1. Townsend will draft text for letter to be included in renewal packets sent to honorary members explaining that the packets are for information only. Deadline mid-year.

2. Roper will investigate updating the membership database weekly during heavy renewal times and posting the date of the last update. Ongoing

3. The two Membership Committee liaisons will propose to the committee the Board recommendation that the representative person designated by Institutional members also appear in the personal database. During Conference.

4. Headquarters will explore with Derek the implementation of adding the institutional designee. Deadline May 15.


6. Clarke will consult the attorney for ASAE, ask him to read her document and comment on financial and legal implications of the various options/models of the relationship of chapters to the ARLIS/NA. Deadline June 1

7. Webster will chair a task force consisting of the Canadian and regional representatives to create a document which presents the costs and benefits of the options/models. Deadline July 15

8. White will need to make sure, if required, that the chapters are in compliance with IRS reporting requirements by gathering financial statements. Deadline September 1.

9. Townsend will ask the Administrative Documents Editor to update the Handbook by excising development charge from the Travel Awards Subcommittee charge. Deadline May 15

10. Brown will solicit from Ion Communications a design proposal for the ARLIS/NA website. Roper will send contact information to Brown. Deadline May 10.

11. Herschman will send documentation to Administrative Documents Editor about the Book Arts Roundtable for him to update the manual and related documents. Deadline May 5.

12. Schwartz will add guest information to the Houston Conference registration form. Deadline January 1

13. Herschman will inform Administrative Documents Editor of change in Research Committee charge, i.e. removing “overseeing the internship funds”. Deadline May 5

14. Townsend will send recommendation to Board on establishing a corporate sponsorship task force. Deadline mid-year.

15. Townsend, Graney, and Webster will constitute a task force to create guidelines for
establishing new travel awards. Deadline mid-year.

16. Keeran will instruct Membership Committee to draft a new letter to send to those people who have not renewed their membership. Deadline September 30

17. Franklin will electronically distribute Business Plans and Occasional Papers proposals to Executive Board before midyear for their consideration at that time. Deadline July 12

18. White, Keeran, Roper, and Webster have been assigned responsibility to look into the membership database to determine what information to request for member profiles and to address issues surrounding renewals in order to prepare a preliminary report for the Executive Board. Deadline mid-year.

19. Each Board member should review the existing Strategic Plan and put forth new ideas to Board-L. Deadline mid-year

20. Schwartz will ask Standards Committee to consider the development of guidelines for products and services for the professions. Deadline May 15.

21. Webster will get back to the Serials Roundtable to inform them that we will not send forward their letter to CSA but instead forward such issues to the Standards Committee to develop more general guidelines. Deadline May 15.

22. Townsend, with assistance of Starr, will develop letter explaining dues restructuring and amounts for Bylaws change and send to Herschman. Deadline May 15

23. Graney will write explanation for amending Article XIX of Bylaws as indicated in Motion 15 and send to Herschman. Deadline May 10

24. Herschman will send draft of ballot with explanations of proposals to the Executive Board. Deadline May 21.

25. Board members will send edits to Herschman. Deadline May 25

26. Herschman will send final ballot to headquarters. Deadline May 27

27. Headquarters will send out to the membership a mailing for voting on all three Bylaw changes. Deadline June 15

28. Herschman will tally results of vote after July 20 Ballot deadline. Deadline mid-year.

29. Townsend will post Summer Institute Contract to Board Only section of website. Deadline May 10.

30. Franklin will send out to Board members instructions for accessing the Board Only Section
of the Website. Deadline May 10.

31. Webster and Townsend will work on 2005 contract for next Summer Educational Institute considering issues of annual application, continuing budget line, etc. Deadline June 15.

32. Graney will inform the Summer Educational Institute Task Force of the Board decision about their $1500 request. Deadline May 20.

33. Webster will appoint a co-chairman of the Summer Educational Institute from VRA. Deadline September 30.

34. Townsend will contact the ARTstor Advisory Group about their activities and contact Executive Documents Editor if charge needs to be deleted from Handbook. Deadline April 30

35. White will check to see if ARTstor is citing ARLIS participation. Deadline May 15.

Action: The ARLIS Website Task Force consisting of Robertson, Ahmed, Franklin, Sorenson, and Dyki will deal with website issues and present the specs to the Board. Deadline May 1.

Action: Townsend will solicit opinions from committees and DSRTs about performance of Management firm and questions to raise. End of July.

Action: Roper will report to the Board on how many mailing labels are sold. Deadline: Midyear

Submitted April 28, 2004 by Judith Herschman, Secretary, Revised, July 1, 2004