



Minutes of the Archives Partnership Trust Board Meeting

3:00 PM June 6, 2024
In-Person/Zoom/Telephone

Board Members Present

Stephen Pagano, Chair; Desiree Potvin, Secretary; Patricia Dohrenwend, Kristi Fragnoli, Harold Iselin, Peter Millock, Thomas Ruller, Catherine Stollar Peters, Gary Smith, Christine Ward, Rosemary Vietor

Staff and Guests Present

Janet Braga, APT Director; Monica Gray, Archival Services Director, State Archives; and Richard Comstock, APT Steward Program Representative

Board Members Excused

George R. Hearst III, Vice Chair, Daniel Cunningham, Patricia Fahy, Kimberly Gilmore, and Harold Holzer

Call to Order

Mr. Pagano called the meeting to order at 3:05 pm, noting the presence of a quorum.

News and Updates

- Mr. Pagano and Mr. Iselin updated members on the proposed bill by Assemblymember Pat Fahy to dissolve the Archives Partnership Trust and create a new State Museum Trust. The bill is still in committee and no movement is expected at this time. He would like to work on a plan to explore options on how the Trust can possibly assist in supporting the efforts of the museum without sacrificing the organization.
- Mr. Pagano asked Mr. Ruller to report on the recruitment efforts for the new State Archivist. Mr. Ruller stated he was invited to participate on the interview committee as a non-voting member because of his experience in the role. Mr. Smith was invited to participate to represent the Trust but was never contacted. Mr. Ruller stated the process has been opaque. He participated in two interviews last January but received no other resumes or information on any other applicants. He stated the Board of Regents will be appointing someone next week. Mr. Ruller explained the position is a Board of Regents appointment because of the Assistant Commissioner role. An announcement of the candidate is embargoed until the official appointment is made. He has not been privy to the status of additional interviews or pending candidates.
- Mr. Pagano noted the final Board meeting and NYC Steward Reception for 2024 is scheduled for **October 10, 2024**, at the Hearst Tower in New York City. Mr. Pagano thanked fellow member Mr. Hearst for hosting both events. He reported this year's speaker for the reception is the Trust's own Harold Holzer. Mr. Holzer will be speaking about his new book, *Brought Forth on This Continent: Abraham Lincoln and American Immigration*. Mr. Pagano asked Board Members to think about and invite potential friends of Trust to the reception.

Administrative Items

Resolution for Approval of the Minutes of the March 7, 2024, Board Meeting (Items 2.1 – 2.2)

The first item was a resolution to approve the minutes of the March 7, 2024, Board meeting. The motion to approve was made by Mr. Ruller, seconded by Mr. Millock, and unanimously passed.

Resolved, that the minutes of the March 7, 2024, Board meeting are hereby approved.

Financial Reports (Item 2.3)

Ms. Braga reported that the Trust exceeded its budgeted revenue level for the 2023-2024 fiscal year. Financial reports were presented for the Board's information. Ms. Braga reported the Trust came in under projected expenses. FY2024-25 has started off strong with a major gift from the Hannon family and an estate gift from longtime supporter, David Parish.

Annual Review of Policies (Item 2.4.a – 2.4.e)

In advance of the meeting, Ms. Braga distributed current Trust policies due for annual review by board members. Policies included: Audit Committee Charter, Code of Ethics, Investment Policy & Guidelines, Procurement Policy, and Property Disposal Policy. No questions or comments were noted.

Audit Committee

Ms. Ward reported the committee is waiting for this year's management letter from UHY for the 2023 audit. Ms. Ward stated the committee will review the annual letter once received.

Investment Committee Report

Mr. Millock reported the Investment Committee met on May 7, 2024. The Portfolio value on 3/31/2024 was \$5,497,582 – as high as it has been since market peak in late 2021 (closed 12/31/2023 at \$5,384,262).

He stated the portfolio return was +6.69% year to date resulting in +\$341,320 gain and making back all of January's withdrawal and more. Return is tracking our blended benchmark of stocks and short-term bonds quite favorably (6.61% for the benchmark). Allocation 72% equities and 28% cash/short-term bonds – this is at high end of our equity threshold, and we will continue to monitor for possible rebalancing opportunities. Mr. Millock noted Janney's outlook for the market remains positive but does expect near term volatility and chopiness to increase. Rising interest rates/geopolitical uncertainties creating headwinds. A modest pullback of 5-10% in stock prices could be seen at some point in 2nd quarter. Lastly, he noted the annual withdrawal of \$228,000 was taken in January.

Mr. Millock concluded his report by stating that since the last update of the investment policy was in 2013, he would like the Investment Committee to review the policy at their next meeting in July. Mr. Millock said he would give the board an update at the October meeting.

Nominating Committee Report

Ms. Dohrenwend announced the results of the 2024 election of Board officers. The Nominating Committee, consisting of Patricia Dohrenwend (chair), Gary Smith and Chris Ward, put together a slate of candidates which was presented at the March 7, 2024 board meeting. At this meeting, Board members received ballots offering the slate of candidates and were provided the opportunity for a write-in candidate for each office. In total, 15 of 18 ballots were returned with unanimous results: Stephen Pagano, (Board Chair) was elected for a two-year term, and George R. Hearst III (Vice Chair), Barbara A. Brinkley (Treasurer) and Desiree Potvin (Secretary) were elected for one-year terms.

Program and Development Committee

Mr. Smith noted the financials for last fiscal year speak for themselves. Thanks to a number of grants our educational offerings continue to grow and outreach events were well attended. To that end, Mr. Smith suggested the Board's Program and Development Committee take a more active role in the management of the *New York Archives* Online Speaker Series which exceeded last year's numbers of reservations and post-show viewings. The committee will assist Trust staff in the recruitment of speakers for the annual series and coordination of select outreach events.

Mr. Smith turned the committee report over to Mr. Ruller who shared a brief Power Point presentation on projects from last year and upcoming events. The slide show was created and shared at the 2024 Steward Reception earlier in the day.

News and Updates

Ms. Braga expanded on highlights in Mr. Ruller's overview of accomplishments of FY 23-24. Highlights include:

- The Online Speaker Series has again surpassed all expectations with over 2000 views of online lectures and over 500 in attendees at in-person events in 2023. Next season's schedule will be released in September. APT's monthly eUpdate continues to exceed the national average open rate of 44.25%.
- Now in our 34th year, we are preparing for the July 1st deadline for research projects from K-12 students across the state. The Regent's adoption of the Seal of Civic Readiness for Regents Diplomas has made the Student Research Awards program even more relevant for educators.
- ConsidertheSourceNY.org continues to grow as the go-to resource for teachers needing ready-made learning activities that meet curriculum standards, a platform to find, copy and modify readymade lessons, resources to build their own lessons, and a free account to save and bookmark materials for quick access. To date, the website has over 3600 primary sources, 1600 related learning activities, and almost 2000 registered users.
- Thanks to a 3-year grant from the Robert David Lion Gardiner, The Trust is working on updating New York Archives visually and expand the range of features offered. The Summer issue will reflect some of the design change ideas and include *New York Archives Jr!*
- The Trust will join the State Archives at the State Fair later this Summer. This fall, the Trust and Archives are partnering with the Westchester Historical Society on September 25th and The NYC Landmarks60 Alliance and the New York Public Library in April 2025.

Ms. Gray offered the following updates from the State Archives:

- The recent steward reception here in the Museum Adirondack Hall last week was a great success. The featured speaker was Kaleb Winters, land surveyor and employee at Department of Environmental Conservation, talking about Verplanck Colvin and the Adirondack survey. As well as being a very enjoyable night, it allowed the event allowed us to showcase another agency's work and demonstrate our commitment to proving access to agency records. The DEC has a large collection of important historical records still in agency custody. Several times during the evening we heard a renewed commitment from DEC staff to transfer records to State Archives' custody. We appreciate the support of the APT in moving this forward.
- State Archives staff participated in the developed of a Toolkit for Diversity, Equity and Inclusion for the Office of Cultural Education. the Diversity/Equity/Inclusion Toolkit provides practical guidance for New York's museums, libraries, archives, historical and genealogical societies, and cultural heritage sites. The toolkit is available from the State Library website as a downloadable PDF as well as a more interactive online resource. This works ties in with APT initiatives and the good work of Jordan as Director for Education and Development.
- The State Archives recently accepted the records of Kemp Hannon from his tenure in the New York State Assembly (1977-1989) then New York State Senate (1989-2018). Bronwyn Hannon, his wife, served as a member of the APT Board for many years and we're grateful to her for organizing the donation and helping to organize the records for transfer.
- Finally, we wrapped up the first stage of an ongoing project to improve access to sectional maps of the Erie, Champlain, and Oswego Canals, known as the Schillner Maps. The maps were named for George Schillner who oversaw their execution in 1896. The maps cover the entire canal system from end to end and include wonderful detail such as names of individuals owning land along the canal, locations of businesses, as well as the actual measurement and depths of the canal and structures. This first step was achieved with money from the American Recovery Plan Act which paid for the cleaning and digitization of 10 maps. We are very grateful for the work and

organization of Clare Flemming (APT/Archives Preservation Project Manager) in managing the process.

Mr. Pagano thanked Ms. Gray and then asked Board Members to stay for a brief executive session.

Mr. Pagano made a motion to go into executive session to discuss a personnel matter. Seconded by Mr. Ruller and passed unanimously.

Conclusion

Mr. Pagano made a motion to adjourn the meeting at 3:40 pm, seconded by Mr. Ruller and passed unanimously. Mr. Pagano thanked all for their participation. Respectfully submitted,

Janet Braga
June 6, 2024