Current Charge:
The purpose of the Summer Educational Institute (SEI) is to provide information professionals with valuable training and education in the area of visual resources and image management. Under the direction of the Executive Boards of the Art Libraries Society of North America (ARLIS/NA) and the Visual Resources Association Foundation (VRAF), the SEI Implementation Team (SEI IT) is charged with managing SEI providing or coordinating administration, local arrangements, registration, scheduling, fundraising, publicity, curriculum, instruction, and teaching materials.

Accomplishments:
SEI 2010
SEI IT news and updates on the team’s activities were provided to the ARLIS/NA and VRA members at annual business meetings and through those organizations online listservs, and through mid-year and annual reports to the respective Executive Boards. SEI enrollment was filled for the seventh year. Honoraria, travel reimbursement and expense reimbursement checks were written in June by Ann Thomas, VRAF Treasurer. Both ARLIS/NA and the VRAF each received $6881.27. A post-SEI evaluation form for 2010 SEI participants was posted on Survey Monkey and feedback was collected through July 2010.

SEI 2011
Kathe Albrecht, American University, continues to serve as the VRAF Co-chair, Elizabeth Schaub, The University of Texas at Austin, serves as the ARLIS/NA Co-chair and Cindy Abel Morris, University of New Mexico, continues to serve as the Local Chair for SEI 2011. The VRAF appointed Betha Whitlow from Washington University in Saint Lewis as the incoming VRAF Co-chair/Faculty Liaison. During the one-year term, the incoming co-chair has the general task of learning SEI Implementation Team IT) leadership duties in order to step into the co-chair position the following year. The incoming co-chair also serves as the SEI faculty liaison, overseeing faculty participation in SEI, communicating directly with faculty on logistics and teaching issues.

Additional 2011 SEI Implementation Committee members include:
Sarah Falls, ARLIS/NA appointed curriculum specialist
Chris Hilker, University of Arkansas, webmaster
Jeanne Keefe, Renssellaer Polytechnic Institute, development
Tony White, Indiana University, ARLIS/NA board liaison
Beth Wodnick, VRAF appointed curriculum specialist
The budget for SEI 2011 was approved by ARLIS/NA and VRAF Executive Boards in September 2010. The contract between ARLIS/NA and VRAF to co-sponsor SEI 2011 was signed in September 2010. The contract between ARLIS/NA, VRAF and the University of New Mexico, Albuquerque, NM to host SEI 2011 was completed and signed in January, 2011.

**During the Previous Six Months, the SEI Implementation Team:**
- Analyzed post-SEI evaluations to inform decisions about SEI 2011.
- Worked with the ARLIS/NA and VRAF SEI curriculum specialists on SEI 2011 programming.
- Advised VRAF on the selection of VRA incoming SEI co-chair.
- Worked with UNM colleagues and the rest of the SEI IT on preliminary plans for SEI 2011.
- Refined and updated the budget for SEI 2011.
- Finalized and approved the contract with host institution UNM.
- Submitted a proposal to the Samuel H. Kress Foundation, which has generously agreed to fund five student scholarships for SEI 2011. A call for applicants was sent out via ARLIS/NA and VRA list-servs and applications will be accepted through February 11, 2011. The SEI IT will review the applications and award the scholarships by March 20, 2011. The Co-chairs and the incoming Co-chair/Faculty Liaison will vet applications.
- Periodically sent announcements to VRA and ARLIS/NA listservs advertising SEI 2011. These notices included information on SEI location, dates, scholarship opportunities, and tuition rates.
- Designed the SEI 2011 logo.
- Developed the SEI web site and registration form. The website was mounted on iPower, the VRAF web hosting service.
- Ensured that links to the SEI website were added to the VRA, VRAF and ARLIS/NA websites.
- Contracted with UNM on dorm rooms; finalized dorm room prices and arrangements.
- Made plans for SEI reunions and planning meeting to take place during the 2011 joint ARLIS/NA-VRA conference in Minneapolis.
- Coordinated with Ann Thomas, VRAF treasurer, on all financial aspects of SEI 2011.
- Sent out sponsorship and donation notices to various LISTservs.

**As of January 30, 2011:**
- Registration has commenced with encouraging numbers of registrants.
- SEI instructors have been engaged, and faculty is currently developing specific curriculum for teaching modules.
- Potential donors and sponsors have been contacted and donations and sponsorships are beginning to come in.

**Goals:**
- Manage a successful three days of instruction and group interaction at SEI 2011.
- Advise on aspects of preliminary work for SEI 2012 at the University of Michigan.

**Request for Board Action:**
• It is hoped that the ARLIS/NA Board will select an incoming co-chair by August 1 so that the new co-chair can be involved in preliminary 2012 planning.

Respectfully submitted,
Kathe Hicks Albrecht
VRAF SEI Co-chair

Elizabeth Schaub
ARLIS/NA SEI Co-chair