Annual Report 2009
ARLIS DC-MD-VA Chapter

Submitted by Karen O’Connell

**Chapter officers:**
Karen O’Connell, Chair
Yuki Hibben, Vice-Chair
Kimberly Detterbeck, Secretary/Treasurer
Kristen Regina, Past Chair

**CHAPTER MEETINGS**

I. April 18 and 19, 2010—Chapter members met informally for lunch and dinner in Indianapolis. Membership agrees that a more formal business meeting is desirable over ad hoc gatherings, and the chapter will strive to do so in Boston.

II. July 11, 2008, 10:15 a.m. – 5:00 p.m.; Kreeger Museum, Washington, DC and Georgetown University Art Collections, 18 attendees

The Kreeger Museum staff provided two docents for our members to experience the museum’s collections and grounds. Most members gathered for a group lunch and Georgetown and then met formally for our business meeting in Lauinger Library, Georgetown University. At the meeting, we heard a conference report from our Caroline Backlund Professional Development Travel Award recipient, Stephanie Moye as well as a report from our Student Outreach Committee (Kim Detterbeck and Anne Simmons). Chapter chair, Karen O’Connell, queried the group on the function of our chapter archives as well as a mentorship program task force. Lastly, the group discussed the Chapter Communications survey from ARLIS/NA, with our main feedback being on costs and capabilities. Next, Georgetown University Art Curator, LuLen Walker and Assistant Curator, Christen Runge gave a gallery talk of the current print exhibition (“Etched by the Sea: Marine Views of Nelson Dawson”) and an art collection tour of historic Carroll Parlor.

III. November 13, 2009, Mount Vernon Estate & Gardens, Mount Vernon, VA, Joint Meeting with VRA, 45 attendees (27 of which were ARLIS and 18, VRA)

ARLIS DC-MD-VA and VRA Mid-Atlantic strive to meet jointly once/year. Chapter members find it useful and enriching to share experiences with our VRA colleagues. Both chapters are particularly grateful to Joan Stahl, Librarian, Mount Vernon Estate & Gardens, for her extraordinary efforts in planning and coordinating the day for our members. The day began with a mansion tour led by Mount Vernon staffers with chapter business meetings immediately following in the first floor meeting room of the Ann Pamela Cunningham Building.

The chapter had a robust business meeting, covering the transitioning of the chapter website to our new host, Technical Enterprises, Inc. (TEI). With this move, we discussed changing the design of the site to incorporate more Web 2.0 content.
Along this line, the chapter also discussed creating a Facebook page. Karen O’Connell queried members for their thoughts on adding the role of Webmaster to the responsibilities of a chapter officer (such as Secretary/Treasurer or Vice-Chair). She noted that another option would be to create a new officer position of Webmaster, which could be an elected or appointed position and require amending our bylaws. Members agreed that a new position would be best, and officers agreed to draft proposed responsibilities with the help of Roger Lawson and Rebecca Cooper, who spearhead our communications efforts as newsletter editors. In addition, we called for nominations for Vice-Chair, agreed to donate $250 for the conference Welcome Party, and proposed future meeting venues. At this time, both chapters broke for lunch, with most ARLIS and VRA attendees dining together at the Mount Vernon Inn.

After lunch, ARLIS and VRA members toured the Donald W. Reynolds Museum and Education Center. Emily Shapiro, Curator of Fine and Decorative Arts, led the tours of the museum and its current exhibition, “George Washington and His Generals.” Members self-toured the education center. Next, Joan Stahl led a tour of the Library, where specially chosen rare books and other special collections materials were on display for us. She also provided members with a history of the Library collections as well as the papers of the Mount Vernon Ladies Association. Lastly, members had time to explore the beautiful grounds at Mount Vernon.

CHAPTER ACTIVITIES

I. Chapter Website Move from University of Maryland server to TEI

The efforts of Roger Lawson and Kimberly Detterbeck to transfer our website to its new host, TEI, are highlighted here. The new URL is http://dcmvda.arlisna.org/. In addition, Roger and Kim have worked to transfer our listserv from the University of Maryland, with redirects set for six months. The chapter looks forward to updating our site in the coming year to make it more useful for our members.

II. Chapter Webmaster Position Created

On December 15, 2009, chapter officers (Karen O’Connell, Yuki Hibben, Kimberly Detterbeck, Kristen Regina) and AWS News Contributors (Roger Lawson, Rebecca Cooper) held a tele-meeting to discuss the Webmaster position proposed in our November 13 chapter business meeting. Roger Lawson drafted two position descriptions (a manager and a content editor). The group agreed that one position would be best for a beginning, with some Web content responsibilities already naturally falling on the Secretary (such as posting membership updates, meeting announcements, etc.). The group also agreed to make the first Webmaster appointment interim, to give us time to discuss and amend the bylaws. In addition, we proposed that the position be a two-year term, with the option for the incumbent Webmaster to apply again at the close of term. The interim position will be announced to membership at the start of 2010.

Following is the final position description:

ARLIS DC MD VA Chapter Web Site Manager
Appointed by: Chapter Chair
Term: Two years (renewable)
**Major Responsibilities:**
- Installs, configures, and maintains software for the chapter Web site; maintains information files for basic site operation and maintenance.
- Composes files for the chapter Web site (page design, text mark-up, image processing), ensures that files are Web-readable and that internal and external linkages are working.
- Monitors functionality of Web site features and takes action to correct problems as needed.
- In conjunction with the chapter officers, solicits and develops content for specific areas of the chapter Web site; establishes a submission schedule and technical requirements for contributing content; solicits content from the membership or from outside sources.
- Serves as chapter liaison to IT staff at the host site; confers with host staff regarding special requirements such as online forms, creation of sub-directories on the server, and secure access to the members’ section.
- Serves as chapter liaison to the ARLIS/NA Web site editor.
- Participates with chapter officers and members in discussions about chapter Web site development.

**PROPOSED FUTURE MEETING VENUES**

The Chrysler Museum, Norfolk, VA  
Virginia Museum of Fine Arts, Richmond, VA  
Corcoran Gallery of Art, Washington, DC  
Washington County Museum of Fine Arts, Hagerstown, MD  
The Packard Campus-A/V Conservation, Culpeper, VA

**MEMBERSHIP STATISTICS:**
10 new, 32 renewing

**TREASURER’S REPORT**  
Kimberley Detterbeck, Secretary/Treasurer

**Income and Expenses**

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<tr>
<th>2009 Income</th>
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<tr>
<td>Membership dues (Personal and Affiliate)</td>
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<tr>
<td>Award donations</td>
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<td><strong>Total</strong></td>
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<table>
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<th>2009 Expenses</th>
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<th></th>
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<tr>
<td>ARLIS/NA Welcome Party Donation</td>
<td>3/9</td>
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<tr>
<td>Caroline Backlund Award</td>
<td>3/19</td>
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<td>Lunch for ARLIS/NA Fall Meeting</td>
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<tr>
<td><strong>Total</strong></td>
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Beginning balance 1/1/2009: $4,756.20

Ending balance 12/31/2009: $4,531.20
ADDITIONAL COMMENTS

The chapter approved by ballot at the close of 2008 the creation of a Mentorship Program, especially for our student members. In 2009, Karen O'Connell queried officers about calling for a task force to establish this program and determine the best structure for its success. She is willing to participate (lead as needed) in the task force once her term has Chair has lapsed. A call for additional task force members will go out to the chapter listserv after the winter 2010 officers meeting.