2005 Post-conference Executive Board Meeting  
Hilton Americas, Houston  
Wednesday, April 6  
Action items

**Action 1:** Margaret will tell the Banff Conference Planning Committee that the Executive Board prefers one point of contact for local arrangements and one point of contact for programming. Deadline: Mid-year board meeting.

**Action 2:** Margaret will talk to the Mid-States Chapter to determine if the Indianapolis venue for the ARLIS/NA conference can be changed to 2009 and to the Southern California Chapter regarding an ARLIS/NA-VRA joint venue in San Diego in 2008. Deadline: Mid-year board meeting.

**Action 3:** Jeanne and Carole Ann will contact Micki Breitenstein to pursue the possibility of a visual literacy online course for the general membership and determine how this can be accomplished. Deadline: Mid-year board meeting.

**Action 4:** Jeanne and Margaret will draft wording regarding option of subcommittee additions for inclusion in the Policy Manual. Deadline: Mid-year board meeting.

**Action 5:** Regional Representatives will examine their roles as Regional Representatives and liaisons to the Chapters and membership. Deadline: Mid-year board meeting.

**Action 6:** Carole Ann and Margaret will examine the Society’s framework and organizational chart in relation to the roles of the chapters, Membership Committee and Executive Board. Deadline: Mid-year board meeting.

**Action 7:** Jonathan will contact Banff conference coordinators to determine if a leadership workshop for the Society’s leaders will be a possibility at the Banff conference. Deadline: Mid-year board meeting.

**Action 8:** Carole Ann will ask Daniel Starr and the Travel Awards Committee to articulate Travel Awards criteria. Deadline: Mid-year board meeting.

**Action 9:** Carole Ann and Heather will gather financial data from Lynda and draft a proposal for potentially increasing the internship award. Deadline: Mid-year board meeting.

**Action 10:** Peggy will work with Janine Henri to draft a welcome letter that the President can send to all new members. Deadline: Mid-year board meeting.

**Action 11:** Heather, PDC, and the Mentoring Task Force will work on a description, proposal, timeline, and outline for an experimental mentoring pilot program to launch and implement at the Banff conference. Deadline: Mid-year board meeting.
**Action 12:** The Board recommended using “ARLIS/NA Core Competencies for Art Information Professionals” with the PDC writing proposal and timeline to gather and access information.  Deadline: Mid-year board meeting.

**Action 13:** Ann, Jeanne, and Heather will report about the proposal to apply for a Librarians for 21st Century grant.  Deadline: Mid-year board meeting.

**Action 14:** Ann and Jeanne will work on a statement about the value of art libraries for the AWS.  Deadline: Mid-year board meeting.

**Action 15:** Jonthan will edit the print version of the Handbook; and Jeanne, Ann, and Margaret will work on the web version of the Handbook with Vicky.  Deadline: Mid-year board meeting.

**Action 16:** Eumie will consult with Margaret to set up a task force to deal with archiving documents and publications both in print and on the AWS.  Deadline: Mid-year board meeting.

**Action 17:** HQ will file all Society print publications for which we have copyright with the US Copyright Office and report to the editor that it has been done.  Deadline: Mid-year board meeting.

**Action Item 18:** Jeanne, Carole Ann, Heather, and Lynda will form a task force to work on demographic questions to append to membership form.  Deadline: by September 1.

**Action 19:** The Regional Representatives will ask each Chapter to examine the strategic plan and report how it will apply to their chapter’s activities for the year.  Deadline: Mid-year board meeting.

**Action 20:** Jeanne will look at the Policy Manual for changing roles of the Regional Representatives and the Vice-President in relation to the Strategic Plan action items.  Deadline: Mid-year board meeting.

**Action 21:** Vicki will make available badge ribbons for ARLIS/NA liaisons for use at affiliate conferences.  Deadline: by May 1.

**Action 22:** Ann and Jeanne will examine the liaison section of Policy Manual to ensure there is a job description for ARLIS/NA liaisons to affiliate organizations.  Deadline: Mid-year board meeting.

**Action 23:** Lynda will send Special Budget requests proposal to Board members for future discussion about the revenue funds at the mid-year board meeting.  Deadline: prior to the mid-year board meeting.
**Action 24:** Board members will look at the management calendar for the accuracy of their own individual deadlines and report any changes to Margaret. Deadline: Mid-year board meeting.

**Action 25:** Eumie will establish an Excel spreadsheet for action items and Board members will post on Board-L when their action items are completed. Deadline: Mid-year board meeting.

**Action 26:** Vicky will provide a monthly HQ’s management report for the Board at the beginning of each month. Deadline: Mid-year board meeting.

**Action 27:** Elizabeth and Ann will provide for the Board ideas for self-evaluation and performance evaluation to promote Board leadership and growth. Deadline: Mid-year board meeting.