

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

Present:

Janet Bunde, President
Kerri Anne Burke, Vice President
Rachel Greer, Secretary
Laura DeMuro, Director of Communications Committee
Tiffany Nixon, Director of the Outreach Committee

Calling in:

Rachel Harrison, Director of the Education Committee
Michael Andrec, Treasurer
Alexandra Lederman, Director of the Programming Committee

Not Present:

Dennis Riley, Directory of the Advocacy Committee

Janet called the meeting to order.

1. Archives Week final items

Metlife Report:

- The Metlife report will be completed this week.

2. Finances

- Michael presented the December report.
- We missed filing the 990 by the deadline, but due to our small revenue (less than \$50,000), this should not be an issue. Michael filed a 790N with the federal government, and for the state, can file a late CHAR500, as an automatic extension is granted for non-profits until February. A late 990 may need to be filed for state purposes. The board agreed to give Michael latitude to hire an accountant if necessary.
- The board holds two Vimeo accounts. The board agreed to look into the necessity of having two accounts and the issue of storage of video content generated by ART.

3. Event Planning/Announcements

Events Scheduled for the Spring:

- March: Culture-In-Transit event, a collaboration with Queens Public Library, Brooklyn Public Library, and held at METRO.
- April: Authors of Anarchists Guide to Historic Houses will be presenting April 11th at NYU. It will be co-sponsored by the Archives and Public History Program and the Museum Studies Program at NYU.
- January: Possible reading club for January, based on an archival reading, either book or article. The board seeks a venue.
- February: The role of the archivist as historian is a possible topic. This is a possible panel format.
- May: Archives and Social Justice panel is in the works with NYPL as possible co-sponsor, and someone from Interference Archive as a potential panelists.
- The board brainstormed ideas for Preservation Week and asking Littauer to potentially supply funding, as well as potentially using funding from NYAC 2013 revenue that has just come in. NYU's Preservation and Conservation Department wants to lead a workshop for archivists on preparing material for exhibition. A Cemetery event may be in the works as well. NDSR fellows are very interested in planning an event on digital preservation. The program would be a half or

daylong presentation at Brooklyn Historical Society. Project ARCC is still interested in doing an event related to Archives and Climate Change.

Managing Scheduling:

- The Board is coming up with a new internal system to manage potential events
- Members generally want dates farther in advance. The board suggested mailing out save the date emails before nailing down full details, just to let people know that an event is happening. The board would hope to do this 30 days in advance. The board will also use For The Record to announce these events.

The meeting adjourned.

Attachments: Board Reports, Financial Report

Respectfully submitted,

Rachel Greer



Board of Directors Meeting Agenda

Date: 9 December 2015

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. Archives Week final items (5 min.)
 - a. MetLife report
 - b. Outstanding invoices
2. Finances (10 min.) (MA will co-lead)
3. Event planning/announcements (20 min.) (AL will co-lead)
 - a. Platform to use
 - b. When to share
 - c. When to post save-the-dates in the website calendar
4. Littauer funding/Preservation Week (RH will co-lead) (15 min.)
 - a. Littauer application—need examples
 - b. Preservation Week events (NDSR workshop, exhibition workshop—what else?)
5. Metropolitan Archivist status and next steps (10 min.)

The
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of Metropolitan
New York,
Inc.

P.O. Box 151
New York
NY
10027-0154



Director of Communications Board Report

Date: December 9, 2015

Name: Laura DeMuro

Title: Director of Communications

Open Issues and Discussion Items:

1. We have a new Social Media manager. She will be working on tweeting and soon contributing facebook posts. If anyone would like tweeted or facebook you can contact her via media@nycarchivists.org

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

At the last Education Committee meeting, we discussed ideas for programs for the spring. Based on feedback from the New York Archives Week symposium and from the LIM panel, attendees are interested in a basic processing refresher workshop and perhaps a workshop about marketing collections, building an archive and advocacy of archives to non-archivists. There was also some interest in a program about creative re-use of archives and several requests for a photo preservation workshop, which could certainly be part of Preservation Week.

I met with Davis Anderson at METRO last Thursday and she seems interested in collaborating on some programs next year. She is going to look into whether there is a fee associated with hosting SAA-DAS workshops. She was also very interested in the idea of A.R.T. and METRO co-hosting a tour or series of tours of various New York City repositories, perhaps in conjunction with the map that Natalie Pantoja has been working on. Natalie is also still waiting to hear back about whether A.R.T. is willing to contribute any money towards this map project.

I will be meeting with two National Digital Stewardship Residency fellows on Monday, December 7 to discuss the possibility of A.R.T. hosting a workshop of some sort with the NDSR fellows and mentors. I will report back on this meeting when we meet on Wednesday.



Membership Director Board Report

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Date: December 9, 2015

Name: Tamar Zeffren

Title: Director of the Membership Committee

Open Issues and Discussion Items:

- In partnership with the Mentoring Committee, A.R.T. hosted a Student Social on Nov 30 at the Center for Jewish History. The turnout was small, but very engaged. There were requests from members who could not attend that evening to hold a Spring Social.
- Perennial question of a rolling Membership year.
- Are there events that we can calendar in advance/prepare a Save the Date for?



Outreach Committee Board Report

Date: December 9, 2015

Name: Tiffany Nixon

Title: Director of Outreach

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Outreach Committee Status:

AEI Aftermath: The survey and resources list have gone out to all participants. A big thank you to Caroline Catchpole for compiling the resources and to Andy Steinitz for uploading to the A.R.T. site.

The committee met on November 16 with two new members – Philip Papas and Ted Houghtaling – to discuss A.E.I. and ways to continue to improve the event. New members suggested video or audio taping next year, which we will look into as a possibility. We will begin brainstorming themes for next year in the coming months.

Continued discussion on the death records event with Morbid Anatomy and Green-Wood. Still waiting to hear from Morbid and Green-Wood to finalize dates and planning, but hoping for a Spring gathering of one sort or another – really should prove to be an interesting event.



President Board Report

Date: December 6, 2015

Name: Janet Bunde

Title: President

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Open Issues and Discussion Items:

- **Report back on METRO Archives Advisory Council meeting:**
Tamar and I have been asked to serve on an advisory council on archives for METRO. Our first meeting generated some interesting ideas and opportunities for collaboration. Please let us know if you have any others to suggest at future meetings.
- **Call for announcements for 12/10 presentation to LIU students:**
Kerri Anne and I will be giving a presentation on A.R.T. to LIU students on Thursday, December 10. Please let us know if there are upcoming events or volunteer opportunities we should highlight in our presentation.
- **Final Archives Week wrap-up: survey and MetLife report**
The survey has been designed and will be distributed to members' organizations this week. The MetLife report is due December 15; I will circulate a draft to the Board later this week.
- **Preservation Week events:** I have arranged a workshop on preparing archival documents for exhibition to be held April 24, 2016. The day-long workshop will be conducted by staff from the Barbara Goldsmith Preservation & Conservation Department at NYU.

I

Date: December 9, 2015
Name: Alexandra Lederman
Title: Director of Programming

The last Programming Committee we discussed and planned the ART Holiday party. Our next meeting will discuss ideas for January and February programming events.

Alice in Wonderland, Collectrium, and the Holiday party were successes!
Still in need of January, February and May events. We currently have program set for March (Culture in Transit) and April (Anarchist Guide).



Secretary Board Report

Date: December 9, 2015

Name: Rachel Greer

Title: Secretary

Open Issues and Discussion Items:

1. I hope to have all meeting minutes complete and posted by the end of 2015.

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Cash Summary
Archivists Round Table of Metropolitan New York, Inc.
For the month ended 30 November 2015
Excluding Sales Tax

	Nov 2015	Oct 2015	Sep 2015	Aug 2015	Jul 2015	Jun 2015	May 2015	Apr 2015	Mar 2015	Feb 2015	Jan 2015	Dec 2014	YTD Actual
Income													
Bank Interest	\$1.37	\$1.29	\$1.27	\$1.54	\$2.69	\$2.59	\$3.10	\$3.04	\$2.10	\$2.20	\$2.65	\$2.32	\$8.16
Donations	\$65.00	\$110.00	\$45.00	\$210.00	\$270.00	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.00	\$30.00	\$700.00
Education Revenue	\$15.00	\$15.00	\$540.00	\$60.00	\$0.00	\$820.00	\$600.00	\$450.00	\$510.00	\$0.00	\$0.00	\$0.00	\$630.00
Grants	\$0.00	\$0.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00
Holiday Party Revenue	\$785.00	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$5.00	\$0.00	\$240.00	\$570.00	\$790.00
Membership	\$980.00	\$1,580.00	\$2,235.00	\$1,340.00	\$4,550.00	\$447.00	\$275.00	\$185.00	\$270.00	\$140.00	\$245.00	\$971.00	\$10,685.00
Program Revenue	\$45.00	\$35.00	\$165.00	\$60.00	\$0.00	\$30.00	\$355.00	\$285.00	\$715.00	\$0.00	\$50.00	\$0.00	\$305.00
Total Income	\$1,891.37	\$1,746.29	\$9,486.27	\$1,671.54	\$4,822.69	\$1,429.59	\$1,233.10	\$938.04	\$1,502.10	\$142.20	\$602.65	\$1,573.32	\$19,618.16
Less Operating Expenses													
Advocacy Program Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$411.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Annual Business Meeting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,219.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Awards Ceremony	\$115.31	\$970.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,360.00	\$1,085.31
Bank Fees	\$0.00	\$1.96	\$4.40	\$1.60	\$7.40	-\$0.53	\$0.20	-\$29.84	\$30.20	\$2.65	\$2.80	\$1.29	\$15.36
E-Mail/Web Domain	\$0.00	\$0.00	\$611.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$611.87
Holiday Party	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,568.87	\$0.00
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,043.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K-12	\$0.00	\$529.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$529.02
Layout Stipend	\$0.00	\$0.00	\$329.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$329.35
Media Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Metropolitan Archivist	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13.27	\$368.23	\$0.00	\$0.00	\$0.00
Monthly Events	\$299.86	\$186.50	\$30.53	\$0.00	\$0.00	\$1,939.73	\$0.00	\$91.70	\$270.00	\$0.00	\$0.00	\$156.02	\$516.89
P.O. Box	\$0.00	\$0.00	\$132.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132.00
Paypal Fees	\$74.88	\$47.39	\$96.44	\$36.63	\$147.44	\$52.82	\$50.76	\$39.47	\$66.30	\$5.18	\$9.74	\$38.24	\$402.78
Postage - President	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9.80	\$0.00	\$13.06	\$0.00	\$8.41	\$0.00
Quickbooks	\$22.50	\$22.50	\$22.50	\$45.00	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$135.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$130.63	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Symposium	\$10.59	\$139.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,716.66	\$149.95
Tax Preparation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00	\$0.00
President Development Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$167.68	\$0.00	\$0.00	\$0.00	\$15.25	\$0.00	\$0.00	\$0.00
Web/Membership Service	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,640.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workshops	\$9.49	\$0.00	\$0.00	\$0.00	\$0.00	\$1,145.74	\$0.00	\$0.00	\$102.00	\$151.50	\$0.00	\$0.00	\$9.49
Wufoo	\$29.95	\$29.95	\$59.90	\$29.95	\$0.00	\$59.90	\$0.00	\$29.95	\$59.90	\$0.00	\$29.95	\$59.90	\$149.75
Total Operating Expenses	\$562.58	\$1,926.68	\$1,286.99	\$113.18	\$177.34	\$13,448.98	\$1,116.46	\$575.08	\$564.17	\$578.37	\$64.99	\$7,966.89	\$4,066.77
Operating Surplus (Deficit)	\$1,328.79	-\$180.39	\$8,199.28	\$1,558.36	\$4,645.35	-\$12,019.39	\$116.64	\$362.96	\$937.93	-\$436.17	\$537.66	-\$6,393.57	\$15,551.39
Sales Tax Movements													
Sales Tax Inputs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sales Tax Outputs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Sales Tax Movements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Cash Movement	\$1,328.79	-\$180.39	\$8,199.28	\$1,558.36	\$4,645.35	-\$12,019.39	\$116.64	\$362.96	\$937.93	-\$436.17	\$537.66	-\$6,393.57	\$15,551.39
Summary													
Opening Balance	\$53,654.05	\$53,834.44	\$45,635.16	\$44,076.80	\$39,431.45	\$51,450.84	\$51,334.20	\$50,971.24	\$50,033.31	\$50,469.48	\$49,931.82	\$56,325.39	\$39,431.45
Plus Net Cash Movement	\$1,328.79	-\$180.39	\$8,199.28	\$1,558.36	\$4,645.35	-\$12,019.39	\$116.64	\$362.96	\$937.93	-\$436.17	\$537.66	-\$6,393.57	\$15,551.39
Closing Balance	\$54,982.84	\$53,654.05	\$53,834.44	\$45,635.16	\$44,076.80	\$39,431.45	\$51,450.84	\$51,334.20	\$50,971.24	\$50,033.31	\$50,469.48	\$49,931.82	\$54,982.84

30 Nov 2015 30 Nov 2014

Assets

Cash and Cash Equivalents		
Checking	\$23,985.86	\$17,807.25
Money Market	\$22,946.28	\$22,931.19
Paypal	\$7,620.23	\$15,156.48
Petty Cash	\$430.47	\$430.47
Total Cash and Cash Equivaler	\$54,982.84	\$56,325.39
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Total Assets	\$54,982.84	\$56,325.39

