



Board Meeting Minutes

10 August 2016

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

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

Present:

Rachel Harrison, Director of the Education Committee
Alexandra Lederman, Director of the Programming Committee
Rossy Mendez, Director of Communications Committee
Rebecca Chandler, Director of the Membership Committee
Katherine Martinez, Secretary
Michael Andrec, Treasurer
Karen Jamison Trivette, Vice President
Kerri Anne Burke, President

Not Present:

Miranda Mims, Director of the Advocacy Committee
Lindsay Anderberg, Director of Outreach

Kerri Anne called the meeting to order.

PROGRAMMING

- [Tour of Bell Labs](#) is confirmed

ARCHIVES WEEK

- Confirmed Dates: October 19th-27th, 2016
- Archives Week Symposium will take place October 20th, from 9am-5pm
- Archives Institution Education day will be October 22nd
- Nominees are currently being sought for the awards ceremony

INTERNSHIPS AND JOB POSTINGS

- Due to a complaint from a member regarding a controversial internship posting inspired conversation about whether it is ART's responsibility to make a distinction between jobs and internships, or how employers should form the duties of an unpaid position

COMMUNICATION

- Facebook outreach is currently split between a group and a page, this may be consolidated for more efficient communication
- Livestream is under consideration for public sharing of programming events that will also allow later viewing
 - Events would potentially be posted to ALA Think Tank
- Twitter will resume through Rossy Mendez, Director of Communications
- Instagram account may be activated



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METROPOLITAN ARCHIVIST PUBLICATION

- Recruiting will begin soon for a new Editor in Chief and Editor of Book Reviews

TUTORIALS

- The Board reviewed digital platforms used to share materials: Wufoo and Wild Apricot

ART HOLIDAY PARTY

- Location is currently being chosen for the first week of December 2016

The meeting adjourned.

Attachments: Board Reports and Financial Reports

Respectfully submitted,

Katherine Martinez, Secretary of the Board



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Board of Directors Meeting Agenda

Date: 10 August 2016

Location: Citi Center for Culture, 153 E. 53rd Street

Discussion Items:

1. Archives Week (KAB to lead)
 - a. Repository spreadsheet
 - b. Outreach to repositories and other parties
 - c. Symposium (RH co-lead)
 - d. Awards Ceremony – nominees needed
2. Internship/ Job Postings (KAB to lead)
3. Facebook (MA/ AL to co-lead)
 - a. ART page
 - b. Livestream
4. Communications
 - a. Twitter chat
 - b. LinkedIn
 - c. Metropolitan Archivist
5. Passwords – LastPass (MA to lead)
6. Programming (KAB/ AL)
 - a. Events for February, March, April (Preservation Week)
7. Wild Apricot Tutorial (if time allows) (KAB to lead)



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Director of Outreach Board Report

Date: 2 August 2016

Name: Lindsay Anderberg

Title: Director of the Outreach Committee

Director of the Outreach Committee Transition:

- Tiffany left me a folder full of her notes and the password to the community@nycarchivists.org email. We sat down together and looked through the materials. She shared her contact list and planning timeline for AEI and she also told me about the “What is an archive?” project that was passed to her but never really got off the ground.
- I am curious about how exactly the board positions interact. For example, if Outreach has an event, is it necessary to contact Communications for email/social media promotion and does Programming need to be involved? Or, do those committees only work for broader A.R.T. functions and an Outreach event is a self-contained Outreach thing? Similarly, can two committees co-sponsor an event?
- Do committee budgets roll over or are they re-set each year?
- We successfully pulled off the Death Records event (finally!) in the middle of our transition and got a really great response from the participants and the audience. I hope to do another event like it in 2016-2017.

Open Issues and Discussion Items:

- We should be on track with AEI for October 22 at NARA. We have a good potential list of participants already and I’m meeting with the Outreach Committee on August 16 to get started with planning in earnest.
- I’d like to discuss potential upcoming events/initiatives for Outreach, but I’ll table that until Sept. when I’m at the meeting in person.
- Can we close the “what is an archive?” project mentioned above, or is that something someone wants take up again and talk about?



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Vice President Board Report

Date: 03 August 2016

Name: Karen J. Trivette

Title: Vice-President/President-Elect

Vice President Transition:

- Kerri Anne Burke, current ART President, delivered the “Welcome to the Board Guide” via GoDaddy email. I have reviewed the guide and will continue to refer to it as needed. Also, on 20 July 2016, Burke, Janet Bunde, past ART President, and I met to discuss other transition matters. Bunde offered direction as to various electronic platforms relevant to the role of Vice-President/President-Elect. Bunde said she would be available for future, similar meetings to aid in the transition.
- Lastly, I attended the Regional Archival Associations Consortium at the Society of American Archivists meeting in Atlanta, Georgia on 02 August 2016 where I heard sessions on emergency response, cultivating public awareness, and lessons from the Georgia State Archives budget crisis. I hope to cultivate from all this information more knowledge that will help guide future activities for/of ART.
- I look forward to learning more about what is expected from the Vice-President/President-Elect during this first of two years of service to the organization.

Open Issues and Discussion Items:

- I would like to discuss the possibility of working on a Strategic Plan for ART to carry us through the year 2020. This topic was discussed at the aforementioned Consortium and I think it would be a great step for the ART leadership to take.



Director of Education Board Report

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Date: August 10, 2016
Name: Rachel S. Harrison
Title: Director of Education

Open Issues and Discussion Items:

The annual Education Symposium will be held on October 20 at the Center for Jewish History. The theme will be Archives and Politics and will also include discussion of elections, local government, voting, and other topics related to elections, voting, politics, and government. I have sent the Call for Papers to the A.R.T. membership but I am open to suggestions of other places to send the CFP to and any contacts anyone might have at various repositories.



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Director of Programming Board Report

Date: August 8, 2016

Name: Alexandra Lederman

Title: Director of Programming

Open Issues and Discussion Items:

- Will a new Outreach to Repositories Googlesheet be created for the 2016-2017 year?
- Holding a mandatory meeting for Programming Committee for those who want to co-produce an event
- Preliminary idea for ART Programming Events 2016-2017
 - Sept: Tour of Bell Labs @ Bell Labs HQ
 - Oct: Archives Week
 - Nov: Oral Histories @ Brooklyn Historical Society
 - Dec: Holiday Party (hoping to lock down Brooklyn Museum as host)
 - Jan: Book Club Happy Hour
 - Feb:
 - March:
 - April: Preservation Week
 - May: Social Justice in the Archives @ Schomburg Center
 - Tour + presentation with la Mama and American Theater Archives Project – date tbd
- Livestreaming events. I want to livestream all programming events -specifically tours, panels, and presentations- but I thought it would also be awesome to livestream the networking and I could go around asking attendees about themselves and about the program.
 - Live stream options: Persicope (through twitter) or Facebook Live (through Facebook). I would recommend Facebook Live based on usage and ability to touch so many people. I could stream from my personal account and post it to the ART FB Page. Creating access to archives is promoting the importance of archives. I think this would be so grat for archivists outside of NYC, and would be great for the public to actually SEE what happens in archives!
 - Very hard to find the FB page in fb- maybe we need to change the name of the fb page to increase searchability.



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Communications Director Board Report

Date: August 8, 2016

Name: Rossey Mendez

Title: Communications Director

Communications Director Transition:

- Laura Mauro has created a transition manual. I am still getting familiar with all the various responsibilities of the position.
- Since I was the social media manager I will need to find someone to take my place in that spot. I would still post stuff as well.
- Laura DeMuro staying in charge of job postings.

Open Issues and Discussion Items:

- **LinkedIn access**- we have been locked out of LinkedIn anyway to regain access to this account?
- **Twitter Chat**- I suggested this to my predecessor as an idea several months ago and it never materialized. I want to follow through now and start the Twitter chat once a month starting in mid-September.
- **Job postings**- There has been many conversations about separating internships from jobs. What are the opinions on this?
- **Social Media Analytics**- I will start providing a social media report every board meeting.
 - Twitter- 2938 followers
 - Facebook- 402 likes



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Treasurer Board Report

Date: 8/7/16

Name: Mike Andrec

Title: Treasurer

The usual financial numbers are under separate cover.

Password management

Last fiscal year we discussed the possibility of using a system like LastPass to keep track of the myriad of passwords that the various board members of A.R.T. have to manage. Currently, we are doing things like sharing passwords over email, text message or shared unencrypted documents, and many of our passwords are woefully insecure (dictionary words + easily guessable numbers).

LastPass allows for the generation of much more secure “random gibberish” passwords, and each user can keep track of them with one single “master password”. The Enterprise version of LastPass allows for centralized administration of multiple users and which passwords they have access to, as well as a number of other features (<https://lastpass.com/enterprise/enterprise-features/>) The cost is \$24/user/year, which is not that much in the grand scheme of things. Even if we put all board members on the account, that would still be only \$240/year, which we can afford, and would greatly reduce the risk of having one of our accounts hacked. They offer a 14-day free trial that we can test to see if it will work for us. Given that we are transitioning to a new board, this may be a good time to implement this.

Question: how many board members do we have that require access to any passwords beyond their own email account password? I think those can be managed by the individual board members, possibly with a central backup that can be stored in the LastPass administrator account.

Cash Summary
Archivists Round Table of Metropolitan New York, Inc.
For the month ended 31 May 2016
Excluding Sales Tax

	Jul 2016	Jun 2016	May 2016	Apr 2016	Mar 2016	Feb 2016	Jan 2016	Dec 2015	Nov 2015	Oct 2015	Sep 2015	Aug 2015	YTD Actual
Income													
Bank Interest	\$0.97	\$1.06	\$0.99	\$1.18	\$1.01	\$1.03	\$1.31	\$1.25	\$1.37	\$1.29	\$1.27	\$1.54	\$0.97
Donations	\$335.00	\$75.00	\$65.00	\$0.00	\$0.00	\$100.00	\$0.00	\$95.00	\$65.00	\$110.00	\$45.00	\$210.00	\$335.00
Education Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$15.00	\$540.00	\$60.00	\$0.00
Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$0.00
Holiday Party Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15.00	\$20.00	\$20.00	\$785.00	\$5.00	\$0.00	\$0.00	\$0.00
Membership	\$3,665.00	\$3,515.00	\$240.00	\$215.00	\$520.00	\$65.00	\$415.00	\$525.00	\$980.00	\$1,580.00	\$2,235.00	\$1,340.00	\$3,665.00
Program Revenue	\$107.00	\$20.00	\$0.00	\$161.00	\$488.00	\$262.00	\$149.00	\$2,777.00	\$45.00	\$25.00	\$145.00	\$60.00	\$107.00
Total Income	\$4,107.97	\$3,611.06	\$305.99	\$377.18	\$1,009.01	\$443.03	\$585.31	\$3,418.25	\$1,891.37	\$1,736.29	\$9,466.27	\$1,671.54	\$4,107.97
Less Operating Expenses													
Annual Business Meeting	\$234.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$234.80
Awards Ceremony	\$0.00	\$2,310.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$115.31	\$970.00	\$0.00	\$0.00	\$0.00
Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.96	\$4.40	\$1.60	\$0.00
E-Mail/Web Domain	\$0.00	\$416.66	\$0.00	\$0.00	\$0.00	\$0.00	\$11.47	\$0.00	\$0.00	\$0.00	\$611.87	\$0.00	\$0.00
Holiday Party	\$0.00	\$0.00	\$11.76	\$0.00	\$0.00	\$0.00	\$0.00	\$1,139.27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$0.00	\$0.00	\$1,043.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
K-12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$529.02	\$0.00	\$0.00	\$0.00
Layout Stipend	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$329.35	\$0.00	\$0.00
Media Sharing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$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	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Events	\$125.65	\$0.00	\$0.00	\$505.70	\$0.00	\$504.42	\$0.00	\$0.00	\$299.86	\$186.50	\$30.53	\$0.00	\$125.65
P.O. Box	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$132.00	\$0.00	\$0.00
Paypal Fees	\$118.14	\$110.11	\$9.41	\$15.75	\$51.40	\$16.91	\$21.95	\$10.20	\$74.88	\$47.39	\$96.44	\$36.63	\$118.14
Postage - Treasurer	\$0.00	\$0.00	\$0.00	\$9.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Quickbooks	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$22.50	\$45.00	\$22.50
Symposium	\$0.00	\$0.00	\$228.34	\$0.00	\$0.00	\$594.62	\$700.00	\$576.66	\$10.59	\$142.41	\$0.00	\$0.00	\$0.00
Tax Preparation	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel - President	\$307.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$307.53
Workshops	\$0.00	\$0.00	\$280.39	\$0.00	\$0.00	\$0.00	\$0.00	\$746.25	\$9.49	\$0.00	\$0.00	\$0.00	\$0.00
Wufoo	\$0.00	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$29.95	\$59.90	\$29.95	\$0.00
Total Operating Expenses	\$808.62	\$2,889.67	\$1,675.35	\$583.70	\$103.85	\$1,168.40	\$3,185.87	\$2,524.83	\$562.58	\$1,929.73	\$1,286.99	\$113.18	\$808.62
Operating Surplus (Deficit)	\$3,299.35	\$721.39	-\$1,369.36	-\$206.52	\$905.16	-\$725.37	-\$2,600.56	\$893.42	\$1,328.79	-\$193.44	\$8,179.28	\$1,558.36	\$3,299.35
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	\$3,299.35	\$721.39	-\$1,369.36	-\$206.52	\$905.16	-\$725.37	-\$2,600.56	\$893.42	\$1,328.79	-\$193.44	\$8,179.28	\$1,558.36	\$3,299.35
Summary													
Opening Balance	\$57,634.20	\$56,912.81	\$58,282.17	\$58,488.69	\$57,583.53	\$58,308.90	\$60,909.46	\$60,016.04	\$58,687.25	\$58,880.69	\$50,701.41	\$49,143.05	\$57,634.20
Plus Net Cash Movement	\$3,299.35	\$721.39	-\$1,369.36	-\$206.52	\$905.16	-\$725.37	-\$2,600.56	\$893.42	\$1,328.79	-\$193.44	\$8,179.28	\$1,558.36	\$3,299.35
Closing Balance	\$60,933.55	\$57,634.20	\$56,912.81	\$58,282.17	\$58,488.69	\$57,583.53	\$58,308.90	\$60,909.46	\$60,016.04	\$58,687.25	\$58,880.69	\$50,701.41	\$60,933.55
	\$64,232.90	\$58,355.59	\$55,543.45	\$58,075.65	\$59,393.85	\$56,858.16	\$55,708.34	\$61,802.88	\$61,344.83	\$58,493.81	\$67,059.97	\$52,259.77	\$53,917.17

31 Jul 2016 31 Jul 2015

Assets

Cash and Cash Equivalents		
Checking	\$20,152.20	\$17,090.73
Money Market	\$22,946.28	\$22,946.28
Paypal	\$17,364.36	\$8,675.57
Petty Cash	\$470.71	\$430.47
Total Cash and Cash Equivalents	\$60,933.55	\$49,143.05
<hr/>		
Total Assets	\$60,933.55	\$49,143.05
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