

ARCHIVISTS ROUND TABLE OF METROPOLITAN NEW YORK, INC. BOARD MEETING
January 31, 2012

Present: Mitchell Brodsky, Rachel Chatalbash, Pamela Cruz, Elizabeth Pope, Catherine Carson Ricciardi, Ryan Anthony Donaldson

BOARD VOTES TAKEN SINCE THE MEETING OF DECEMBER 13, 2011

- The board voted to approve \$87.27 to cover AEI expenses that went beyond the MetLife grant funding.

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

PRESIDENT'S REPORT

General Items

ART Groups

- The President asked that board members join the ART groups – such as LinkedIn, Facebook, etc. – if we normally use these services.

Listserv

- The board was also asked to sign up for the ART Listserv. The board was reminded that the Listserv is used for the announcement and discussion of local events and items of interest to ART members that are outside of ART.

Committees

- The board was reminded that committee members should be active members of ART.

Proposed DORIS/DCAS Merger

Community Meeting

- There is no timetable for a meeting between representatives of the professional community and those of the mayoral administration.

Tax Forms

- The Treasurer has submitted the appropriate tax forms necessary for a lobbying exemption for ART.

Advocacy Committee

- The board discussed the work of the committee with Occupy Wall Street (OWS) Archives Committee. The committee is attending the OWS Archives Committee meetings.. A materials drive to help the OWS Archives Working Group is in the planning stages.

Grants

- The report for the MetLife was completed and filed today.
- We need to think ahead about the cost of events such as the Awards Ceremony and the Symposium, so that the necessary information is ready for grant proposals.

Budget

- The President and the Treasurer asked for preliminary budget proposals for the 2012-2013 membership year to be ready for the next board meeting. These should be submitted to the President prior to the next Board meeting.

Bylaws Revision Committee

- The board discussed the programming requirements in section 5.5a. ART's incorporation documents require regular programs; the discussion centered on how specific the wording in the bylaws should be regarding the regularity of programming.
- The President asked for approval to hire an attorney to review the bylaws, rather than to rely on pro-bono work, given our time frame. **The board voted to approve the hiring of an attorney for the bylaws review.** Once costs of the review are known, a request for funding will be made to the board.
- The board discussed how the new bylaws would be presented to membership. The President is planning to present the bylaws for membership for comments after the legal review. The membership vote on the new bylaws will be in April or May depending on the timing of the legal review and the comment period.
- The Committee would like comments on the current revisions by February 15th.

VICE PRESIDENT'S REPORT

Programming Committee

- Programming is on budget for the year.
- Programs are currently planned each month for February-May.
- The board was asked to put language regarding the possibility of images being taken at events, and used elsewhere, and information on whom to contact for more information on any programming or event announcements.
- The Vice-President has still been unable to find a permanent chair or co-chairs for the Committee.

Wild Apricot and PayPal

- The Vice-President reports that there are still some difficulties in handling financial records in Wild Apricot and PayPal. The Treasurer advised that he is checking PayPal and that the permanent record is the Treasurer's report, which is not based solely on this information.

MEMBERSHIP AND NOMINATING COMMITTEE COORDINATOR'S REPORT

General Membership Items

- Membership Numbers – Overall, these are higher than last year.
- Membership Mailings – The board discussed how membership announcement email blasts work. The Coordinator advised that announcements sent through Wild Apricot can be sent to only active (paid) members, or to all contacts. Members who have not renewed their membership for this year were taken off the active member list after six months. Normally, announcements are sent to the active members first, and then to the whole contact list (active and inactive members) as desired for the announcement.

Mentoring Program

- Current Program - The program had more mentees than mentors; there were 20 mentees and ART could only match eight. Nine are still unmatched; if the program cannot match these nine, it will inform the mentees and they will be matched first next semester.
 - Ideas to Attract New Mentors – The board discussed ideas on how to attract mentors to the program.

Elections

- The Coordinator asked for clarification on what positions need to be elected this year. While we may need to elect a some positions for one year to get back to the normal two year track, assuming the new bylaws are enacted, the positions up for election are as follows:
 - 2012 – President (special election), Vice-President, Outreach, Programming (special election), Secretary, Communications, Membership
 - 2013 – Education, Treasurer, Programming
- The President and Vice-President has not yet made final decisions on what board work they will do during the 2012-2013 membership year.
- The board discussed whom to approach to run for board positions in 2012.

EDUCATION COORDINATOR'S REPORT

Project Management Workshop

- The recent workshop went well. Feedback has been positive, but attendees wanted a longer workshop.
- It has been suggested to repeat this workshop, because there was a large waiting list. The Treasurer is willing to repeat the workshop if the committee can arrange space.

Education Committee

- The committee will meet on February 9th.
- The President asked for approval to count symposiums as workshops. **The board agreed that the Artists' Records Symposium can be counted as ART's second workshop for 2011-2012.**
- The Vice-President advised that METRO's next professionals meeting will be about programming and planning events with other organizations. It might be helpful for someone from ART to attend this meeting.

COMMUNICATION AND OUTREACH COORDINATOR'S REPORT

- Images – The Coordinator asked that any images from events be sent to him; he has found that the images generate interest in other programs.
- K-12 Archives Education Institute (AEI) Curriculum –The Coordinator advised that we have copyright to both the content and the images. The board discussed copyright for the curriculum material. The board ultimately liked the idea of a Creative Commons license, as it allows for more usages. The Coordinator wants to have a final version by the end of the school year.
- New York History Blog – The editor will be Nick Pavlik. There will be one post per month from ART; the President asked that there should be schedule.

- Website – The Coordinator has been working to make changes to the site with a small group, which will meet again in early February.
- Public Relations Plan – Still in progress; the committee is trying to find ways to make itself useful to the board and to other committees.

SECRETARY'S REPORT

Records Schedule Draft

- The draft was attached to the secretary's report, and was discussed by the board. It was asked that the board provide any additional comments or suggestions for the schedule by February 15th.
- Records Policies – MARAC is trying a process whereby chairs are passing their records directly to their successors, and at the end of the successor's, the inherited records are then weeded and sent to the archivist. The board did not like this idea, as records could get lost if there is a problem with chairs – they preferred that the secretary hold non-permanent records, so that they are available to board members and committees, but more secure.
- Two issues were tabled due to time, and will need to be discussed at a future meeting:
 - Discussion of the creation of a more formal annual report and of a board manual.
 - The secretary would like clarification on ART's agreement with New York Philharmonic regarding the storage and service of ART records.

NEXT MEETING:

Tuesday, March 6, 2012

6:15pm

350 Hudson Street