



**Minutes of the Archives Partnership Trust Board Meeting
March 14, 2019 ~ 3:00 pm
Room 11G, Cultural Education Center, Albany NY**

Board Members Present

Stephen Pagano, Chair; Patricia Fahy, Peter Millock and Gary Smith

By telephone: Barbara A. Brinkley, Treasurer; Bronwyn Hannon, Secretary; Harold Iselin, Joyce Shenker, Rosemary Vietor and Christine Ward

Staff Present

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

Board Members Excused

George R. Hearst III, Vice Chair; Nedda Allbray; Tom Birdsey, Kimberly Gilmore, James Hoehn and Harold Holzer

Call to Order

Mr. Pagano called the meeting to order at 3:06 pm.

News and Updates

Mr. Pagano noted the remaining Board meetings scheduled for 2019 are:

Thursday, June 6 (Albany) at the Cultural Education Center, Albany (CEC 11G)

Thursday, October 31 (New York City). Mr. Hearst has generously offered to once again host the Fall Board Meeting at the Hearst Tower, as well as the Stewards Reception to immediately follow.

Mr. Ruller apologized for Janet Braga's absence from the meeting, as she was in transit to the National Council for History Education (NCHE)'s national conference. The Trust is poised to receive designation as a NCHE state chapter – more details forthcoming.

Administrative Items

Financial Reports (Item 2.2)

Financial reports were presented for the Board's information; no action was required. Mr. Ruller reported that revenue was tracking appropriately, with no significant/major issues. The Endowment drawdown (\$190,000) has not occurred yet but will soon. Once it has taken place, actual totals will be in line with planned budget. Expenditures are significantly less than budgeted for the past year, largely attributable to payroll, as the position vacated by Judith Van Allen has not been filled.

3:12pm: Ms. Fahy arrived, establishing a quorum.

Mr. Millock noted that professional fees were up, which Mr. Ruller noted was largely due to consultant fees for Paul Garrison, who has been assisting the Trust with bookkeeping as well as fees for developing and operating the Trust web site. In addition, fees have accrued related to conservation work the Archives has been engaged on (see item 2.3). Ms. Brinkley asked Mr. Ruller to confirm that the endowment drawdown (5% of average endowment over 20 quarters) and not changed, which he answered in the affirmative.

Resolution for Approval of the Minutes of the November 8, 2018, Board Meeting (Item 2.1)

A resolution to approve the minutes of the November 8, 2018, Board meeting was presented. The motion to approve the resolution was made by Mr. Smith, seconded by Mr. Millock, and unanimously passed.

Resolved, that the minutes of the November 8, 2018, Board meeting are hereby approved.

Resolution to Approve Contract with Conservation Center for Art and Historic Artifacts for Preservation of Documents Related to Save America's Treasures Grant (Item 2.3)

The next item was a resolution to approve the contract for the "Save America's Treasures" preservation project. Mr. Ruller reflected one of the fundamental objectives of the Trust is to support the preservation of records in the State Archives created prior to 1973 via fundraising, grants, and public-private partnerships to ameliorate some of the financial challenges associated with conserving 325 years of New York State history. The State Archives and Trust were jointly awarded a grant from the National Parks Service, through the Save America's Treasures Program, to conserve approximately 1,000 pages of eighteenth-century court records regarding the prosecution of Loyalists (considered traitors to the U.S.) during the Revolutionary War era. The successful bidder on the project is the Conservation Center for Art and Historic Artifacts (CCHA), based in Philadelphia, PA. As the Board has a procurement policy for both a bidding process as well as contracts over a certain dollar value be approved by the Board, the request for approval is being brought forward. The motion to approve the resolution was made by Ms. Ward, seconded by Ms. Fahy, and unanimously passed.

WHEREAS, The New York State Archives Partnership Trust was selected by The National Park Service, in partnership with the Institute of Museum and Library Services, the National Endowment for the Humanities, and the National Endowment for the Arts for a national "Save America's Treasures" grant; and

Whereas, the grant is designated to help preserve an endangered collection of important documents regarding The Revolutionary War and New York Loyalists in need of conservation housed in the State Archives, titled "Enemies of the State: The Patriot Loyalist Struggle in Revolutionary New York;" and

Whereas, the Conservation Center for Art and Historic Artifacts (CCAHA) has agreed to implement the project plan for conservation treatment of the aforementioned "Enemies of the State" collection, encompassing collection-level documentation, photographic documentation, development of treatment plans, conservation treatment, rehousing, digital imaging, and safe and secure care of the documents while they are at the CCAHA laboratory facility;

Resolved, That the contract with CCAHA for paper conservation services be executed at a cost not to exceed \$182,665 for the scope of the project, following the proposed timetable outlined in the contract from February 2018-September 2020.

Ms. Fahy offered kudos for the work done thus far as well as suggestions for ways to share conservation work with the public as the project moves further along, including statewide press releases and future issues of *New York Archives* magazine [see March 10th article in *New York Times*: <https://www.nytimes.com/interactive/2019/03/10/arts/museum-art-quiz.html>]. Mr. Pagano noted digitization of documents on the State Archives' website has been a great "democratizer" for researchers, no matter their physical location.

Resolution for Approval to Renew the New York Archives Editor Contract (Item 2.4)

The next item was a resolution to approve the renewal of the contract for the *New York Archives* magazine editor. The motion to approve the resolution to renew the contract was made by Ms. Fahy, seconded by Ms. Brinkley, and unanimously passed.

Whereas, the New York State Archives Partnership Trust Board's contract with Josie Madison, dated May 1, 2018, 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, 2019 to April 30, 2020. All other terms of the contract shall remain in effect.

Resolution for Approval of Contract with 2K Design for Graphic Design (Item 2.5)

The next item was a resolution to approve a contract with 2K Design for freelance graphic design services. The motion to approve the resolution was made by Mr. Millock, seconded by Ms. Fahy, and unanimously passed.

Whereas: The New York State Archives Partnership Trust's Procurement Policy, as amended June 12, 2007, provides that procurement of services from small business concerns or certified minority and women-owned business enterprises, in an amount not to exceed \$200,000, may be made without a formal competitive process; and

Whereas: 2K Design is a small business that is a certified women-owned business enterprise listed in the New York State Empire State Development's Directory of Certified Minority- and Women-Owned Business Enterprises; and

Whereas: 2K Design's graphic design work has given the Trust and its events and projects a unique look, resulting in *New York Archives* magazine, subscription program marketing pieces, and one informational brochure garnering over 13 regional, state, and national awards;

Resolved: That 2K Design be retained to provide freelance graphic design services, including but not limited to design *New York Archives* magazine issues, fundraising, subscription program collateral, and invitations, at a cost not to exceed \$38,000 under a one-year contract for the period April 1, 2019 to March 31, 2020, with renewal possible for up to four one-year periods, in substantially the form presented to the Board at its March 14, 2019 meeting. Renewal of the contract in any year will be subject to Board approval.

Resolution for Approval of the Fiscal Year 2019-20 Budget (Items 3.1.a and 3.1.b)

The next item was a resolution to approve the FY2019-20 Budget. The motion to approve the budget as presented was made by Mr. Smith, seconded by Mr. Millock, and unanimously passed.

Resolved, That the Budget for Fiscal Year 2019-20, as presented and discussed at the March 14, 2019, Board Meeting, are hereby approved.

Mr. Ruller stated the most significant change from the year prior is reflected in the increase of the Income: Grants/Gifts column (Item 3.1b), due to the Save America's Treasures grant from the National Parks Service. In addition, the Trust is applying to the Robert David Lion Gardner Foundation for a matching grant of \$100,000. Two years ago, the Trust deferred some Endowment drawdown, with the Investment Committee maintaining funds, rolling them into CDs and other assets. In order to support the match to the Gardiner Foundation, the Trust is proposing using \$60,000 of that deferred drawdown to support the grant proposal and project. Shifting to the Expenses column, Mr. Ruller noted a large increase in Professional Fees due to the conservation work mentioned earlier, as well as the work to develop the educational website supported by the Gardiner Foundation and other donations.

Board members – Ms. Fahy and Ms. Hannon in particular – endorsed the State Archives' relationship with the State University of New York (SUNY) to fund paid internship positions. All responded positively to Mr. Ruller's announcement that the State Archives has been increasing the number of paid student intern

positions and advertising such opportunities with various programs at the 25 participating SUNY colleges and universities.

Board Committees

Audit Committee

Ms. Ward reported the Audit Committee (composed of Stephen Pagano, Bronwyn Hannon, and herself) reviewed UHY's proposal for auditing services for FY18-19, with the pricing structure remaining the same as the year prior. The committee voted to accept their proposal and engage UHY for FY18-19, commencing this summer. Mr. Ruller stated UHY has served the Trust for the past 10 years; in order to ameliorate any potential bias, the Trust has requested UHY change its lead auditor every 2-3 years. Ms. Marilyn Pendergast, UHY's current engagement partner, will be serving in this capacity for her second year.

Investment Committee

Ms. Brinkley, Committee Chair, reported fellow Investment Committee members are Mr. Iselin, Mr. Pagano, Ms. Shenker and Ms. Vietor. Paul Murray, CFP represents Janney, Montgomery Scott LLC, the Trust's Investment Advisor. Committee is assisted by Mr. Ruller and Ms. Braga. Paul Garrison, Fiscal Consultant, and Jess Maul, Assistant Director, assist the Investment Committee with accounting oversight, and organizational support.

The Investment Committee met on January 16, 2019; minutes of this meeting, together with monthly Investment Portfolio Holdings, have been circulated to all Board Members. Mr. Murray reported:

- The Investment Portfolio was valued on 12/31/2018 at \$4,344,181.
- Equity Mutual Funds/ETFs comprise about 55.9% of the portfolio, with the balance of approximately 44.1% in cash/bond funds/CDs.
- Total return of the portfolio for the quarter ended 12/31/2018 was -8.4%: a disappointment, but better than benchmarks S&P 500 for stocks (-13.97%) and blended benchmark (-9.19%). The Quarter's return dragged down performance for the year, which was -3.38%, compared with -6.24% for the S&P 500, and -3.60% for our blended index return.
- Mr. Murray suggested the Trust stay in a holding pattern following the rebalancing of the prior quarter. (After selling, the Vanguard GNMA Fund, reflecting its poor performance and a negative outlook for bond mutual funds. The proceeds would be added to a pending maturity and excess cash and redeployed into 2 year, 3 year and 4 year CDs within our laddered CD portfolio).

Ms. Brinkley affirmed the reported decline in value was less than broad averages and less than blended benchmarks, which can be considered pretty well based on context.

The next Investment Committee meeting is scheduled for May 1, 2019.

Nominating Committee

Ms. Hannon reported that the Nominating Committee presented the following slate of candidates for the Board's consideration for one-year terms: George R. Hearst III for Vice Chair; Barbara A. Brinkley for Treasurer; and Bronwyn Hannon for Secretary. NOTE: after the meeting, a print ballot was distributed to those in the room and will be electronically distributed to those not present. Board members are asked to submit the ballot on or before May 24, 2019. The result of the vote will be announced at the June Board meeting.

Program and Development Committee

Mr. Smith requested those in attendance to note the following dates, as these events present an excellent opportunity for Board members to bring friends and individuals who might be interested in the Stewards Program:

- Albany Stewards Reception: **May 8, 5:30pm** – “Rockefeller’s Gift to New York,” with remarks by Fabienne Powell, Chief Curator for OGS
- Steward Recruitment Luncheon: **June 5, 12:00pm**
- NYC Stewards Reception: **October 31** (Hearst Tower)

Mr. Smith reminded everyone the fiscal year ends **March 31st**. As of March 14th, only two Board members have yet to send their contributions in to the Annual Fund to reach 100% Board participation and are strongly encouraged to do so before the end of March. In order to fund *Consider the Source Online: Teaching with Historical Records Project*, the Trust must raise \$280,000. To date, \$70,000 has been raised through philanthropy; assuming the Gardiner Foundation grant is awarded, an additional \$50,000 will need to be raised over the next 12-18 months.

Mr. Ruller reported the Steward Program was up to 26 members. A brief brainstorming session on recruitment methods for potential new Stewards and Board members commenced, with a focus on expanding current demographics across the state, involving colleagues in academia as well as partners in the history and cultural heritage institutions in recruitment and introductions.

Trust Updates

- Mr. Ruller referenced the Save America’s Treasures grant discussed earlier (Item 2.3): with the Board’s approval, the court records will now be sent to CCAHA for preservation and digitization - an 18-month process.
- The *Consider the Source Online: Teaching with Historical Documents Project*, a major new initiative for the Trust to expand its educational offerings, is taking off. Over 150 teachers and librarians are expected to attend a training the Trust is presenting in Long Island later this month on primary resource materials.
- As mentioned earlier, Ms. Braga is on her way to meet with National Council for History Education (NCHE) to help form a New York State Chapter.
- **May 8:** Albany Stewards Reception has a special Archives connection: all records from the acquisition of the Empire State Plaza Art Collection are housed at the State Archives (including correspondence with featured artists) in partnership with the Office of General Services. Board members are encouraged to attend and bring a friend.
- **April 25:** “Ben Franklin’s World” with podcast Liz Covart at the Cultural Education Center
- **June 8:** *The Woman’s Hour* w. Elaine Weiss. Co-sponsoring with League of Women Voters of NYS (Hilton Hotel, Albany)
- **April 24:** special event in Buffalo, co-sponsored with the New York Genealogical & Biographical Society and Buffalo History Museum
- **May 4th:** Otsego Association of Public Historians presentation on using primary source materials and work with teachers.

A calendar of events scheduled for the upcoming fiscal year (beginning April 1, 2019) was distributed at the meeting and sent electronically to Board members in their packets. Separate emails regarding special events will also be sent to Board members.

Conclusion

Mr. Pagano adjourned the meeting at 4:16pm and thanked all for their participation.

Respectfully submitted,



Jennifer Clunie
March 27, 2019