



## September Minutes

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The  
**Archivists  
Round Table**  
of Metropolitan  
New York,  
Inc.

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P.O. Box 151  
New York  
NY  
10274-0154

**Date: September 11, 2017**

Next Meeting: October 02, 2017

**Present:**

Karen Jamison Trivette, President  
Cristina Vignone, Vice President  
Amye McCarther, Director of Programming  
Margot Note, Treasurer  
Katherine Martinez, Secretary  
Rebecca Chandler, Director of Membership  
Ashley Levine, Director of Advocacy  
Rossy Mendez, Director of Communications  
Marcos Sueiro Bal, Director of Education

**Absent:**

Lindsay Anderberg, Director of Outreach (*On Leave*)

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**ART Symposium**

- 17 Proposals, 3 will be selected
- Need to secure the venue with 300 capacity

**Education Committee**

- Reviewing possibility of talk around the book 'We Are No More'
- Considering workshop for XMP (embedded metadata)

**ART/NEA Meeting**

- Scholarship applications by October or early November

**Financial**

- Currently reconciling past reporting to consider new budgets

**Advocacy**

- Committee will be meeting in September
- Collaboration with SAA could be part of the committee work
- Could update the website section with advocacy resources



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### **Archives Week**

- Archives Week tweets are going out regularly with upcoming deadlines and updates
- Need to determine a platform for live tweeting
- Communications Director will be out of town October 4th-15th

### **Director of Membership**

- Contacted NYU, Pratt, Queens to set up student socials on campus toward the end of September

### **Programming Committee**

- Prospective film preservation event in November
- Holiday Party planning has begun, currently looking for a venue
- WNYC Event was sponsored by Transmitter Brewery, contacting other breweries for the holiday party

### **Secretary Notes:**

- NYART board address, needs to be updated to remove addresses of previous members
- ‘Insecure site’ notification: Requested a Wild Apricot certificate to make this ‘https’
- Theme on the website has expired, we’ll need to upgrade. This will make the site mobile responsive and provide searchability, overall better functionality.
- Contacted the Mayor’s Office for proclamation

### **General**

- Add links to strategic plan by Committee section
- Need to review how calendar is presented on site
- Add link to Committees page on the About page
- Add Volunteer to homepage somewhere?
- Remove Latest News until we have new items to add
- Metropolitan Archivist editor position added to board has been voted on yes
- Add ‘Website Content Manager’ as a position within the Communications Committee
- Adding former President as a formal board member position for one year after end of position, voted on as yes



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### **Awards Committee**

- Awardees for Awards Night have been announced
- Need to collect ads for Archives Week
- Request for proclamations from Gail Brewer and Mayor's Office have been sent

### **Archives Week Symposium**

- Registration form has been posted and is live



## September Board Reports

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### **President**

#### **Open Issues and Discussion Items:**

- Item 1
  - Item 2
- 

### **Vice President**

#### *Open Issues and Discussion Items:*

##### NEA-A.R.T. Scholarship

- Committee (all A.R.T. members)
    - A.R.T. volunteers or members of A.R.T. board?
  - Scholarship Announcement (review document)
    - Number of scholarships (?)
    - Monetary amount of scholarship (?)
    - Posting on A.R.T website, via email, and linked to on NEA website
  - Scholarship criteria → Rubric
  - Timeline
    - October 2017 (or ASAP): Scholarship Announcement
    - November 1, 2017: Scholarship Deadline
    - November-December 2017: Committee Reviews Applications
    - January 2, 2018: Announce Recipients
    - February 2018: Treasurer Mails Checks
- 

### **Treasurer**

#### *Open Issues and Discussion Items:*

- The debit cards for selected board members have issued, with PINs. I will distribute these cards in our September meeting.
  - In general, I've been updating our accounts with new billing information and trying to streamline processes, if possible.
  - I transferred over \$11,000 that was sitting in PayPal and deposited over \$600 in petty cash.
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### **Director of Programming**

#### *Open Issues and Discussion Items:*

- De-briefing and last event with past Programming Director
  - On Thursday, September 8th, we held the first event of the season, and the last to be coordinated by outgoing Programming Director, Alex Lederman. Alex and I also met earlier in August to go over the responsibilities and protocols of the position.
- November event



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## **September Board Reports**

We're in the process of confirming a program on film preservation for November with Sandra Schulberg of IndieCollect. They recently completed several 5K restorations with MoMA:

- FRANK LLOYD WRIGHT home movies that we transferred for MOMA's current exhibit on his work;
  - Rare film fragment of FOUR SAINTS IN THREE ACTS for Jewish Museum's current exhibit devoted to Florine Stettheimer, who had done the sets;
  - Robert Breer's HOMAGE TO JEAN TINGUELY, of interest to anyone curious about how an artist from one medium portrays the work of an artist working in another medium.
- Locating a venue for the annual Holiday Party  
Locating a venue for the Holiday Party in the next month/s is a priority.
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### **Secretary**

#### *Open Issues and Discussion Items:*

- 'Insecure site' notification: "This simply means your custom domain [www.nycarchivists.org](http://www.nycarchivists.org) does not support https, it only works with http. You have 2 options: We can either install a free certificate from Let's Encrypt (we take care of everything), or you can purchase your own custom certificate, see <https://help.wildapricot.com/display/DOC/Traffic+encryption#Trafficencryption-SecuringCustomDomainsSecuringcustomdomains>. Please note that installing a purchased certificates is a bit more complex and we will charge a \$50 installation fee." (Requested the free certificate but will discuss whether anyone has a request for the custom)
  - Theme on the website has expired, we'll need to upgrade. This will make the site mobile responsive and provide searchability, overall better functionality.
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### **Director of Advocacy**

#### *Open Issues and Discussion Items:*

- De-briefing with past Advocacy Director
  - My predecessor, Miranda Mims, and I spoke on the phone for a debriefing meeting. She relayed the committee's core goals and responsibilities, and has provided me a great footing to take the helm of the committee.
- Scheduling first Advocacy Committee Meeting
  - My fellow committee members and I are scheduling a meet up for the end of September, and just nailing down the exact date. We aim to discuss the following initiatives:
- Collaboration with SAA Lone Arrangers Section



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## September Board Reports

- Photo of the Month (from smaller, less visible archives).
  - Archives Week - What are the Advocacy Committee's efforts towards these events?
  - Resource Page Updates?
  - Letter writing campaigns? Any local, state, national issues to report on?
  - Advocate for larger budget (currently only \$500) for events.
- 

### **Director of Communications**

#### *Open Issues and Discussion Items:*

- **Vacation-** Will be on vacation from Oct 4-15th with limited email access. Anything that needs to be promoted I can schedule in advance using Bufferapp can also provide passwords to anyone who can post in my absence
  - **NEA/ART hashtag-** there was some discussion about what we think about using a joint hashtag for the meeting
  - **Social Media Update**
    - Twitter- 3,333 followers (up 10 followers)
    - Facebook- 472 likes (up 5)
    - LinkedIn-875 members (same)
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### **Director of Membership**

#### *Open Issues and Discussion Items:*

- I have reached out to representatives from Pratt and Queens to set up a student event at each of those schools. Bonnie has offered to get me in touch with someone at NYU. I'm hoping to have events on the books by the end of September. It would be great if we could have some other board members attend.
  - Waiting to hear back from the owner of the PO Box. We may need to close it and reopen another.
- 

### **Director of Education**

#### *Open Issues and Discussion Items:*

- Met with Rachel Harrison who provided me with very helpful documentation, as well as supplies.
- Currently 17 proposals (!) for Archives Week symposium, will review with rest of Committee and choose next week
- Trying to secure CJH as location for the symposium, will confirm either this location or an alternate one by this week
- Need to create subcommittees
- Other suggestions for presentations in 2018:
- Abby Smith Rumsey, author of *When We Are No More*



## September Board Reports

- XMP bootcamp
  - The great 78 project and copyright
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### **Director of Outreach**

#### *Open Issues and Discussion Items:*

- Below please find our progress report on the Archives Education Institute, scheduled to be held on October 21, from 10:30 am to 3 pm at NARA-NYC. Please note that day-of logistics have already been handled (as you likely know from Lindsay).
- 1) Speakers: All participating archives have been confirmed. Phil Sutton of NYPL will be added to the roster, which now includes archivists and educators from NARA-NYC, Brooklyn Historical Society, the Transit Museum and Archives, and the Stevens Institute of Technology Archives.
- 2) Registration: The [registration form](#) has been posted to the A.R.T. website and is live. The form has been circulated to educator contacts at NARA-NYC, MCNY, UFT, and other groups. I can also send an email blast to the A.R.T. listserv; if you prefer to fold advertising into broader New York Archives Week messaging, that's fine with me too.
- 3) Outstanding items: Once the participant list is finalized, we'll need to create certificates to be printed prior to the event. That is work typically completed by John Seckler, our graphic designer; let me know if he'll be doing this for AEI again this year.
- 4.) Our committee was wondering if we had funds in the Outreach budget to be able to offer a small amount of funding to participating teachers and archivists who plan follow-up visits for k-12 classes. These funds could cover things like transportation to the archives and perhaps a modest honorarium (\$50? We'd have to talk over what makes sense) to the archivist and the teacher to encourage interaction with archives after the one day event.

I'd sent an email to Margot about this and it looks like Outreach should have some funds within the Scavenger Hunt budget (an event that hasn't been held in recent years) that we could put towards this initiative. But, this would require some coordination with the Treasurer, since it requires reallocation of the budget lines.