



Minutes of the Archives Partnership Trust Board Meeting
4:15 pm, October 31, 2019
The Hearst Tower, 300 West 57th Street, New York, NY

Board Members Present

Stephen Pagano, Chair; Bronwyn Hannon, Secretary; Patricia Fahy, Peter Millock, Joyce Shenker, Gary Smith, and Christine Ward

By telephone:

Barbara A. Brinkley, Treasurer; Tom Birdsey; Kimberly Gilmore, James Hoehn and Harold Iselin

Staff and Others Present

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

Board Members Excused

George R. Hearst III, Vice Chair; Harold Holzer and Rosemary Vietor

Call to Order:

Mr. Pagano called the meeting to order at 4:17 pm, noting the presence of a quorum.

News and Updates

Mr. Pagano thanked Mr. Hearst for hosting the evening's Steward Reception and providing space for the Board meeting. Mr. Pagano noted three upcoming Trust events in November:

- **November 7** – "Who Tells Your (Family's) Story?" - Syracuse
- **November 13** – "Bringing it Back Home" - Albany
- **November 21-23** - Researching New York Conference at SUNY Albany

Proposed Board meeting dates for 2020:

- Tuesday, March 10 (Albany)
- Thursday, June 11 (Albany)
- October date TBD (NYC)

Administrative Items

Resolution for Approval of the Minutes of the June 6, 2019, Board Meeting (Item 2.1)

The first item was a resolution to approve the minutes of the June 6, 2019, Board meeting. The motion to approve was made by Ms. Ward, seconded by Mr. Millock, and unanimously passed.

Resolved, that the minutes of the June 6, 2019, Board meeting are hereby approved.

Resolution for Approval of the Minutes of the March 14, 2019, Board Meeting (Item 2.2)

The second item was a resolution to approve the minutes of the March 14, 2019, Board meeting. The motion to approve was made by Mr. Millock, seconded by Ms. Ward, and unanimously passed.

Resolved, that the minutes of the March 14, 2019, Board meeting are hereby approved.

Financial Reports (Item 2.3)

Noting the Trust is halfway through its fiscal year (April 1 – March 31), Mr. Ruller stated the revenue and expenditure levels are on track, with no significant anomalies except for sponsorship—typically driven by the Empire State Archives & History Award (ESAHA) event. ESAHA will occur after the close of this fiscal year, and thus be reflected in both the sponsorship and expense lines.

He informed attendees that the endowment drawdown has not occurred yet, which represents ~\$240,000 to the bottom line. Annual Fund contributions and magazine subscriptions both continue to track well, placing the Trust in a good position to meet its projected revenue for this fiscal year. Mr. Ruller noted expenses are tracking significantly lower thus far, largely due to payments for grant projects factored into the revenue side (e.g., Save America's Treasures grant of \$125,000 and the Gardiner Foundation) which have yet to show up on the expenditures side.

Adopted Resolution: Approved Contract with 2K Design (Item 2.4)

Ms. Braga reviewed the adopted resolution, previously voted on October 7, 2019.

ADOPTED RESOLUTION FOR OCTOBER 7, 2019 TRUST BOARD EMAIL VOTE

Approved Contract with 2K Design for: *Consider the Source Online: Teaching with Historical Records Project*

Resolved: That 2K Design be retained to design, develop and host a website for its *Consider the Source Online: Teaching with Historical Records Project*, at a cost not to exceed \$185,000 under a one-year contract in substantially the form presented to the Board via an October 7, 2019 email.

Ms. Braga stated the new *Consider the Source Online* website will transform the Trust's education programming. By the terms of the grant received from the Gardiner Foundation, the goal is to go live with the website by June 2020, requiring quick movement to secure a web designer and begin work on the project. The Trust has already met with 2K Design and Web Instinct twice and is pleased with the progress made to date.

Resolution to Approve Renewing the Minnesota Charitable Registration (Item 2.5)

The next item was a resolution to approve the Minnesota Charitable Organization registration form. The motion to approve the resolution was made by Ms. Fahy, seconded by Mr. Smith, 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 31, 2019 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. Pagano drew attention to the Annual Statement Regarding Conflict of Interest distributed to all Board members. He requested they review and sign the document, then return it to Ms. Braga at their earliest convenience.

Board Committees

Audit Committee

Ms. Ward reported the Audit Committee (comprised of Ms. Hannon, Mr. Pagano, and herself) met on October 4, 2019, with UHY auditors Marilyn Pedergast (Partner), Brian Kearns (Principal) and Kathleen Isgro to review the audit covering the fiscal year ending March 31, 2019. 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. When asked by Mr. Millock when the audit will go out to bid again, Ms. Braga noted the Trust is in year two of a five-year contract with UHY.

Resolution for Acceptance of FY18/19 Audit (Item 3.1.b)

The Audit Committee recommended the Board accept the audit. The motion was made by Ms. Ward on behalf of the audit committee and unanimously passed.

Whereas, the New York State Archives Partnership Trust Board's Audit Committee, at its October 4, 2019, 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, 2019, and dated October 4, 2019; 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, 2019, and dated October 4, 2019, 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, with the assistance of Trust staff Mr. Ruller, Ms. Braga, Mr. Garrison, Mx. Maul) met on October 28, 2019. Minutes of that meeting, together with the Investment Portfolio Holdings, will be distributed 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 9/30/2019 at \$4,672,736.
- Equity Mutual Funds/ETFs comprise about 65% of the portfolio, with the balance of approximately 35% in cash/bond funds/CDs.
- Total return of the portfolio for the quarter ending 9/30/2019 was 0.22%, (essentially flat), reflecting choppy, volatile markets. Benchmarks also edged up slightly, with the S&P 500 for stocks 1.19% and blended benchmark 1.02%.
- The Portfolio Value as of 10/25/2019 was \$4,731,226. The year-to date total return is 12.5%.

Mr. Murray stated that uncertainty around trade with China, overseas growth, risk of another spike in oil prices prompted by tensions with Iran, and the Brexit saga continue to loom over financial markets. It has prompted more than half of the world's central banks, including our Federal Reserve, to lower interest rates this year, and for governments from China to France to embark on fiscal stimulus to accompany the loose monetary setting. Janney expects maintaining a risk-friendly portfolio should continue to prove rewarding. Mr. Murray suggested the Trust "stay the course" and review again at its next meeting.

The Investment Committee will next meet on January 21, 2020.

Program and Development Committee Report

Mr. Smith reported the Fall Appeal (distributed to all Board Members) was mailed out the week of October 21st; donations have already begun to come in. Trying something new and innovative this year, the Trust showcased its Top 5 Funding Priorities for FY19-20 with video interviews.

Two videos made available on <https://www.nysarchivestrust.org/appeal19> were shown:

1. Interview with the founder of the Student Research Award Program, Regent Emerita Laura Chodos:
<https://www.youtube.com/watch?v=gvOuq2Dxw7k&feature=youtu.be>
2. Short feature on Larry J. Hackman Research Resident Program with Australian scholar Nicholas Croggan: <https://www.youtube.com/watch?v=-z3NbzYa9hY&feature=youtu.be>

Mr. Smith thanked Mr. Hearst once again for hosting the Stewards Reception with author Russell Shorto at the Hearst Tower, remarking that Ms. Charmaine Ushkow and Ms. Susan Wright would both be in attendance to represent the Hearst Media Group. He also noted amongst the large number of registrants that evening would be the 2019 State Archives Student Research Award Winner (Grades 6-8) and her parents – Board members were encouraged to introduce themselves and offer congratulations.

Mr. Smith observed such programs, lectures and events are all opportunities to introduce individuals to the Trust and have proven to be successful recruitment and cultivation efforts for new/existing lead supporters. Mr. Smith requested Board members to let himself or Ms. Braga know if they have contacts in mind who may be interested in a visit the State Archives and/or a future Trust event for follow-up.

Reflecting on the number of successful programs the State Archives and Trust have organized across the state in 2019, Mr. Smith called attention to two upcoming programs in Syracuse and Albany mentioned earlier.

Tentative 2020 Events scheduled thus far:

- February 3: The 50 Group Dinner & Program (Albany)
- March 10: joint reception with League of Women Voters of NYS (Albany)
- April 14: *New York Archives* Magazine Speakers Series program - Greece Historical Society (Rochester)
- May 19: Albany Stewards Reception / day program for students (LWVNYS - Students Inside Albany)
- ESAHA: DATE TBD

In closing, Mr. Smith congratulated the State Archives and the Trust for a well-executed Student Research Awards program held at the New York State Military Museum in Saratoga Springs on October 10. A new initiative to separate the Student Research and Educator of the Year Awards out from the annual State Archives Awards luncheon was made so the focus would be on the students; it also provided a good opportunity to introduce the newly formed New York Council for History Education (NYCHE) chapter and connect regional liaisons.

Trust & Archives Updates

Ms. Braga reported the Trust has enjoyed a successful partnership with the New York Genealogical and Biographical Society this year in advance of their upcoming research guide to the State Archives, co-sponsoring popular events in Albany, New York City, Buffalo,

and Syracuse - ending back at the State Archives in Albany November 13. Mr. Smith complimented Ms. Braga on forging partnerships with local and regional organizations across the state, observing that this was a key objective the Trust had set forth two or three years prior.

As previously mentioned, the Archives Partnership Trust is now host to the newly formed New York Council for History Education (NYCHE). The National Council for History Education is a powerful force in the education world and developing teaching standards for history. Assistant Director Jess Maul has built a strong network throughout the state based on region. Board Members were encouraged to connect with Sari Rosenberg, Lead Liaison for the New York City region, who would be attending the Stewards Reception that evening.

NYCHE is under the *Consider the Source Online* project umbrella, which also has a lead advisor for each region to work in tandem with liaisons to assess what each region's unique professional development needs are. Response to date has been extremely positive; two trainings in Long Island have already been held with record attendance.

Mr. Ruller provided a brief update on "Enemies of the State." A grant of \$125,000 was 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. Mr. Ruller noted the significance of this project: a set of court records which have *never been used before* to understand loyalism and the relationships among people in New York during and immediately following the Revolutionary War will be made available to researchers. New York was a divided state; a significant portion of the war happened within its boundaries, with New York City serving as the last stronghold of the British before returning to England.

The State Archives has delivered the documents to the Conservation Center for Arts and Historic Artifacts for preservation; the completion of the project is expected by Fall 2020. The larger collection of records transferred from the courts also includes Chancellery records from undocumented and under-documented communities, such as enslaved people and early marriage and divorce records in New York State, which represent a wealth of untapped material for potential conservation and digitization projects in the future.

Conclusion

Mr. Pagano adjourned the meeting at 5:05 pm and thanked all for their participation.

Respectfully submitted,

Jennifer Clunie

Jennifer Clunie
November 20, 2019