Annual Report 2012
Summer Educational Institute for Visual Resources and Image Management (SEI) Implementation Team

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SEI 2013 Implementation Team Members
• Betha Whitlow, Washington University in Saint Louis, VRA Co-Chair (senior co-chair)
• Amy Trendler, Ball State University, ARLIS/NA Co-Chair (junior co-chair)
• Rebecca Price, University of Michigan, Local Chair
• Meghan Musolff, University of Michigan, Incoming Co-Chair (VRA), Faculty Liaison
• Karen Kessel, Sonoma State University, VRA Curriculum Development Specialist
• Ian McDermott, ARTstor, ARLIS/NA Curriculum Development Specialist
• Adrianna Stevenson, Southern Methodist University, Development Lead
• Virginia Kerr, Center for Research Libraries, Publicity Specialist
• Emily Lemieux, Skidmore College, Web Administrator
• Sarah Carter, Ringling College of Art and Design, ARLIS/NA Board Liaison
• Rebecca Moss, University of Minnesota, VRAF Treasurer and VRAF Board Liaison

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 2012
• 42 students participated at SEI 2012, held for the first time at the University of Michigan in Ann Arbor.
• Awarded 5 Kress Scholarships from a pool of 58 applicants.
• Honoraria, travel reimbursement and expense reimbursement checks were written in June 2012 by Rebecca Moss, VRAF Treasurer.
• The net income generated by SEI 2012 was $10,619.80; ARLIS/NA and the VRAF each received $5,309.90.
• A post-SEI evaluation form for participants was posted on Survey Monkey and feedback was collected through July 2012.

Accomplishments - SEI 2013
• Meghan Musolff was appointed by VRAF as the incoming VRA Co-Chair/Faculty Liaison. During the one-year term the incoming Co-chair has the task of learning SEI 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.
• The SEI Implementation Team welcomed newly appointed members Karen Kessel, Ian McDermott, Adrianna Stevenson, and Emily Lemieux.
• A new position, Publicity Specialist, was added to the Implementation Team and Virginia Kerr was appointed to the post.

Activities from the Previous Six Months
• Analyzed post-SEI 2012 evaluations to inform decisions about SEI 2013.
• Developed programming for SEI 2013 and identified instructors to teach the courses.
• Secured commitments from instructors for all courses.
• Established a budget for SEI 2013.
• Created the SEI 2013 website and revised and updated the registration form.
• Opened registration on January 21, 2013 and sent announcements to the ARLIS/NA and VRA listservs, the listservs of 62 library and information science programs in North America, and library organizations local to the SEI site (Ann Arbor, Michigan). To date, all but 2 spots have been filled.
• Made local arrangements, including a switch to a reserved hotel room block for students due to the closure of dorms on campus to outside events because of construction projects planned for summer 2013 and shuttle transportation for students from the hotel to campus.
• Designed the SEI 2013 logo.
• Contacted previous SEI donors about sponsoring SEI 2013 and identified and approached additional local sponsors.
• Developed a proposal for ARLIS/NA and VRA chapters to fund travel awards to support members’ attendance at SEI and distributed it to chapters.
• Submitted a proposal to the Samuel H. Kress Foundation requesting support to fund five student scholarships for SEI 2013. The request was funded and information about the scholarship was posted on the SEI 2013 website, sent to the ARLIS/NA and VRA listservs, and 62 library and information science program listservs.
• Selected 5 Kress Scholarship recipients from 49 applications.
• Planned the SEI reunions at the upcoming ARLIS/NA and VRA annual conferences.
• Created a survey for SEI alumni from all of the institutes over the last 10 years to solicit feedback and gather information on SEI alums.
• Contacted SEI alumni with information on how they can join in the ten year anniversary celebrations by completing the alumni survey, attending the reunions at the ARLIS/NA or VRA conferences, visiting the SEI Facebook page, or making a donation to SEI.
• Coordinated with Rebecca Moss, VRAF treasurer, on all financial aspects of SEI 2013.

Goals
• Manage a successful three days of instruction and group interaction at SEI 2013.
• Continue to engage with SEI alumni.

Request for Board Action
• Proceed with selecting an SEI 2014 host institution.