



**Minutes of the Archives Partnership Trust Board Meeting
March 7, 2024 ~ 3:00 pm
via Zoom/Telephone**

Board Members Present

Stephen Pagano, Chair; Treasurer; Daniel J. Cunningham; Patricia Dohrenwend; Patricia Fahy; Kristi Fragnoli; Harold Holzer, Harold Iselin, Peter Millock, Catherine Stollar Peters; Thomas J. Ruller; Gary Smith; and Christine Ward

Staff and Ex-Officio Members Present

Janet Braga, Director; and Leah Duell, Outreach Coordinator

Board Members Excused

Kimberly Gilmore, George R. Hearst III, Vice Chair; Desiree Potvin, Secretary

Call to Order

Mr. Pagano called the meeting to order at 3:03 pm, noting the presence of a quorum.

News and Updates

Mr. Pagano began the meeting stating the Board will go into Executive Session at approximately 3:45 pm after committee reports.

Mr. Pagano stated Barbara A. Brinkley has formally resigned as a member of the Board of Directors. Her dedication, guidance, and expertise as Trust Treasurer and Chair of the Investment Committee will be missed. Ms. Brinkley will remain a valued friend and supporter of the Trust.

Resolution to acknowledge and thank former Board Member Barbara A. Brinkley for her incredible service and dedication.

Mr. Pagano proposed a resolution to formally acknowledge Barbara A. Brinkley for her over 15 years of service and dedication as a supporter and Board Member of the Trust.

The motion to approve was made by Mr. Ruller, seconded by Ms. Dohrenwend, and unanimously approved.

Whereas, Barbara A. Brinkley was appointed as Trustee to the New York State Archives Partnership Trust by the New York State Board of Regents beginning December 9, 2005; and

Whereas, she is a descendent of New York State's first Governor George Clinton and initiated and organized a number of projects and activities including a coalition of local organizations in the Kingston, New York region to create *Governor's Observance Day* honoring Governor Clinton and to rename the Kingston-Rhinecliff Bridge in his honor, organized successful partnerships to produce the Celebration of the 225th Anniversary of the New York State Constitution of 1777 in Kingston; and

Whereas, her tireless efforts to pursue volunteer projects and activities in support of New York State's rich history which included work on the Advisory Committee to the Lake Champlain Heritage Area Partnership; as Trustee Emeritus, The Historical Society of the Courts of the State of New York; as Trustee Emeritus, St. Mark's Historic Landmark Fund (NYC); as Directress General, Society of Daughters of Holland Dames; Regent, New York City Chapter, National Society, Daughters of the American Revolution; Board Member, Daughters of the Cincinnati; Board Member, Brooklyn Heritage, Inc; and was Volunteer of the Year, 2004, by the Conference of Historical & Patriotic Societies; and

Whereas, in her role as a Treasurer, Executive Committee Member, and Chair of the Investment Committee of the Trust's Board of Directors, she worked with the staff and fellow Board members to further the growth and stability of the Trust's endowment and, additionally, provided overall guidance and oversight for the Trust's work to raise private funds to expand and enhance the preservation, access, and education programs of the State Archives; and

Whereas, her stewardship of the Trust advising on key initiatives involving the Trust's core mission of access, awareness, education, and preservation; her leadership, commitment and collegiality toward all of her colleagues, staff and peers have helped to make the New York State Archives and the Archives Partnership Trust among the most admired and respected archives in the nation; now

BE IT RESOLVED, that it is appropriate on the occasion upon her retirement from the New York State Archives Partnership Trust Board, that this Board pause in its deliberations to recognize Barbara A. Brinkley for her years of extraordinary service to the Archives Partnership Trust, the State Archives and the People of the State of New York; and

BE IT FURTHER RESOLVED that Barbara A. Brinkley be recognized for her commitment to New York's documentary heritage through her continued service as a valued supporter and advocate of the New York State Archives Partnership Trust and the New York State Archives.

Mr. Pagano reported the NYS Assembly speaker's office notified the Trust that Joyce Shenker's term as a member of the Board of Directors has concluded. Mr. Pagano stated her time, support, and participation on the Trust's Investment Committee was greatly appreciated. She will remain a valued friend and supporter of the Trust.

Resolution to acknowledge and thank former Board Member Joyce Shenker for her commitment and support of the Trust.

Mr. Pagano proposed a resolution to formally acknowledge Joyce Shenker for her support and participation as a Board Member of the Trust.

The motion to approve was made by Mr. Ruller, seconded by Ms. Dohrenwend and unanimously approved.

Whereas, Joyce Shenker was appointed as Trustee to the New York State Archives Partnership Trust by the New York State Assembly Speaker beginning December 5, 2014; and

Whereas, she retired after a career in education and marketing making significant contributions and strategic partnerships with higher education, government, foundations and cultural and historical institutions such as The New York State Center for the Performing Arts, The Egg, and as a volunteer Explainer at the Children's Garden of the New York Botanical Gardens and as a Docent at the Museum at the Eldridge Street Synagogue; and

Whereas, her dedication to preserving the history of New York State and her commitment to teaching that history to its citizens has been laudable; and

Whereas, in her role as Trustee of the Trust, she has worked with the staff and fellow Board Members to further the growth and stability of the Trust and, additionally, provided overall guidance and oversight for the Trust's work to raise private funds to expand and enhance the preservation, access and education programs of the State Archives; and

Whereas, her stewardship of the Trust's endowment as a member of the Investment Committee, advising on key initiatives involving the Trust's core mission of access, awareness, education, and preservation; her leadership, commitment and collegiality toward all of her colleagues, staff and peers have helped to make the New York State Archives and the Archives Partnership Trust among the most admired and respected archives in the nation; now

BE IT RESOLVED, that it is appropriate on the occasion upon her retirement from the New York State Archives Partnership Trust Board, that this Board pause in its deliberations to recognize Joyce Shenker for her years of extraordinary service to the Archives Partnership Trust, the State Archives, and the People of the State of New York; and

BE IT FURTHER RESOLVED that Joyce Shenker be recognized for her commitment to New York's documentary heritage through her continued service as a valued supporter and advocate of the New York State Archives Partnership Trust and the New York State Archives.

Board Position Update

Mr. Pagano welcomed new Board Member Angel Hernandez. Angel was appointed by the NYS Assembly Speaker. He is President of the Huntington Free Library and Reading Room, Bronx Borough Historian, and Director of Government Relations with the New York Botanical Garden.

Mr. Pagano noted the remaining Board meetings scheduled for 2024 are:

- **Thursday, June 6** (Zoom/telephone)
- **October - date TBD** (Hearst Tower, New York City). This meeting will be immediately followed by the Stewards Reception, hosted by Mr. Hearst, whose team is working to secure a reception speaker.

Administrative Items

Resolution for Approval of Minutes of the October 26, 2023, Board Meeting (Items 2.1-2.2)

Mr. Pagano proposed a resolution to approve the minutes of the October 26, 2023, Board meeting. The motion to approve was made by Mr. Ruller, seconded by Mr. Millock, and unanimously passed.

Resolved, that the minutes of the October 26, 2024 board meeting are hereby approved.

Financial Reports (Item 2.2)

Ms. Braga was pleased to report that the Trust is on track to meet, if not exceed, its FY2023-2024 budget goal by the end of the fiscal year (March 31). She stated the Annual Fund will exceed its goal and expects a \$20,000 shortfall in grants due to timing of activities and

submission of expenses for a joint SUNY/APT grant. She noted the Trust's Steward Program is anticipated to exceed \$200,000 in 2024. Ms. Braga reported that with approval from the R.D.L Gardener Foundation, the Trust will not publish a second volume of *Best of New York Archives Magazine* but instead expand the scope of our *New York Archives Jr!* initiative. Ms. Braga reiterated the Trust is in good shape to end the year. Mr. Pagano asked about the significant decrease in salary expenses. Ms. Braga responded the difference is due to the vacant Trust Manager position which she hopes will be filled within the next few months.

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

A resolution to approve the renewal of the contract for the *New York Archives* magazine editor was presented. The motion to approve the resolution to renew was made by Mr. Holzer, seconded by Mr. Ruller, 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, 2024, to April 30, 2025. All other terms of the contract shall remain in effect.

Resolution for Approval to Renew Contract with 2K Design for Graphic Design (Item 2.4)

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

Whereas, The New York State Archives Partnership Trust's contract with 2k Design, dated March 14, 2019, for freelance graphic design services, including but not limited to designing *New York Archives* magazine issues, membership and corporate partners program collateral, annual appeal and other campaign fundraising pieces, event invitations, advertisements, posters, and business print communications pieces, provided that the Trust may, with Trust Board approval, renew the contract for up to four additional one-year terms;

Resolved, That the contract with 2k Design, for freelance graphic design services, including but not limited to designing *New York Archives* magazine issues, membership and corporate partners program collateral, annual appeal and other campaign fundraising pieces, event invitations, advertisements, posters, and business print communications pieces, be renewed at a cost not to exceed \$38,000 for one year for the period April 1, 2024 to March 31, 2025. All other terms of the contract shall remain in effect.

Budget

FY2024-2025 Budget Review (Item 3.1a)

Ms. Braga reviewed the proposed FY24-25 budget is just shy of \$1 million. The budget is based on expectations that the Trust will have an ESAHA event in 2024. The committee is currently working on a honoree. Notable changes in expenses include increased costs for catering, FreeWill services, and an increase in travel for educational workshops and participation in the State Fair. A decrease in Professional Fees is due to the completion of the IMLS grant. Ms. Fragnoli mentioned the importance of outreach and noted she was just at the New York State

Council for Social Studies conference and was impressed with the amount of traffic at the Trust's exhibit table.

Resolution for Approval of FY2024-2025 Archives Partnership Trust Budget (Item 3.1b)

Mr. Pagano proposed a resolution to accept the FY2024-2025 budget as presented. Mr. Ruller made a motion to approve, Kristi Fragnoli seconded, and motion unanimously passed.

Be it Resolved, that the Trust budget for Fiscal Year 2024-25, as presented and discussed at the March 7, 2024, Board Meeting, is hereby approved.

Committees

(Audit)

Christine Ward stated there is nothing new to report from the Audit Committee

(Executive)

Steven Pagano stated there is nothing new to report from the Executive Committee

(Investment)

The Investment Committee last met on January 23, 2023. Minutes of that meeting, together with monthly Investment Portfolio Holdings, were circulated to all Board Members. The minutes are available on the APT website. At the January 24, 2024, meeting, Mr. Millock reported the following: The endowment manager Mr. Paul Murray from Janney Montgomery Scott reported a strong market rally that started last fall continued through to year end. At year end the endowment was at a high of \$5,384,262 with no deposits/withdrawals in Q4. The market gain for the quarter was +\$452,961 (+9.04%). The portfolio returns for the calendar year 2023 was +16.29% and the 5-year annualized return ending 12/31/2023 was +8.57%. The portfolio is well diversified and balanced with approximately 30% in cash/laddered CDs and 70% in equities. The approved budgeted drawdown for this fiscal year was made in January in the amount of \$228,000 which is below the 5% threshold. A motion was approved to use funds from recently matured CDs and proceeds from recent mutual fund gains of \$108,000 to reinvest into CDs extending the portfolio's CD ladder to 2028-2029.

The next Investment Committee meeting is scheduled for April 24, 2024.

Nominating Committee

Ms. Dohrenwend reported the Nominating Committee (comprised of herself, Ms. Ward, and Mr. Smith, and assisted by Ms. Braga) presented the following slate of candidates for the Board's consideration. Two-year terms Stephen Pagano, Chair; George R. Hearst III for Vice Chair; Peter Millock for Treasurer; and Desiree Potvin for Secretary. Board members are asked to submit the ballot they received in an email with this meeting's materials on or before June 1, 2024. The result of the vote will be announced at the June Board meeting.

Program and Development Committee

Mr. Smith asked Board Members to remember the importance of 100% board giving for both meeting the Annual Fund goal and show of commitment and support to granting organizations

and other lead donors at Steward and above level. The Trust has only 2 Board Members outstanding – he will be in touch to help before the fiscal year ends March 31. Mrs. Braga reiterated Mr. Smith’s talking points. Mr. Smith stated we broke records with ESAHA last year and netted \$30,000 for Trust programs. Mr. Smith thanked everyone for their great efforts and noted that the State Fair should be a great event for us.

New York State Archives Partnership Trust and New York State Archives Updates

Ms. Braga updated and acknowledged her team mailed over 10,000 copies of *New York Archives JR!* publication to educators throughout New York. Another 100 requests have come in only recently. Also of note, the Trust along with the Office of Cultural Education is hosting the New York State History Conference this June. Ms. Braga will keep the Board informed as dates for events are established.

Ms. Gray reported that in March 2024 the State Archives joined with the State Museum and State Library in an exhibit and events for Black History Month focused on *The Moral Arc Toward Freedom: Lincoln, King, and the Emancipation Proclamation*. Grant applications are being received for the Local Government Records Management Improvement Fund (LGRMIF) Program, which awards approximately \$6 million in grants to local governments beginning in July. Registration so far indicates a return to pre-COVID levels of participation in the program. She stated Archives staff recently completed a major indexing project to create a name index for the State Athletic Commission meeting minutes (series A1372). The index covers six decades of meetings, and identifies boxers, coaches and officials who applied for licenses relating to boxing matches – a total of over 246,000 people from the 1920s to the 1970s. Several staff recently attended a two-day virtual conference organized by the American Association for State and Local History on *Doing History in Polarized Times*. She noted staff are attempting to stay up to date with changes in public opinion and attitude so we can continue to serve researchers through a well-trained and informed staff.

Mr. Pagano asked Trust staff to leave the meeting and an Executive Session began at 3:40 p.m.

Respectfully submitted,

Leah Duell

Leah Duell

March 8, 2024