Annual Report 2009
ARLIS/NA Treasurer

Submitted by:

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Leadership Update:
I became ARLIS/NA Treasurer on July 1, 2008 and will stepping down in Boston in April 2010. Tom Riedel will become the new Treasurer and I will become Chair of the Finance Committee.

Meetings Attended:
- Conference Planning Advisory Committee Meeting, Boston, Aug.20, 2009
- ARLIS/NA Mid-Year Executive Board Meeting, New York, Sept. 24-25, 2009
- Will attend ARLIS/NA Annual Conference, Boston (including Pre-Conference Executive Board Meeting and Minneapolis CPAC mtg.), Apr. 22-26, 2010

Committee Activities:
- Acted as Executive Board liaison to the Finance Committee.
- Participated in the planning of the Boston conference as a member of the Conference Planning Advisory Committee.
- Solicited goals and input from Finance committee on a variety of topics including search for new management firm, the recession and the future financial health of ARLIS/NA.

Highlighted Board Activities/Action Items:
- Previewed the monthly financial statements sent from ARLIS/NA Headquarters, reviewed and distributed to the board and members of the Finance Committee.
- Verified the Accounts payable coding for checks each month.
- Organized, announced and collected requests for special funding from Chapters, Committees, Divisions, Sections and Round Tables. Reported these to the board and worked with the liaisons who reported the board’s decisions to the applicants.
- Worked with Publications and Development Committees’ chairs, Headquarters, the Conference Planning Advisory Committee and the Finance Committee on constructing the new budget for 2010.
- Worked with a number of Board members to design an equitable distribution of Board travel funds.
- Worked with the Society’s auditor (Joyce and Company of Cary, North Carolina) on a full audit of ARLIS/NA finances for FY 2009.
- Participated in the transition activities with the new management firm, TEI, on accounting methodologies, new bank and credit card accounts, familiarizing
TEI on the budget line coding, working with them on getting the domain name moved, the telephone lines moved, the archives moved, the day-to-day operations performing smoothly.

- Acted as overseer of the Summer Educational Institute (SEI) finances although little interaction was requested since finances are handled by VRA.

- Revised the guidelines for Special Funding Requests with the Chapters Liaison.

- Initiated new procedures in membership, publications, and development including moving from MemberClicks to the TEI member software.

- Documented new procedures in the Treasurer’s Manual and in the Bylaws section that pertains to finances including special funding.

**Issues for future Board consideration:**

- The incoming Treasurer, Tom Riedel, will be working closely with VRAF on the Minneapolis conference budget. This will require creation and monitoring of budgets, discussion regarding issues such as catering, rooms, schedule, AV, etc. I hope that the entire Board is aware of the complexity of a joint-conference and actively participates in decision-making.

- The future of ARLIS/NA depends on its members and I hope that efforts are made to retain and increase membership.

- The issue of paper-publication of Art Documentation remains an issue that I hope will be resolved soon. We cannot afford to think in old ways and must consider direct online publication.

**Final comments:**

I have been honored to have the opportunity to serve as ARLIS/NA Treasurer for a second time. My experiences as President and conference co-chair have allowed me to contribute some continuity during the transition to a new management firm. The recession has affected all aspects of financial planning for the Society but I believe that the success of the upcoming Boston conference and a steady number of members will allow ARLIS to survive the recession.

I would also like to thank those particular individuals who have inspired, encouraged, and helped me during the year: Fran Scott for her intimate knowledge of the intricacies of ARLIS finances, Amy Lucker, President, for her wisdom and common-sense approach to managing ARLIS/NA and Nancy Short for her tremendous efforts in making the transition to TEI so smooth, effortless and friendly!! And to my successor, Tom Riedel, I wish good luck and hope that your tenure as Treasurer will be as fulfilling as mine was to me.