ARLIS/NA Board Meeting – Calgary, Canada July 26-27, 2004

Action Items

Action 1: Clarke will look into 501c3 issue and what kinds of certification such as CEU’s might impact ARLIS non-profit status. Deadline pre-conference.

Action 2: Graney will ask PDC to investigate the issue of certification. Deadline September 30.

Action 3: Schwartz and Webster will look at revising the Conference Planning Manual to provide guidance for program planning incorporating the suggestions made by the Board. Deadline Pre-Conference.

Action 4: Webster will chair a task force consisting of Clarke, the Canadian and regional representatives to create a document which presents the costs and benefits of the chapter affiliation options/models. Deadline October 15.

Action 5: Clarke will provide the task force on chapter relations the cost of liabilities insurance and incorporation. Deadline September 15.

Action 6: Keeran and Franklin will create an agenda for the chapter officers’ breakout meeting at the conference. Deadline February 1.

Action 7: Brown will add planning dates for Chapter officer’s breakout to the Management Calendar.

Action 8: Brown will submit for Board approval the revision of the Policy Manual to reflect the abolishing of the Administrative Documents position. Deadline September 15.

Action 9: Schwartz will follow up on appointing a person responsible for editing the conference documents and will revise the Conference Planning Manual to incorporate the position into future Conference Planning. Deadlines September 1 and Pre-conference.

Action 10: Herschman will submit Bylaw changes to the Web Editor. August 1.

Action 11: Brown will draft e-mail to announce the results of the Bylaw vote. August 5.

Action 12: Brown will write an article on the Bylaw changes for Update.

Action 13: Brown will revise the Policy Manual to reflect the change in membership composition. Deadline September 15.

Action 14: The vice president will develop agenda item for leadership breakfast breakout to present a proposal for committee membership possibilities for discussion at the Post Conference Board meeting. Deadline February 1.

Action 15: Frechette will survey subcommittee chairs to determine whether they think the new structure is working and produce a document with pros and cons. Deadline Pre-conference.

Action 16: Townsend will notify the Diversity Committee of the rejection of their travel award.
Action 17: Webster will notify the VRD of the rejection of their travel award request. Deadline August 5.

Action 18: Frechette will ask the Awards Committee chair and Travel Awards subcommittee co-chairs to examine the number of ARLIS/NA travel awards and the amounts attached to them, (2 awards of $500 each) to determine whether they are still realistic and whether there are other options like 1 award at $1000, and to make recommendations to the Board. She will also let Travel Awards committee know that we are ok with their proposed changes concerning the Karno award. Deadline September 30.

Action 19: Townsend will inform Karnos of the Board acceptance of their proposals. Deadline August 15.

Action 20: Clarke will prepare a document which details the value of features offered at different levels of sponsorship. Deadline July 27.

Action 21: Clarke will prepare a list of institutions which we invoice more than $1000 a year with the amounts they spend and send it to Townsend and Brown. Deadline mid-August.

Action 22: White will set up an index fund investment with the funds now in the Money Market. Deadline August 15.

Action 23: White will send the revised section J to the website Deadline August 15.

Action 24: Herschman will request a written report from IRC documenting the rational for getting out of IFLA. Deadline September 15.

Action 25: Keeran will inform the Membership Committee of the recommended wording change for the membership form and to thank Janine Henri for her work. August 15.

Action 26: Henri will send to Roper the wording changes on the Membership Form and Roper will post changes to the online form. September 15.

Action 27: Brown will go back to the Nominating and convey the Board reservations about having three people from the same institution. Deadline July 30.

Action 28: Task Force needs to review the two proposals and make a recommendation to the Board. Deadline August 20.

Action 29: Franklin will request that the review committee for each occasional paper include in the documentation going to the Board the names and qualifications of reviewers and that a publication timeline be included when submitting proposals to the Board. Deadline August 15.

Action 30: Roper will investigate differences in cost based on publication size. Deadline August 15.

Action 31: Franklin will ask the Publications Committee to come up with ways of publicizing and communicating AWS initiative. Deadline August 15.

Action 32: Franklin and Brown will investigate copyright issues related to electronic full-text
provisions and contracts. Deadline October 31.

Action 33: Brown will contact Ann Whiteside to establish a task force to address issues of product standards. Deadline August 20.

Action 34: Webster will submit a contract for the SEI for approval by the Board. Deadline September 1.

Action 35: Webster and Townsend will draft language for the Policy Manual relating to the SEI Implementation Team after the contract for SEI is signed. Deadline within a month after contract is signed.

Action 36: Keeran will send names of potential new advertisers to Roper. Deadline August 15.

Action 37: White will put together a budget estimate to send Clarke to either ALA Midwinter in Boston or ALA annual meeting in Chicago and bring appropriate materials for display and distribution. Deadline September 1.

Action 38: Townsend will contact Sherman Clarke to ask if he could organize the booth volunteers for this year’s annual ALA conference. Deadline September 15.

Action 39: Brown in conjunction with Townsend and Webster will identify someone to be the ALA liaison for three years. Deadline October 1.

Action 40: Brown will develop the wording in the Policy Manual indicating the new duties of the past president (liaison to other ARLIS groups and to IRC). Deadline November 1.

Action 41: White will forward the revised language for the Treasurer’s duties to the web editor for the Policy Manual. Deadline August 6.

Action 42: Graney will get back to the Professional Development to have them consult with the Membership and Diversity committees to create a recruitment/career brochure. Deadline August 3.

Action 43: Roper will inform the Membership Committee about the number of General brochures still in print and discuss revision when more are needed. Deadline August 3.

Action 44: Keeran will alert the Membership to the revision of the brochure incorporating new mission, website for plan, and other changes. Deadline August 15.

Action 45: White and Frechette will revise and expand the guidelines for Special Funding Requests for divisions, chapters, committees and roundtables and incorporate a model application. Deadline January 15.

Action 46: Treasurer will post on ARLIS-L which special funding requests have been approved after the requestors have been informed. Deadline August 15.

Action 47: White will ask Development Committee to remove from Society Circle literature and wherever else it appears any reference to the Speaker’s Fund being an endowment fund. Deadline August 6.
Action 48: Schwartz will ask the Houston CPAC to scale back on food and drink and indicate that sponsorship is needed if we are to have an Internet room. Deadline August 6.

Action 49: Brown will convey the sense of the Board discussion to the Strategic Plan Task Force. Deadline August 5.

Action 50: Roper will send the Board information on teleconferencing educational sessions from other organizations. Deadline August 3.

Action 51: Schwartz will consult Rawlyk about the possibility and costs of videotaping sessions at Houston. Deadline September 1.

Action 52: Clarke will identify organizations similar in structure to ARLIS and send us the url to allow Board members to look at best practices. Deadline August 4.

Action 53: Board members will forward to Brown suggestions for members of the new Statistics Task Force. Deadline September 15.

Action 54: Brown will ask the incoming secretary if she will assume the Board position of Secretary earlier as of Pre-Conference in Houston. Deadline December 31.

Action 34: Webster will submit a contract for the SEI for approval by the Board. Deadline September 1.