2006 Pre-Conference Executive Board Meeting
Minutes
Banff Springs Hotel, Banff
Friday, May 5, 2006

Attending: Heather Ball, Jeanne Brown, Deborah Ultan Boudewyns (conference call), Elizabeth Clarke, Carole Ann Fabian, Craig Fleming, Jonathan Franklin, Eumie Imm-Stroukoff, Bonnie James, Peggy Keeran, Susan Koskinen, Greg McPherson, Marilyn Nasserden, Fran Scott, Margaret Webster, Lynda White, Ann Whiteside

1. Call to order [Webster]: The meeting was called to order at 9:00 a.m.
   a. Robert’s Rules of Order reminder: A modified version of Robert’s Rules of Order is used to conduct business. Business is confidential. The minutes are a record of the decision-making process, not a detailed record of discussion.
   b. Welcome incoming Board members: Incoming Executive Board members may contribute to Board meeting discussion; however, they may not propose or second motions nor vote until the post-conference meeting. Deborah Ultan Boudewyns is not attending the conference but is participating in the meeting via conference call.
   c. Board assignments: Ann Whiteside will develop the post-conference agenda from issues and concerns raised at the Society’s group meetings. Both incoming and outgoing Executive Board member liaisons should attend the meetings for continuity.

   **Action 72**: Executive Board members will report on the concerns and issues of the committee to which they are serving as a liaison at the post-conference Executive Board meeting. **Deadline**: May 10, 2006.

2. Approval of motions passed via email post mid-year Board meeting [Imm-Stroukoff]: The Board needs to ratify email motions 24 through 35.

   **Motion 36**: that the Executive Board ratify email motions 24 through 35 that were distributed by the Secretary. **Approved unanimously**.

   The Secretary has been recording motions as written and proposed by Executive Board members. Some have grammatical errors. The Board determined that the Secretary has authority to edit these motions. Eumie Imm-Stroukoff will edit the motions and then send them to the Executive Board and to the AWS web master for posting.

   **Action 73**: Eumie Imm-Stroukoff will edit previously submitted motions for reposting on the AWS. **Deadline**: June 15, 2006.

3. Headquarters [Webster]
a. Contract renewal: ARLIS/NA has renewed its contract with McPhersonClarke. The contract is posted in the AWS Board-only section.

b. Personnel changes: Craig Fleming has assumed Vicky Roper’s responsibilities for ARLIS/NA. This is the last ARLIS/NA conference that Sue Rawlyck will be managing. Debbie Akfeld is expected to assume Sue Rawlyck’s duties.

c. Membership Directory Updates: The online directory is in the AWS. Craig Fleming is making editorial changes on the directory with Leigh Gates. The print version of the directory will be available post conference.

d. Greg McPherson: Greg McPherson of McPherson Clarke welcomed Executive Board members to Banff. He is attending the conference to observe ARLIS/NA activities from a management perspective. He thanked Elizabeth Clarke, Bonnie James, Craig Fleming, and Sue Rawlyck for their work on the management team. He encouraged Executive Board members to speak with Debbie Akfeld during the conference.

e. Membership database and web hosting/RFP: A current project is to build upon the AWS site and integrate the membership database with a web presence. The Publications Committee wrote a request for proposal (RFP) and received three responses. An integrated system is desired to serve the Society’s needs; however, all of the solutions are very complicated and expensive, and an affordable interim solution is necessary. This new solution should allow members to renew and update membership information online. The AWS resides with Derek Crosby, who is resigning, so the Society will need to find someone else who can provide web services. It is estimated that it will take another year to find solution. ARLIS/NA needs to realistically prioritize its AWS needs by deciding which features are necessary. It was suggested that a new group, which includes Headquarters, the Membership Committee, the Treasurer, Board members, and Sam Duncan, review these issues and examine the RFP.

Action 74: Ann Whiteside and Margaret Webster will form a task force to review the AWS features needed by the Society, examine the RFP written by the Publications Committee, and write up a baseline of necessary features. Deadline: September 1, 2006.

f. HQ evaluation and assessment: Margaret Webster will conduct an evaluation of Headquarters during the post conference time period. This will assist with future planning.

Action 75: Margaret Webster will write a message to the membership on ARLIS-L for comments to evaluate Headquarters. Deadline: August 1, 2006.

g. HQ report [Clarke]: Elizabeth Clarke welcomed Craig Fleming and commended the work of Bonnie James. Headquarters will work to support ARLIS/NA and will present its report at the Leadership meeting in Banff. The membership process is moving forward. Headquarters has been working with the Publications
Committee and has signed the Scarecrow Press contract. Board assessment is a big topic.

4. Mentoring – year long and conference connections [Ball]:
   a. Mentoring Workshop at conference: Heather Ball stated the difficulty in finding mentors for the conference. Many potential mentors could not attend the mentoring workshop. It was also unfortunate that the year-long mentoring workshop was scheduled so that the board could not attend. It was suggested that a personal approach is a good method for soliciting conference mentors, as opposed to using only ARLIS-L.

   **Action 76:** Deborah Utlan Boudewyns will work with the Atlanta conference planning committee and Alba Fernandez-Keys, Mentor Program Coordinator, to encourage a personal approach towards finding conference mentors. **Deadline:** June 9, 2006.

   b. Recording of Workshop and resulting DVD: The workshop will be recorded and available on a DVD. The Executive Board discussed many ideas to disseminate the DVD. It was recommended that the DVD be posted as downloaded, not streamed, files, on the AWS. The content of the workshop could be delivered to the membership in this manner.

   **Action 77:** Heather Ball will speak with James Rout about the using raw files of the conference mentoring workshop recording for its potential posting on the AWS. **Deadline:** September 1, 2006.

Discussion centered on how this training workshop will be organized and disseminated. Would Publications or the Professional Development Committee handle this? Training and content is a different role from dissemination, so that the Mentoring Task Force is one group and an Instructional Design Team is another group. Certification of art librarians, SEI, accreditation, and visual literacy are all potential training programs. A task force is needed to examine the scope of the ARLIS educational training programs and to develop a cohesive plan to disseminate information. The task force will be charged to look at the technical and organizational framework. It will submit a preliminary report at mid-year and a final report for Atlanta. It will exist for a one-year period.

**Motion 37:** that the ARLIS/NA leadership will charge a task force to propose a framework for ARLIS/NA infrastructure related to training and education programs for the next 5 years. Approved unanimously.

The dissemination of the mentoring workshop DVD is a separate process that should be distributed more quickly within the year.
Action 78: Heather Ball will speak with the Mentoring Task Force, the Professional Development Committee, and the Publications Committee to propose a method of organizing and disseminating the content of the mentoring workshop and to propose a plan for the distribution of a package of related materials to potential mentors and mentees for review at the mid-year Executive Board meeting. Deadline: September 1, 2006.

c. Use of the term “mentee” vs “protege”: The Executive Board discussed the use of the terms mentee, learner, or protégé, and decided that learner or protégé implied a lack of knowledge. The Board decided to continue to use the term mentee.

Break from 10:30 to 10:48 p.m.

5. Publications [Franklin]:

a. Status report on Scarecrow contract and EBSCO project: The contract for joint publications between Scarecrow Press and ARLIS/NA was signed. Joan Benedetti’s *Handbook of Art Museum Libraries* will be the first publication in this joint venture. All print publications, with the exception of *Art Documentation*, will be co-published with an escape clause: if Scarecrow Press thinks it cannot sell a publication, it will not publish it. The contract is open-ended. Other publication issues were discussed. *Art Documentation* will be scanned by EBSCO. Core Competencies will be published as #15 in the *Occasional Papers* series. Lee Sorenson is working on guidelines for a digital standards, architectural resources, and facilities standards projects. The Executive Board discussed posting *Art Documentation* reviews 4 times a year, instead of 2, or publishing the reviews on the AWS as an alternative. The reviews might be a timely resource for collection development on the AWS. The AWS editorial guidelines would need to be followed strictly to avoid the problems faced last year. The reviews would need to be accessible to everyone. Discussion focused on the costliness of print publications, better accessibility, timely dissemination, and the issue of the legitimacy of book reviews in print form in the scholarly professional world. It might be the role of the Publications Committee to ensure or increase the rigor of scholarship for reviews in electronic form.

Action 79: Jonathan Franklin and Sue Koskinen will discuss the issue of Art Documentation reviews with the Publications Committee and will report the Committee’s recommendations at the post-conference Executive Board meeting. Deadline: May 10, 2006.

b. AWS issues: The DSRT and Committees may request web pages on the ARLIS/NA server, but Chapters are not given this option. The Board discussed the need for more server space to create a content-rich site. This should be examined along with the web site infrastructure this year.

c. Remembrances Webpage: Roger Lawson will discuss with the Publications Committee the need for a remembrances page on the AWS. The remembrances
used to be published in *Update*. The News and Events Editor should ensure that this page on the AWS is archived. It might be useful to find someone to track the membership for new job positions, death, and related matters for posting on the AWS.

d. **ARLIS-L:** Keri Scanlon has resigned as ARLIS-L moderator and was replaced by Judi Dyki. ARLIS-L still resides on the University of Kentucky server. The Executive Board discussed a proposal to have non-members pay for access to ARLIS-L. There was a strong negative reaction at a previous membership meeting about charging non-members to access and view ARLIS-L, but VRA has successfully switched to charging non-members for access to their listserv. Many products are openly available on the AWS. Some products, such as ARLIS-L, may need to be marketed as a valuable product from joining membership. VRA’s membership renewal is structured with increasing benefits for different rates of membership. Elizabeth Clarke mentioned organizational trends to create unbundling, in which associations are offering their products as benefits using a tiered membership. The Membership Committee should examine a tiered structure for the Society. ARLIS-L will need to be moved from the University of Kentucky server before this can be offered, and the membership will need to vote on changes in membership dues.

**Action 80:** Marilyn Nasserden will ask the Membership Committee to review the Society’s membership categories and draft a tiered membership proposal for the Executive Board to review at the mid-year. **Deadline: September 1, 2006.**

6. **Archives Task Force [Brown, Imm-Stroukoff]:**

a. Archives task force: The task force will need to examine issues of archiving the conference web sites, the AWS, and papers. VRD is conducting oral histories, which may also need to be considered.

**Action 81:** Eumie Imm-Stroukoff will ask the ARLIS/NA liaison to the Society of American Archivists to identify a person to assist with the Archives Task Force, will ask Becky Simmons to join Archives Task Force, and will prepare a preliminary report for the mid-year Executive Board meeting. **Deadline: September 1, 2006.**

Lynda White requested that Eumie Imm-Stroukoff attend the Finance Committee meeting at the Banff Conference for discussion regarding the archiving of the Treasurer’s records.

b. Oral history tapes—producing, transcribing: The oral history projects provide a history of leadership. Important issues related to the projects include scripting, taping, transcription, accessibility issues, and archiving. The transcription papers were under the control of *Art Documentation*, but the possibility exists to have the audio file links on the AWS. The Executive Board discussed the need for an
ARLIS/NA historian, perhaps a retired member who can provide content and history for the Society, as well as the need for volunteer transcribers.

c. Archiving of conference web sites [Ball]: The Executive Board discussed hosting and archiving previous ARLIS/NA conference web sites. Ideally, a conference web master should be able to easily access and use the infrastructure from previous conference web sites on the AWS. The infrastructure of the AWS will need to be examined for this issue. The conference web site files from New York, Baltimore, and Houston need to be transferred to the AWS. Conference proceedings and links to other previous conferences on the AWS are currently under the responsibility of the Publications Committee. Standards and publication guidelines for conference planning committees are needed in the Conference Planning Manual.

**Action 82:** The Publications Committee will move the Baltimore, NYC, Houston, and Banff conference links and links to any other previous conferences to the AWS; Ann Whiteside will gather information about the Texas/Mexico Chapter’s web site infrastructure for the task force reviewing the RFP. Deadline: July 1, 2006.

7. SEI (Anne)
   a. Strategic Planning Task Force: The task force will examine SEI’s curriculum and growth, and how it can meet the needs of its attendees. It will make a 5-year recommendation. Eileen Fry and Amy Lucker, SEI’s co-chairs, are also on the implementation team.
   b. The Development Committees of ARLIS/NA and VRA are encouraged to assist with SEI sponsorships and funding. ARLIS/NA’s Development Committee will assist in establishing a SEI scholarship for 2007. The Development Committee charge will be to recommend how to establish and prioritize this scholarship. Discussion centered on the Development Committee’s priorities which include continuing education and conferences. Fundraising should be SEI’s responsibility, with SEI acting as a separate entity coordinating between VRA and ARLIS/NA. SEI has a member on their implementation team who is responsible for fundraising for SEI. This person should be an ex-officio member of the Development Committees for both VRA and ARLIS/NA to ensure coordination among the groups.

   **Action 83:** Leigh Gates will confirm that the SEI liaison has been established on the VRA and ARLIS/NA Development Committees as an ex-officio member. Deadline: May 31, 2006.

8. Distance learning [Brown]: The Blackboard issues with San Jose State have been resolved. Micki Breitenstein had expected to be compensated for this distance learning course through an adjunct instructor contract. The Executive Board discussed if contracts could be established between the Society and instructors. This issue will be tabled and examined as part of the educational initiative to examine what is the relationship between an educational provider and ARLIS/NA.
Lunch: break from 12:46-2:06 p.m.

9. Banff conference – updates [Nasserden]: The copyright workshop produced $2000 in revenue along with financial assistance from sponsors. 467 attendees have registered with a new speaker category of 28 people. Although ARLIS/NA member registrants are lower this year; registrants in other categories, such as exhibit personnel, are higher. Estimates are that ARLIS/NA will make about $40,000 from this conference. Overall figures correlate with Houston, with some extra figures from the workshops. This conference attracted many new members from Canada who did not know about ARLIS/NA.

10. Conference planning:
   a. San Diego – failed negotiations [Whiteside]: It was difficult to find hotels in San Diego that would accommodate both ARLIS/NA and VRA with adequate meeting room space in a desirable location. Sue Rawlyck found a location outside of San Diego that had 2 hotels and an adjoining conference center, but VRA did not approve of this location.
   b. Atlanta (2007) [Whiteside]: CPAC working on themes, logos, the web site, proposals, and evaluation forms. The Executive Board discussed the idea of holding the conference in a shorter period of time and making the sessions and workshops much more focused. This topic is on the agenda for the CPAC meeting. A shorter time period would streamline the conference and facilitate finding hotels with available meeting room space.
   c. Denver (2008) [Keeran]: The estimated dates of the conference are April 30-May 4, 2008. AAM will be meeting around the same time period in Denver. The Board discussed having the ARLIS/NA conference before or after AAM and coordinating with that group. Tom Riedel and Peggy Keeran are looking at 2 hotels, the Grand Hyatt and the Adams Mark. It was noted that it is problematic to have the conference at the end of the academic year in late April and early May.

Motion 38: that the Executive Board accepts the Mountain West Chapter’s offer to host the ARLIS/NA 2008 conference in Denver, Colorado. Approved with 8 yes votes and 1 abstention.

d. Indianapolis (2009) [Webster]: This discussion was tabled.

e. Twin Cities Chapter Invitation [Gates]: The Twin Cities Chapter is willing to host a conference in Minneapolis in 2010 or 2011. They are also willing to host a joint conference with VRA. There is a strong VRA connection in Minneapolis. The Chapter has identified a hotel that can accommodate 800 people and has meeting space for both groups. The Executive Board would like to hold the conference in Minneapolis in 2011 and solicit an invitation from the East or West coast for the conference 2010. It was suggested to table this issue until the mid-year Executive Board meeting and approach VRA before accepting the proposal.
Motion 39: that the Executive Board table the invitation from the Twin Cities Chapter to hold an ARLIS/NA conference in Minneapolis. Approved unanimously.

Action 84: Ann Whiteside will approach the VRA Executive Board to determine if they are willing to participate in an ARLIS/NA-VRA joint conference with the Twin Cities Chapter in 2011. Deadline: June 15, 2006.

f. Affordability of conferences [Webster]: The Executive Board agreed that it is necessary to explain to conference planners and the general membership that conferences are increasingly expensive to plan and that it is increasingly difficult to locate hotels with adequate, affordable meeting room space.

g. Conference Planning Manual Revisions [Webster]:

Action 85: Margaret Webster will work on the Conference Planning Manual with Marilyn Nasserden and Fran Scott to update the section on the treasurer. Deadline: September 1, 2006.

11. Special funding awards [White]:
   a. Return of unspent special funding:

      Motion 40: that the following phrase be inserted in the Special Funding Guidelines for Chapters under “Disbursement of Funds:” “Any unused portion of the funding must be returned to ARLIS/NA Headquarters within 90 days of conclusion of event or project.” Approved unanimously.

12. Grove Dictionary of Art invitation [Webster]: Grove Dictionary of Art has invited the President of ARLIS/NA sit on the Board of the Grove Dictionary of Art. Will this appear as if ARLIS/NA is endorsing a product? It was pointed out that there are already ARLIS/NA members and other Presidents of organizations such as VRA on the Board.

      Motion 41: that ARLIS/NA accept the Grove Dictionary of Art’s invitation to have the President of ARLIS/NA or a designee to serve on the Advisory Board of the Grove Dictionary of Art. Approved unanimously.

13. International Relations [Brown]:
   a. What are the most useful vehicles for communicating information to ARLIS/NA?: The IRC wants to establish a new model to handle business and international relations. ARLIS/NA news or the listserv should be used to communicate information about the affiliates to the membership.
   b. How do these liaison roles work? As individual agents or in conjunction with a specific EB member?: The Chair of and liaison to the IRC should be kept informed of communication between the committee’s liaisons and affiliates. ARLIS/NA does not pay the liaison’s membership fee to other affiliated
organizations, so the IRC needs to nominate people who are willing to undertake the task themselves. Liaisons should be operating under the Charge of the IRC.

Action 86: Margaret Webster will ask the International Relations Committee to review their charge to determine the roles of the liaisons and criteria for determining how liaisons are appointed. Deadline: September 1, 2006.

c. What types of cooperative projects does the EB have in mind?: The IRC needs to examine this. It was reported that the IFLA dues is prohibitively expensive, and other associations have been canceling their IFLA memberships.

14. Standards [Ball]
a. NISO Liaison: It was reported that Donald Juedes has been unable to find a NISO liaison for ARLIS.

Action 87: Heather Ball will request that the Standards Committee eliminate formal NISO membership and cease payment of the membership dues. Deadline: June 30, 2006.

Motion 42: that ARLIS/NA eliminate the NISO membership. Approved unanimously.

15. Leadership Breakfast – plans [Whiteside]: The agenda will follow the same model as last year and will include information about the Society and the upcoming year. There will be 3 breakout groups for the Chapters, committees, and DSRTs. Discussion in the breakout sessions will be about Chapter affiliation and roles of committees and DSRTs within ARLIS/NA. The evaluation form at the Leadership Breakfast should be collected immediately after event. Incoming Board members will act as recorders for the sessions.

16. Association Assessment – plans [Whiteside, White]: There will be a meeting tomorrow with 2 focus group sessions in which 8 questions will be posed. A survey will be conducted post-conference for all current and past Board members from past 3 years. Elizabeth Clarke requested to attend the meeting.

Break from 3:30 to 3:40

17. Finances [White]
a. Seat the new Board for Vanguard signatories:

Motion 43: that the Executive Board recognize the seating of the new Executive Board on May 8, 2006 and authorize the changing of financial account signatories on all ARLIS/NA accounts to read: Bonnie James, Financial Manager; Ann Baird Whiteside, President; and Frances Scott, Treasurer. Approved unanimously.

b. Final 2005 Budget: The final budget was distributed and reflected a $2000 deficit last year.
c. **Dues increases:**
A comparison of ARLIS/NA’s fees to those of our affiliate organizations shows that ARLIS/NA is far below what similar organizations charge for dues and conference fees. Our individual dues are $85 while the average is $108; our corporate dues are $145 while the average is $344. Our last dues adjustment, in 2004, increased revenues only by $6,500. ARLIS/NA cost is increasing, but income is not. The Treasurer recommended implementing a dues increase and distributed membership dues scenarios. Scenario 1 increases the individual rate to $125, the institutional rate to $200, and the business affiliates to $175.00.

Discussion centered around including chapter membership in the dues raise. In order to be successful, dues will need to be consistent within all the chapters, and a similar dues structure may be necessary. Another option discussed was enabling each chapter to decide its membership fee and administrating its collection through Headquarters. It was also suggested to coordinate the membership tiered benefits and chapter affiliation to the dues increase proposal. The Society may need to have the dues raise implemented first and then have other aspects such as chapter membership and tiered benefits handled separately and at a later date. The Board agreed that the membership needs to be informed about this process and that a modest dues increase is necessary because dues have not increased in 10 years. The Executive Board should also inform the membership that a benefits package is being examined and dues might be increasing every 3 years. The first phase might be to incorporate a modest increase this year and incorporate chapter affiliation and tiered benefits next year.

A dues increase needs to occur before renewals are distributed in October, along with a membership vote.

**Motion 44:** that the Executive Board approves raising the dues according to this schedule: “Individuals - $100; Retired/Unemployed/Student - $45; Institutional - $200; Business - $175; Overseas - $75” and present this fee increase to the membership for a vote. Approved unanimously.

d. **Conference registration increases:**
ARLIS/NA conference fees are $175, compared to an average of $276. The last increase was either in 2003 (Baltimore) or 2002 (St. Louis). Further discussion will take place at CPAC.

e. **Purpose of Conference fund raiser:** The President of ARLIS/NA declares a purpose for the conference fundraiser. Last year’s fundraiser funded the conference DVD. This year’s fundraiser will go towards the acquisition of the membership database.

f. **Society Circle:** The figures from the last 2 years may not be accurate since it was tracked by Headquarters cumulatively. Lynda White thanked Craig Fleming for researching the donations and finding out what happened with this year’s figures. Headquarters will begin tracing the figures year by year.

18. **Policy Manual Revisions [Webster, Imm-Stroukoff]:** Margaret Webster stated the Policy Manual needs to be examined and possibly updated.
Action 88: Margaret Webster and Eumie Imm-Stroukoff will review the Policy Manual to ensure that it is current and propose any changes for the mid-year Executive Board meeting. Deadline: September 1, 2006.

19. Survey Monkey [Imm-Stroukoff, Ball, Keeran]:
   a. Continued licensing: The license was bought for 1 year. It was just renewed for another year.
   b. Conditions of use: HQ has agreed to administrate use of Survey Monkey. Guidelines are needed on use Survey Monkey. Craig Fleming is willing to enter survey questions into Survey Monkey and will need email lists, the text of a letter, and the questions for each of the surveys. Confidentiality of previous votes must be maintained.

Action 89: Eumie Imm Stroukoff will draft guidelines to be posted on the AWS regarding use of Survey Monkey by ARLIS/NA committees and groups for the Board to review. Deadline: July 1, 2006.

20. Membership Committee with PDC [Keeran]: tabled for Post-Conference meeting
   a. Draft membership recruitment and business affiliates letter
   b. PDC recruitment brochure

21. Nominating Committee [Webster]: tabled for Post-Conference meeting
   a. Privacy—should resumes and contact information be posted in the public or restricted area of AWS?
   b. How to identify the “single most qualified candidate”? Rolling candidates?

22. Professional Development Committee: tabled for Post-Conference meeting
   a. Proposed revision to charge:
   Current:
   
   **ARLIS/NA POLICY NO.: G-15. PROFESSIONAL DEVELOPMENT COMMITTEE (STANDING)**
   
   Committee Guidelines
   
   a. Charge: To investigate ideas for continuing education at the chapter and regional level and develop alternative mechanisms and methods; assemble information on career opportunities in the field of art and visual resource librarianship for distribution by the Society to prospective art librarians; develop and recommend standards for art librarianship to library schools (to be revised periodically); and administer the Internship Award [3/10/01].

   Proposed revision:

   **ARLIS/NA POLICY NO.: G-15. PROFESSIONAL DEVELOPMENT COMMITTEE (STANDING)**
   
   Committee Guidelines
   
   a. Charge: To assemble information on internships and career opportunities in the field of art and visual resource librarianship for distribution by the Society to graduate students and prospective art librarians; develop and maintain core competencies for art librarianship (to be reviewed every two years); develop and
maintain a year-round mentoring program; create standards and develop guidelines and evaluation methods for workshops, seminars, symposia and panels

22. Research Awards [Fabian]: tabled for Post-Conference meeting
   a. Are winners of the publications awards and their publishers allowed to publicize before May?
   b. Can winners distribute their prizes, back to ARLIS/NA?
   c. Can we specify more dates and expectations for transmitting results on the Wilson Research projects?

23. Chapter relations:
   a. Chapter affiliation [Clarke]: IRS indicated there is a liability issue with chapter relations. Each Chapter’s financial statements need to be sent to ARLIS/NA every year. The liability insurance protects each individual Executive Board member from chapter activity. The Chapter Affiliation Agreement will protect the Executive Board from activities at the chapter level, sort out the financial situation, and align each chapter’s bylaws with ARLIS/NA’s bylaws. Other organizations have this type of agreement, but it is difficult to access those agreements. Elizabeth Clarke recommended the signing of the Chapter Affiliation Agreement. The Executive Board is covered by a liability policy through HQ, but anything that happens within a chapter is not covered nor are the chapter officers covered.

   Action 90: The Regional Representatives will review the Chapters’ bylaws to ensure that they conform with the Society’s bylaws. Deadline: April 1, 2007.

   The Regional Representatives stressed that both the National’s and Chapters’ Executive Boards should be equally protected in the agreement and the need for cohesive language to explain the agreement to the Chapters. Elizabeth Clarke stressed that the Executive Board should not give out legal advice regarding this topic.

   b. Chapter Success Book [Ball, Fabian, Gates]: tabled for the Post-Conference meeting
   c. Chapter recruitment—local level and library schools [Ball]: tabled for the Post-Conference meeting
   d. Distribution of chapter member lists from HQ [Ball]: tabled for the Post-Conference meeting

24. Strategic Plan [Whiteside]:
   a. Vision and mission statements
   b. Add mentoring to Goal I, Objective C or elsewhere?
   c. Soliciting DSRT and Committee action items: The groups should be creating their action items for the year by using the Strategic Plan. Liaisons to the groups should report at the Post-Conference Executive Board meeting with their groups action items as they relate to the Strategic Plan.

   Action 91: ARLIS/NA groups and committees will create action items for the year and relate it to the Strategic Plan. Deadline: June 1, 2006.
MW thanked the following outgoing Board members for their hard work and accomplishments: Jeanne Brown, Jonathan Franklin, Peggy Keeran, Lynda White. Jeanne Brown was presented with a gift in appreciation of her tenure as President.

**Motion 45**: that the Executive Board adjourn the Pre-conference Banff Executive Board meeting. Approved unanimously.

Meeting adjourned at 5:00

Submitted by Eumie Imm-Stroukoff, Secretary