

**Minutes of the Archives Partnership Trust Board Meeting**  
**3:00 PM, Thursday, March 24, 2016**  
**Cultural Education Center, Room 11G, Albany, NY**

**Board Members Present**

Stephen Pagano, Board Chair; Jay Buhr, James Hoehn, Peter Millock, Joyce Shenker, Gary Smith and Christine W. Ward

By telephone: Kathy Ahearn, Tom Birdsey, Bronwyn Hannon, George R. Hearst III, Harold Holzer, Harold Iselin and Rosemary Vietor

Staff Present: Thomas J. Ruller, Executive Officer; Janet Braga, Director; Jennifer Clunie Holmes, Assistant Secretary and Assistant Director; and Jill Rydberg, Assistant Treasurer and Administrative Officer

**Board Members Excused**

Nedda Allbray, Barbara A. Brinkley, Pamela Sawchuk Brown, Patricia Fahy and Kimberly Gilmore

**News and Updates**

Mr. Pagano called the meeting to order at 3:02 pm, noting the presence of a quorum. He shared the news of Lauren Rachlin's recent passing – Mr. Rachlin was a former Board Member (November 2010 - February 2014). He also noted Ms. Kathleen Roe, Director of Operations for the New York State Archives, is retiring; she will be invited to attend the May Board meeting and Albany Stewards Reception to honor and recognize her 37 years of service.

Mr. Pagano noted the Board meeting previously scheduled for Thursday, May 12<sup>th</sup> has been rescheduled to **Thursday May 26<sup>th</sup>** at **3PM** in Albany to coincide with the Albany Stewards Reception that evening. The October Board meeting and New York City Stewards Reception will take place Wednesday, October 19<sup>th</sup> at the Hearst Tower – Mr. Pagano thanked Mr. Hearst for both hosting the event and securing Harry Rosenfeld as the featured speaker.

Three 2017 Board meeting dates were proposed:

- Thursday, March 9 (Albany)
- Thursday, June 8 (Albany)
- Thursday, October 19 (NYC)

**Administrative Items**

**Resolution for Approval of the Minutes of the February 11, 2016, Board Meeting (Item 2.1)**

A resolution to approve the minutes of the **February 11, 2016**, Board meeting was presented. The motion to approve was made by Ms. Ward, seconded by Mr. Millock, and unanimously passed.

**Resolved**, that the minutes of the **February 11, 2016**, Board Meeting are hereby approved.

**Report from the Nominating Committee**

Ms. Hannon reported that the Nominating Committee (consisting of herself, Ms. Ward and Mr. Smith) met on March 16, 2016, and presented the following slate of candidates for one-year terms as Trust Board officers: George R. Hearst III for Vice Chair; Barbara A. Brinkley for Treasurer; and Bronwyn Hannon

for Secretary. The Board unanimously agreed to accept the ballot as presented. Ballots will be distributed to Board members and the result of the vote will be announced at the May Board meeting.

### **Financial Reports (Item 2.2)**

Ms. Rydberg reported that, as of February 29, 2016, the Endowment Investment Account's net equity value was \$3,869,170 less Operations and Projects funds temporarily deposited to the account of \$75,637 for an actual Endowment value of \$3,793,533. She noted that in March she facilitated a withdrawal of \$283,432 which included \$164,473 of the Board-approved annual Endowment drawdown in support of projects as well as the Operations and Projects funds temporarily in the account. The account for processing credit card transactions (established to keep such transactions apart from the main endowment account for security purposes) had a balance of \$43,322.79; and as is done periodically, \$41,158 was rolled over to the main Endowment Account in March. The Operations Account and Special Projects Account cash balances were \$103,968 and \$75,006 respectively. It was noted that the Financial Reports were presented for the Board's information and no action is required.

### **Resolution for Approval to Renew the *New York Archives* Editor Contract (Item 2.3)**

The next item was a resolution to approve the renewal of the contract for *New York Archives* Editor (the third of four optional renewal years). Mr. Ruller noted Ms. Madison has done a stellar job and her increased outreach efforts to solicit articles and attract authors are paying off: the March 22<sup>nd</sup> editorial team meeting had 13 articles to select from (for 5 feature spots) in the upcoming issue. The motion to approve the contract was made by Mr. Smith, seconded by Ms. Vietor, and unanimously passed.

**Whereas**, the New York State Archives Partnership Trust Board's contract with Josie Madison, dated May 1, 2013, to serve as editor of *New York Archives* magazine, provided that the Trust may, with Board approval, renew the contract for up to four additional one-year terms;

**Resolved**, That the contract with Josie Madison, to serve as editor of *New York Archives* magazine, be renewed at a cost not to exceed \$32,000 for one year for the period May 1, 2016 to April 30, 2017. All other terms of the contract shall remain in effect.

### **Work Plan and Budget (Item 4)**

#### **Proposed Resolution for Approval of the Fiscal Year 2016-17 Work Plan and Budget (Items 4.1.a, 4.1.b and 4.1.c)**

The motion to approve the FY2016-17 Work Plan and Budget as presented was made by Ms. Ward, seconded by Mr. Millock. Discussion ensued.

Eight Proposed Work Plan priorities (interdependent and connected to one another) were outlined:

- I. **Promote organizational growth and stability through board/steward engagement.** Mr. Ruller noted the inaugural Albany Stewards Reception will be held on May 26, 2016, providing an opportunity to meet and strengthen connections with individuals based in the Upstate area who may not be able to travel to New York City in October.
- II. **Fundraising and Membership Relations.** Emphasis was placed on increasing participation in Annual Fund and membership, as well as utilizing the Barbara A. Brinkley Legacy Society Fund to organize friend-raising events and lectures throughout the state.
- III. ***New York Archives* Magazine.** The Trust plans to increase advertising and circulation. Mr. Ruller acknowledged Ms. Braga's efforts to coordinating advertising with regions featured in the magazine
- IV. **Events.**

- V. **Promotions.** Mr. Ruller noted the more outreach is accomplished, the more these overlapping activities can help one another to increase membership, participation and fundraising. In the upcoming fiscal year, the Trust intends to embark on an advertising campaign with statewide banner ad buys. The David Vaughan Erie Canal maps were cited as another recent example of a resource for the Trust to promote history and the NYS Archives around the state.
- VI. **Anniversary Celebrations Preparation.** Both the Archives and the Trust continue to focus on key anniversaries coming up in 1917: Erie Canal, Women’s Suffrage, and America’s entry into WWI.
- VII. **Partnerships.** The Trust will continue to partner with many organizations around the state, e.g., the Association of Public Historians of NYS and the Museum Associations of New York State. Mr. Ruller noted the planning grant proposal recently submitted to NEH helped solidify these partnerships and identify key stakeholders.
- VIII. **Trust Administration.**

Mr. Ruller noted that the FY2016-2017 Work Plan is supported by the proposed Budget. He again recognized Ms. Rydberg’s hard work to streamline the budget process to make it more efficient and effective with our accounting software, as well as consistent with other public authorities regarding the manner in which items are reported on 1099s and other IRS forms. Mr. Ruller also noted that in order for the Trust to receive grant funding previously mentioned, it must be included in the budget to demonstrate a financial plan how the funds are to be spent – “we have to create an empty bucket so that we can fill it.” Professional fees budgeted but not spent in FY2015-2016 on certain projects (i.e., digital editions of the *New York Archives* magazine, digitization and conservation of historical Hudson Valley documents, and SIFEPP funds) are reflected in the FY2016-17 proposed work plan and budget.

Ms. Rydberg noted a correction to the proposed budget: the FY2015/16 Budget Forecast’s ending balance of \$403,522 (an estimate until the fiscal year actually ends) was not properly carried forward to be the FY2016/17 Proposed Budget’s starting balance (rather than \$416,974), in turn leaving a corrected ending balance of \$238,285.

The motion was put to a vote and unanimously passed.

**Resolved,** That the Work Plan and Budget for Fiscal Year 2016-17, as presented and discussed at the March 24, 2016, Board meeting, are hereby approved.

**Audit Committee Report**

Ms. Ward reported that the Audit Committee (including Ms. Hannon, Mr. Pagano and herself) met on March 15, 2016, and approved the engagement of UHY for both audit services and tax return preparation for the Trust for its year ending March 31, 2016. Ms. Ward noted that this would be the fifth year of engaging UHY for these services, as well as the same UHY partner overseeing the audit. In 2017, the Committee will discuss the option of either rotating the audit firm partner in charge of the audit or going out for new bids at the conclusion of this audit, as is standard practice.

**Executive Committee**

There was no Executive Committee activity.

**Investment Committee**

There was no Investment Committee activity.

**Program and Development Committee Report**

Stewards Circle Program

Mr. Smith highlighted the Albany Stewards Reception May 26<sup>th</sup> with featured speaker Larry Jackson and requested Board members: 1. begin considering an invitation list of friends and colleagues whom they wish to invite and 2. share potential sponsor ideas with the Program Committee. He also thanked Mr. Hearst for his generosity for hosting the October 19<sup>th</sup> Stewards Reception in New York City.

Mr. Smith reported that he, Dr. Hoehn, Ms. Ward, Ms. Braga and Mr. Matthew Bender met recently to review the list of current stewards and discuss potential groupings to “coalesce” these individuals and determine how Stewards of the Trust can best be utilized. The group also discussed the need to craft a mission statement to set goals and clarify roles – a draft is currently in progress.

#### Board Appeal

Mr. Smith was pleased to report that Board contributions to the Annual Fund have risen from 45% to 90% since the last Board meeting, with responses from all but two Board members. He thanked Board members for their personal commitment to the success of the Trust and emphasized the importance of a 100% participation rate for potential funders. The 2015-16 Fiscal Year ends **March 31, 2016**; Mr. Smith encouraged each Board member to be in touch with himself or Ms. Braga before that date to ensure a 100% participation goal is reached – “we’ve got to ring that bell.”

#### Upcoming Events

*New York Archives Magazine Speakers Series:*

- **Saturday, April 16, 2016: 4:00 p.m. at Esopus Town Hall, Port Ewen, NY**  
*The Wiltwyck School for Boys: "Reclaiming Human Lives"*  
NYS Archives Larry J. Hackman Research Residency recipient Eve P. Smith, D.S.W. discusses the history and legacy of the Wiltwyck School for Boys - co-founded and championed by First Lady Eleanor Roosevelt. Lecture and reception co-sponsored by the Klyne Esopus Historical Society Museum. Light refreshments served.
  
- **Friday, June 3, 2016: 2:00 p.m. on Lake George Steamboat Company's *The Mohican*, Lake George, NY**  
*The Last of the Mohicans Revisited: "Fictionalizing History"*  
Bruce W. Dearstyne, author of *The Spirit of New York: Defining Events in the Empire State's History*, discusses the well-known classic *The Last of the Mohicans* and how James Fenimore Cooper blended fact and fiction to create a novel that still resonates today. Dr. Dearstyne will discuss the historical events that are the basis for the novel: an epochal battle between British and French forces during the colonial wars in August 1757, the surrender of Fort William Henry by the British to the French, and the subsequent travails of surrendered British soldiers and civilians making their way to Fort Edward, then a secure British outpost. The history itself was exciting. But Cooper masterfully embellished it by introducing fascinating historical characters, descriptions of harrowing hand-to-hand combat, kidnapping, and rescue, and vivid descriptions of the northern New York wilderness.

2016 Empire State Archives & History Award (ESAHA). Mr. Smith reported confirmation of receipt of our proposal to Mr. Scorsese; his staff stated they are deep in post-production of his current picture and will respond shortly. Mr. Smith and Mr. Holzer agreed that if no response has been received by April 15, 2016, the Program Committee will be convened to discuss next steps.

#### **Development Report**

Ms. Braga echoed Mr. Smith’s comments on Program Committee developments and provided a brief status report on the ESAHA and Women’s Suffrage 2017 Event, recognizing Mr. Hearst’s role in making key introductions to move the project forward and the support from key staff, including Charmaine

Ushkow, Community Relations Manager at the Times Union. Ms. Braga thanked Mr. Hearst for joining her in a planning meeting with Dr. Libby O'Connell, Commissioner of the U.S. World War I Centennial; the Trust has pledged to utilize its network to engage partners across the state on this project. Ms. Hannon suggested the Trust connect with local and regional VFWs to further this engage this important constituency.

## **Updates from the State Archivist**

### **Outreach:**

New York State History Day competitions are occurring across the state. This year the Trust provided a small cash award to the winners of the Capital Region and North Country regional competitions. We will also provide a small award to the statewide winner, when that competition is held in Cooperstown on April 18. Participation in New York State History Day has diminished across the state and it is hoped that in the coming years we can apply some effort to increasing and expanding participation in this wonderful competition.

The State Archives will be an exhibitor at the Oswego War of 1812 Symposium on April 2 and 3. This is another of our efforts to reach new audiences to increase awareness of and access to the collections of the State Archives. You can learn more about the symposium at: [http://visitoswegocounty.com/wp-content/uploads/2016\\_Symposium-Flier.fortontario.jpg](http://visitoswegocounty.com/wp-content/uploads/2016_Symposium-Flier.fortontario.jpg).

The State Archives will have a significant presence at the 2016 Family History Conference in Syracuse, which will be held on September 15 – 17. Last year, this conference was attended by over 600 genealogists and local historians and there was significant activity at the State Archives' booth as well as at the sessions at which our staff made presentations. This year will likely be no different, and the Association of Public Historians of New York State will also be part of the conference, making it even bigger and better. You can learn more about the conference at: <http://www.nysfhc.org/index.html>

### **Preservation and Access:**

We have recently accessioned into the collections of the State Archives Final Estimate Books for the construction of the Barge Canal (the most current iteration of the Erie Canal). We worked closely with staff of the NYS Canal Corporation to bring these important documents to our state-of-the art facility for optimal preservation and access. Once these records have been fully processed and made a part of the collection, we will integrate them into an updated version of the finding aid to the extensive collection of Erie Canal records in the State Archives. Our most current version of the finding aid is located at: <http://www.archives.nysed.gov/publications/mighty-chain-guide-canal-records-new-york-state-archives>. We have also been working with the Syracuse based public television station, WCNY to help them develop a one hour documentary on the Erie Canal. The documentary will be completed later this year, just in time for the bicentennial celebration of the construction of the Canal. You can watch the trailer for the documentary at: <http://www.wcny.org/television/eriecanal/>.

### **Records Management:**

We are about to begin the process of reviewing the 2016-2017 Local Government Records Management Improvement Fund grant applications. These grants provide support to local governments statewide to improve the management of their records, including archival records. This year we received 139 applications for grants. The Local Government Records Advisory Council will be heavily involved in the review process.

### **Personnel:**

As I mentioned at the Board meeting in February, we are hiring a number of new staff. I am pleased to report that we will see a number of new faces at the State Archives.

Jasmine Bumpers joins us from the Albany County Hall of Records. Jasmine will be working as an archivist in our Archival Services program, developing finding aids, providing reference services and supporting the management of our holdings.

Clare Flemming will join us as an archivist working in the Documentary Heritage Program, providing guidance and support to archival repositories across the state.

Tamara Zavinski will join us as an Archives Conservation Specialist, carrying out conservation treatments to stabilize materials in our holdings and participating in stewardship efforts such as environmental control and disaster preparedness

Jesse Brown, who has worked with us for several years as a temporary employee, will join us as a full-time professional archivist working in the information services program, developing online systems to improve access, collections management and other services.

Dennis Riley joined us about six months ago. Dennis is a professional archivist who will be providing records management services to State agencies.

It is with mixed emotions that I report to you that our long-time colleague, mentor and friend, Kathleen Roe, has announced her plan to retire from the State Archives at the end of this month. Kathleen has been with the State Archives for nearly 37 years and has been an integral part of the development, expansion and success of almost every aspect of the programs of the State Archives. She will be greatly missed as a colleague and as a friend.

Finally, I'm pleased to report that the Board of Regents appointed me to the position of State Archivist on a permanent basis. I am grateful for the opportunity to work on a continuing basis with you and with an exceptional group of colleagues.

### **Conclusion**

A motion to adjourn the meeting was made by Dr. Hoehn, seconded by Ms. Hannon, and unanimously passed. Mr. Pagano adjourned the meeting at 4:04 p.m. and thanked all for their participation.

Respectfully submitted,

Jennifer Clunie Holmes  
March 30, 2016