



**Minutes of the Archives Partnership Trust Board Meeting
October 22, 2020
4:00 P.M. via Zoom/Telephone**

Board Members Present

Stephen Pagano, Chair; George R. Hearst III, Vice Chair; Barbara A. Brinkley, Treasurer; Bronwyn Hannon, Secretary; Patricia Fahy, Kimberly Gilmore, James Hoehn, Harold Holzer, Harold Iselin, Peter Millock, Desiree Potvin, Joyce Shenker, Gary Smith, Rosemary Vietor and Christine Ward

Staff Present

Thomas J. Ruller, Executive Officer; Janet Braga, Director; and Jennifer Clunie, Assistant Secretary and Assistant Director

Board Members Excused: Kevin Young

Call to Order

Mr. Hearst called the meeting to order at 4:01 pm, noting the presence of a quorum.

News and Updates

Mr. Hearst welcomed new Archives Partnership Trust Board Member Kevin Young, who is the director of the Schomburg Center for Research in Black Culture, recently named a National Historic Landmark. In addition, Mr. Young is poetry editor of the *New Yorker*, where he also hosts the poetry podcast. He is the author of thirteen books of poetry and prose. More information about Mr. Young can be found at <https://www.nysarchivestrust.org/about-us/board>

Mr. Hearst noted dates for 2021 meetings are: **March 11** (Zoom/telephone); **June 10** (Zoom/Albany - TBD) and an **October date yet to be determined**, with the hope returning to the Hearst Tower in New York City with Steward Reception to follow. He noted that the Empire State Archives & History Award event honoring author and historian Annette Gordon-Reed is scheduled for **May 18, 2021**.

Administrative Items

Resolution for Approval of the Minutes of the June 11, 2020, Board Meeting (Item 2.1)

The first item was a resolution to approve the minutes of the June 11, 2020, Board meeting. The motion to approve was made by Ms. Ward, seconded by Ms. Brinkley, and unanimously passed.

Resolved, that the minutes of the June 11, 2020, Board meeting are hereby approved.

Financial Reports (Item 2.3)

Noting the Trust is 50% through its fiscal year (April 1 – March 31), Mr. Ruller referred to previously distributed packet materials highlighting the income side included \$35,000 of expected revenue (sponsorships and program fees) from the Empire State Archives & History Award (ESAHA) fundraiser and public event. As that date has been moved, this amount will be carried over to the next fiscal year (FY21/22) - as will the event expense lines. Mr. Holzer noted that since Annette Gordon-Reed was informed of her impending award, she has been named University Professor at Harvard – a major honor.

The annual appropriation of \$300,000 from the state has been transferred, and payroll expenses continue track as projected. Overall, the Trust is on track for this point in the fiscal year, with revenue and expenditure levels as anticipated.

Mr. Ruller noted the pandemic has made people appreciate their family, their heritage, and the opportunity to discover new things – all of which are in alignment with the Trust’s mission. As we enter 2021 (and beyond), he hopes individuals will continue to enjoy the Online Speaker Series, Magazine, and access information and programs via the State Archives website.

Resolution to Approve Renewing the Minnesota Charitable Registration (Item 2.4)

The next item was a resolution to approve the Minnesota Charitable Organization registration form. The motion to approve the resolution was made by Mr. Hearst, seconded by Dr. Hoehn, and unanimously passed.

WHEREAS, sections 309.52 and 309.53 of the Minnesota Charitable Solicitations Act require charitable organizations that solicit in the state of Minnesota and that are not otherwise exempt to register as a soliciting charity;

WHEREAS, the Minnesota Charitable Organization Initial Registration & Annual Report Form requires a resolution by the Archives Partnership Trust (“Trust”) Board (“Board”) approving the contents of the document and authorizing the Trust’s officers (Executive Officer and Director) to execute the document;

WHEREAS, the Trust seeks to solicit financial contributions from individuals, corporations, law firms, and foundations in the state of Minnesota; and

WHEREAS, the Trust has completed the Minnesota Charitable Organization Initial Registration & Annual Report Form and presented it to the Board to approve the contents of the document;

RESOLVED, the Board approves the contents of the attached Minnesota Charitable Organization Initial Registration & Annual Report Form as presented at its October 22, 2020 meeting, and authorizes the Trust's officers (Executive Officer and Director) to submit the document to the Attorney General of Minnesota.

Annual Statement Regarding Conflict of Interest

Mr. Hearst drew attention to the Annual Statement Regarding Conflict of Interest distributed to all Board members. Ms. Braga requested they review and sign the document, then return it to her at their earliest convenience.

Board Committees

Audit Committee

Ms. Ward reported the Audit Committee (comprised of Ms. Hannon, Mr. Pagano, and herself) met on August 10, 2020, with UHY auditors Marilyn Pedergast (Partner) and Brian Kearns (Principal) to review the audit covering the fiscal year ending March 31, 2020. Procedures were the same as in past audits, focusing on financials with a review of internal controls all in accordance with government auditing standards and the generally accepted auditing standards. Auditors issued an "unmodified" (clean) opinion, finding no significant deficiencies or material weaknesses – the highest level possible.

Resolution for Acceptance of FY19/20 Audit (Item 3.1.b)

The Audit Committee recommended the Board accept the audit. The motion to approve the resolution was made by Ms. Brinkley, seconded by Dr. Hoehn, and unanimously passed.

Whereas, the New York State Archives Partnership Trust Board's Audit Committee, at its August 10, 2020, meeting, examined and discussed in detail the audited Financial Statements and Compliance Report of the New York State Archives Partnership Trust for the year ending March 31, 2020, and dated August 10, 2020; and

Whereas, the Audit Committee adopted by resolution a recommendation that the Trust Board accept these audit documents;

Resolved, That the audited Financial Statements and Compliance Report of the New York State Archives Partnership Trust for the year ending March 31, 2020, and dated August 10, 2020, is accepted by the Board.

Investment Committee Report

Ms. Brinkley reported that the Investment Committee (comprised of Mr. Iselin, Mr. Pagano, Ms. Shenker, Ms. Vietor and herself as Committee Chair, with the assistance of Trust staff Mr. Ruller, Ms. Braga, Mr. Garrison, and Mx. Maul) met on July 29, 2020. Minutes of that meeting, together with the Investment Portfolio Holdings, were circulated to all Board Members.

At the meeting, Mr. Paul Murray of Janney Montgomery Scott, the Trust's investment advisor, reported:

- The Investment Portfolio was valued on 6/30/2020 at \$4,680,167.
- Equity Mutual Funds/ETFs comprise about 56.6% of the portfolio, with the balance of approximately 43.4% in cash/bond funds/CDs.
- Total return of the portfolio for the quarter ended 6/30/2020 was +13.06%, and -0.92% YTD, reflecting rapidly recovering markets. Benchmarks were mixed, with the S&P 500 for stocks +19.95% for the quarter and -4.04% YTD; and Blended Benchmark -13.53% for the quarter and -2.07% YTD.

Mr. Murray noted, *“Coronavirus still dominates the headlines, but the markets have learned to deal with it and have been looking to brighter times ahead. After bottoming in late March, the markets have staged an impressive rally. We remain cautiously optimistic going forward and expect market volatility to continue, especially as we transition from virus to election headlines. The portfolio continues to meet our goals -provide sufficient earnings to meet annual cash withdrawal needs and opportunity for growth.”*

There were no action items for Investment Committee approval. The committee will next meet on October 28, 2020. Ms. Brinkley invited any Board Members with questions to submit them to Ms. Braga so that they may be included.

Program and Development Committee Report

Mr. Smith reported the Trust continues to move forward on the Annual Fund, with the Fall campaign underway. He noted all Board Members will be receiving a solicitation and emphasized the importance of 100% Board giving, as well as the need to hit this year’s Annual Fund goals. This year’s theme is “Honoring a History Champion” - an educator, historian and/or cultural organization. When making a gift to the Annual Fund, donors will have the opportunity to submit a name of someone who has been working hard to adapt to our “new normal” for recognition on the APT’s website.

Ms. Braga stated the Trust Steward Program is holding steady (26), with renewals coming in. Mr. Hoehn is helping with identification and cultivation of new partners/Stewards.

Mr. Smith reported that since April 2020, all APT programming has gone virtual due to COVID-19. The Trust secured webcams and purchased a Zoom account that accommodates meetings and webinars. The Magazine's first Online Speaker Series featured Harold Holzer and was “sold out.” Mr. Smith noted that, as usual, Harold gave a stellar performance and thanked him for his participation.

November 10th will be the 4th online event showcasing pre -1845 court records within the “Enemies of the State” collection involving loyalism during the Revolutionary War – Mr. Smith encouraged all Board Members who are interested to register. Online events are scheduled through April 2021; given the success of the series thus far, the Trust may continue hosting online programs even after returning to in-person events.

As mentioned earlier, the Empire State Archives & History Award event is set for May 18, 2021, honoring Annette Gordon Reed. Trust staff are currently looking into hosting the

event - hopefully in person - but also virtually. As it is the Trust's one event fundraiser of the year, the Trust is working to identify sponsors. The hope is by adding a virtual component it will open the event up to a broader audience.

In response to Ms. Fahy's question about turnout for online vs. in-person events, Ms. Braga stated thus far online events have been at 75%-100% capacity; audiences have been varied. She noted it will be interesting to see the response rate from the recordings, which are posted on the website as well as State Archives' YouTube channel.

Trust & Archives Updates

Ms. Braga shared her excitement about the impending launch for *Consider the Source Online: Teaching with Historical Records Project*. Beta testing is scheduled to start in November with over 100 schoolteachers across the state. The launch date is now scheduled for January 2021 – as the date gets closer, she will send out a link to all Board Members. In the meantime, visit docsteach.org for an example from the National Archives.

More good news: two grants have recently been awarded. One grant pertains to assessing archives space and environmental needs at the Cultural Education Center, and the second involves digitizing urban renewal records around the state and developing educational materials. Three other major grant applications are in the works, but only one is due to make a decision by the end of this fiscal year.

Finally, in addition to designing the *Consider the Source* website, the Trust will be focusing on updating its own website in bringing it up to new ADA (Americans with Disabilities Act) compliance standards.

Mr. Ruller reported on the significant jump in online/offsite services at the State Archives, including the increased number of:

- Webinars for state agencies, local governments and non-governmental repositories
- Website traffic
- Research requests – during the month of August, State Archives staff digitized 11,000 pages of documents in the Archives
- Finding Aids – significant improvements in the amount of detail, descriptions and level of granularity, which are now available on the website
- Videos now available on the Archives' YouTube channel of great things found in the Archives
- Accessioning backlog does not exist

Mr. Ruller provided a brief update on the conclusion of work done under the “Enemies of the State” grant, provided by the National Parks Service for conservation and digitization of several thousand extremely fragile records from the New York State Courts relating to people indicted—and convicted of—“loyalism” for collaborating with the British during the Revolutionary War. A capstone event will be held November 10th, as previously mentioned, to showcase this project. Then work will begin on the next court records preservation and access project.

The State Archives recently received a new set of records from former Attorney General Robert Abrams - 50 or 60 boxes of materials to add to the hundreds of boxes that were previously transferred to the Archives at the end of his tenure as AG.

Finally, Volume 8 of the Dutch Colonial Council Minutes (approximately 1200 pages long), translated by Charley Gehrig at the New Netherland Institute and published in book form last year, will be made available on the State Archives' website in *full-text searchable form* by the end of the year.

Conclusion

Mr. Hearst adjourned the meeting at 4:43 pm and thanked all for their participation.

Respectfully submitted,

Jennifer Clunie
November 12, 2020