Leadership Update:

Fran Scott took over as treasurer from Lynda White on May 8, 2006 and has completed the first year of a two year term.

Meetings Attended:

ARLIS/NA Annual Meeting, Banff, Canada, May 5 – 9, 2006 (including Pre-Conference and Post-Conference ARLIS/NA Executive Board meetings)
Conference Planning Advisory Committee (CPAC), Atlanta, August 6-7, 2006
ARLIS/NA Mid-Year Executive Board Meeting; Minneapolis, September 11-12, 2006

General Activities:

- Participated in incoming treasurer’s training with previous treasurer, Lynda White in Charlottesville, Virginia, March 7-9, 2006.
- Received all necessary documents and training manuals. Lynda has been incredibly supportive while I was learning the duties and responsibilities of ARLIS/NA Treasurer and has continued to be so. I am sincerely indebted to her for all her help this first year.

Pre-conference Motions and Action items:

- Banff PreConf Motion 40: That the following phrase be inserted in the Special Funding Guidelines for Chapters under Disbursement of Funds: "Any unused portion of the funding must be returned to ARLIS/NA Headquarters within 90 days of conclusion of event or project." Approved unanimously. This was added to the 2006 guidelines on the ARLIS/NA web site.

- Banff PreConf Motion 42: That ARLIS/NA eliminates the NISO membership. Approved unanimously. This was noted in the budget and the membership was not renewed for 2007.

- Banff PreConf Motion 43: That the Executive Board recognizes the seating of the new Executive Board on May 8, 2006 and authorizes the changing of financial account signatories on all ARLIS/NA accounts to read: Bonnie James, Financial Manager; Ann Baird Whiteside, President; and Frances Scott, Treasurer. Approved unanimously. Signatories were changed for the Vanguard accounts.
Banff PreConf Motion 44: That the Executive Board approves raising the dues according to this schedule: "Individuals - $100; Retired/Unemployed/Student – (unchanged at) $45; Institutional - $200; Business - $175; Overseas - $75" and present this fee increase to the membership for a vote. Approved unanimously. This was later postponed by the board pending the studies and surveys undertaken by the Membership Committee.

Banff PreConf Action 72: Executive Board members will report on the concerns and issues of the committee to which they are serving as a liaison at the post-conference Executive Board meeting. Deadline: May 10, 2006. This was reported at the post-conference board meeting.

Banff PreConf Action 85: Margaret Webster will work on the Conference Planning Manual with Marilyn Nasserden and Fran Scott to update the section on the treasurer. Deadline: September 1, 2006. This was accomplished.

Banff PreConf Action 91: All ARLIS/NA groups create action items for the year and relate it to the Strategic Plan. The Development and Finance Committees action items related to the Strategic Plan were submitted to the Executive Board.

Post-conference Motions and Action items:

Banff PostConf Motion 2: That the Executive Board approved funding of 4 travel awards at $750.00 each for the ARLIS/NA funded travel awards for the 2007. Unanimously approved. This was added to the draft budget for 2007 which was approved in the fall of 2006.

Banff PostConf Motion 3: That the Executive Board approve eliminating ARLIS/NA’s membership with LOEX. Unanimously approved. This was noted in the budget draft for 2007; unfortunately the financial manager, Sue Singer overlooked this and paid the LOEX membership for 2007. She was notified to cancel next year.

Banff PostConf Action 10: Fran Scott will ask Bonnie James about the mechanics of how Research Awards winners can distribute prizes back to ARLIS/NA. Deadline: July 10, 2006. Accomplished and reported to board that this can be simply done by notifying the financial manager at ARLIS/NA Headquarters.

Banff PostConf Action 19: Fran Scott will ask for budget requests via email. Deadline: June 1, 2006. All budget requests were submitted in a timely basis to ARLIS/NA Headquarters, the chairs of the Development and Publications Committees, the Conference Planning Committee. Lynda White, former treasurer, kindly reviewed the budget draft before it was approved by the executive board.

Motions post Banff Board Meeting:

Motion 4: That ARLIS/NA collects all chapter dues along with ARLIS/NA new or renewing memberships. The chapter fees are to be dispersed to the relevant chapters at regularly scheduled intervals. Approved unanimously. Enacted by email on June 21, 2006.
Motion 5: To rescind the vote of motion 4 that the ARLIS/NA Board collects chapter dues centrally. Approved with 8 yes votes, and 1 person who did not vote. Enacted by email June 28, 2006.

Mid-Year Meeting, Minneapolis, Motions and Action items:

- Mid-Year Action 21: Marilyn Nasserden, Fran Scott, and Ann Whiteside will draft a general message explaining the conference decision-making process, relative profit or loss financial comparisons between last few conferences, and the process for choosing conference sites. Deadline: mid-October 2006. A comparative report of conference attendance and financial status was completed and submitted to Marilyn Nasserden, Ann Whiteside, and Deborah Boudewyns.

- Mid-Year Action 24: Fran Scott will allocate $100 from the President’s discretionary expense fund for a memorial display at the Atlanta conference. Deadline: mid-November 2006. This was annotated in the 2007 budget.

- Mid-Year Action 26: Fran Scott will seek further clarification about web site advertising income. Sue Koskinen will also inquire about this and speak to Roger Lawson. Deadline: by November 1, 2006. At the mid-year meeting, the Executive Board inquired about web site income in the budget. This is money coming from JobNet.

- Mid-Year Action 27: Fran Scott will discuss SEI budget figures with Trudy Jacoby. Deadline: by November 1, 2006. There have been several conversations about the SEI budget; Trudy Jacoby closed the books on the SEI budget from 2006.

- Mid-Year Action 50: The Development Committee needs to be informed that if a sponsor offers a donation, it is acceptable for a chapter to take the offer. Fran Scott will inform Jon Evans that funds cannot be solicited but if a sponsor offers money, it can be accepted. Each regional representative will clarify with the incoming chapter officers that the officers cannot solicit funds but can accept money if a sponsor offers it as a gift. This was accomplished through an email to the Development Committee.

- Mid-Year Motion 13: That the Executive Board accept to place $1000.00 as a placeholder in the 2007 draft budget for contingency funding for partial support of ARLIS/NA representatives to attend meetings as deemed appropriate by the Executive Board on an ad hoc basis. Unanimously approved. This was incorporated into the 2007 budget as approved by the board.

Motions post Mid-Year Meeting:

- Motion 19: That the Executive Board accepts the 2007 budget presented by Fran Scott by e-mail on November 1st, 2006. Approved unanimously. Enacted by e-mail on November 1st, 2006.

- Motion 20: That the Executive Board license MemberClicks. Approved unanimously. Enacted via conference call on December 6, 2006. A subscription to MemberClicks was set up in December and the funds were allocated in January 2007.

Other Activities:
- Sent various financial reports to the Board and the Finance Committee Chair each month, including an updated budget spreadsheet.

- Verified coding of the check run each month; signed and mailed checks.

- Wrote minutes for 2006 Finance Committee meeting in Banff and submitted to chair.

- Took minutes of the chapter leadership meeting at Banff in which the chapter affiliation agreement was discussed. Submitted these to Margaret Webster for supplemental material to send to the chapters.

- Collected requests for special funding from chapters, DSRTs, and committees.

- Worked with CPAC budget coordinator, Kathleen List to finalize Atlanta’s conference budget.

- As a member of the Membership Database Task Force reviewed previous studies and examined MemberClicks as a potential solution for the society. The board approved the licensing of MemberClicks. Implemented payment and start-up funds for MemberClicks through ARLIS/NA headquarters.

- (Oct. 11th conference call): The EB decided that it would be more effective to hold a meeting at the annual conference for the Vice President, President, Treasurer, and chapter hosts of future conferences to discuss process and conference planning (e.g. an informational session targeted for Denver and Indianapolis conference planning committees). Ann Whiteside and Fran Scott will work on this and collaborate with Deborah Ultan Boudewyns. Possible fact sheets might be produced which could be shared with chapters. Work has begun on these preparations and templates of conference budgets and financial information will be presented.

**Comments:**

It appears that in 2006 the Society had a healthy financial year. The net income looks to be approximately $59,000. The success of the Banff conference played a very large part in this outcome.

I would like to express my sincere gratitude to Lynda White, Bonnie James, and Sue Singer for their invaluable assistance as I took over and worked this year as ARLIS/NA Treasurer. A significant portion of this first year was devoted to learning the many details and procedures involving the society’s budget and its processes.

**Future Plans:**

- Update final FY2006 budget and post it to the ARLIS/NA website.
- Revise special funding documents for this year and propose new procedures.
- Approve new Board officers as signatories on the Vanguard account.
- Manage the special funding request process in late summer.
- Prepare the FY2008 budget.
- Become more familiar with MemberClicks.
- Update the Treasurer’s Manual and timeline.
- Train incoming Treasurer for 2008.

**Issues for the Board:**
Examine the special funding area and what kinds of expenses ARLIS/NA may or may not still need to fund for designated groups especially in light of the assessment of the society;

In conjunction with the Membership Committee’s work, revisit dues structures and different membership options, such as the tiered and a la carte options;

In consultation with the Finance Committee, discuss where to move any surplus operating funds for FY2006.