Rachel Chatalbash, Pamela Cruz, Catherine Carson Ricciardi

Absent: Thomas Lannon, Ryan Anthony Donaldson

### **BOARD VOTES TAKEN SINCE THE MEETING OF SEPTEMBER 20, 2011**

- The board approved the President's request for \$25 for tablecloths for the tables at the second day of the Artists' Records Symposium.
- The board approved the President's request that she be reimbursed directly for paying travel stipends related to the symposium.
- The board voted to accept an invitation to participate in the New York History Blog.

All following board votes are in **bold**.

### **EDUCATION COORDINATOR**

The Education Coordinator did not submit a board report for this meeting.

The Education Coordinator has exceeded the allowable number of absences as defined by board policy. Due to this situation, the board discussed the Coordinator's continued service on the board. After a discussion, **the board voted against the Coordinator's continued service on the board, effective immediately.**

ART needs to hold another election for the replacement of the Education Coordinator. This will be done by paper ballot at the November 30<sup>th</sup> meeting.

The board discussed the workshops, as our bylaws require us to hold two per year. The treasurer will lead a workshop in January 2012. Other board members will help with planning and publicity.

### **PRESIDENT'S REPORT**

#### DORIS/DCAS Merger Issue

The President asked that the board have a discussion as to what our position on this issue will be (for, against, or for with conditions) going into the conference call with Council Member Brewer's office on November 9<sup>th</sup>.

The board had a discussion, but did not vote to take a final position on the issue.

#### Archives Week

- We have received good feedback regarding Archives Week from our own members and from attendees outside ART.
- Proceedings for the artists' records symposium will be published by June 2012 on the ART website.
- **The Board voted to approve the creation of an artists' records working group.** This working group has been established as a result of interest in the artists' records symposium.
- Possibilities for redistribution of Archives Week work will be outlined at the December Board meeting

#### Bylaws Revision

- The committee will finish revisions to the Board positions by November 9th.

#### Email Policy

- The President requested that board members and committee chairs use one email address for official ART business – there is ART business email on personal email accounts, and this needs to stop. Currently the ART Board has email accounts through GoDaddy, but not all of the committee chairs have ART email accounts. **The Board voted to approve creating ART email accounts for the committee chairs, and for purchasing more accounts through GoDaddy if the amount of email accounts that is necessary exceeds the accounts provided in our current email plan.** The Secretary will take care of this.

#### Complementary Memberships

- The President would like to give free memberships to leaders of other professional organizations who would have an interest in ART's programming. This would improve our working relationships with other organizations, and open our programs up to new audiences.
- The Membership Coordinator will draft the necessary letters, and work on the issue.

#### Awards Ceremony

- This went well, but the Awards Committee needs the Board to do more to support the journal next year. The Treasurer would also like to start selling journal ads earlier next year. This will allow for increased available seats at the event.
- ART will need to look for new space for the Awards Ceremony next year; Columbia University Faculty House has raised its prices to the point that it will be beyond our means.
- The Treasurer got some feedback on the Awards Ceremony. Members want it to be more open, in terms of admission to the event, but we are limited by our finances.

### **MEMBERSHIP & NOMINATING COORDINATOR REPORT**

#### Membership Numbers

ART's membership numbers have spiked lately, possibly as a result of the lapsed membership emails that went out after a set interval through Wild Apricot.

### Membership & Nominating Committee

The committee met recently. The Wild Apricot software has greatly helped the committee with the accomplishment of administrative tasks – so much so that they have time for other things and need more to do. The committee is thinking of doing membership surveys, and more social events.

The committee will be able to be more proactive in getting nominations early. The Coordinator is also grooming people to run for her position in June. The qualifications for President/Vice-President were discussed..

### Mentoring Program

The mentoring program group is meeting 11/1. There are currently 15 mentees and 10 mentors.

## **VICE PRESIDENT’S REPORT**

### Programming Committee

- The committee has attracted new volunteers, but no one is willing to chair the committee. The Vice President thinks that two people will do it as co-chairs; but has only been able to find one person willing to co-chair at this time.
- The November monthly meeting announcement will go out to membership by the week’s end.
- The Holiday Party will be at NARA on December 7<sup>th</sup>.

### Programming Events

- The September event had a good response although much of it came shortly before the event.
- There will be no meeting in December (just the holiday party), so the budget for that event can go back into the general budget.

### Other Issues

- The Vice President had asked if there was any procedure regarding student inquiries of board members. The President advised that if the Vice President, or any other board member, receives any student requests that are not related to ART, but to the board member’s employment, that the inquiry should be treated as being in the course of the board member’s employment.

## **OUTREACH & COMMUNICATIONS COORDINATOR’S REPORT**

### Metropolitan Archivist

The President confirmed that people are aware of their responsibilities for the next issue.

### The Record

The due date for the next Record newsletter is November 7<sup>th</sup>. In the future, the board would like an earlier notice of due dates; a week is too short.

### Public Relations

The President would like a public relations plan to be formulated for ART.

#### New York History Blog

We need to develop a workflow for ART's participation in the New York History blog; it is expected to have a start date of January 1, 2012.

### **TREASURER'S REPORT**

#### Record Keeping

- The current record keeping utilizes complex ledger spreadsheets in Excel; the Treasurer would like to find a different method for record keeping. The Treasurer is looking at the possibility of dedicated software, etc. and will report back to the board.

#### Development Committee

- The Treasurer reported that he has not received much interest in the committee from volunteers. The board felt that is not imperative that the committee be formed this year, and could wait until the new bylaws were in place.

#### Budget Items

**The board voted to approve payment for the following three items:**

- \$35 for a bounced check
- \$35 for a New York State tax filing fee that was not included in the original budget for tax filing costs.
- A small overage charge for a late payment for ART's post office box.

The Vice President asked to move the \$195 in leftover money from the September programming event into her remaining budget for the year on the budget reports; this will be done.

### **SECRETARY'S REPORT**

#### Records Schedule Committee

- The Secretary reminded the board that the committee still has not received records survey forms back from some of the members of the board and committee chairs. At the latest, the committee would like these by the end of November.
- The Secretary will be writing to other archives organizations to see if they have any records policies or schedules in place that will assist us in writing our own record schedule. A list of these organizations was provided to the board in the Secretary's report.

#### Website

- The Secretary will be updating the names of the committee members on the webpage based upon the board reports submitted for this meeting – some of the membership lists are outdated on the website.