ARLIS/NA Board Meeting Minutes: May 9, 2007

Participating: Deborah Ultan-Boudewyns, Elizabeth Clarke, Cate Cooney, Sue Koskinen, Marilyn Nasserden, Rebecca Price, Elizabeth Schaub, Fran Scott, Ken Soehner, Amy Trendler, Ann Whiteside

1.) Action deadline reminders – Rebecca

Action Item 1:
Ken Soehner will talk with Eumie Imm-Stroukoff about the possibility of new members having guided tours through the vendors’ area in the Exhibit Hall at the Denver Conference. Deadline: June 15

Action Item 2:
Elizabeth Clarke will find out about the registrant type and the number of free entrants. Deadline: July 1

Action Item 3:
Liaisons will collect goals from Committees and Chapters and ask them to demonstrate how their goals work with the Strategic Plan. Deadline: June 1

Action Item 4:
Deborah Ultan-Boudewyns will compile these goal documents and send to Nedda Ahmed for posting to AWS. Deadline: June 15

Action Item 5:
Board members will collect and submit reports from their liaison groups reporting on how the groups feel about the Assessment Task Force proposals. As much as possible, the groups should be asked; 1) whether they have general agreement with the proposals and 2) express opinions on the sections about a) board changes and b) DSRT changes. Deadline: June 1

Action Item 6:
Sue Koskinen will communicate with Carol Graney and with Nedda Ahmed about posting profiles of HQ staff. Deadline: June 1?

Action Item 7:
Deborah Ultan-Boudewyns will compile all Assessment TF responses (see Action Item 5) for the Board. Deadline: June 8

Action Item 8:
Fran Scott will create News & Features item with info about chapters and DSRTs funding requests – including information such as, where are guidelines, involvement of board liaison. Deadline: June 15

Action Item 9:
Regarding setting up ‘geek squad’ and/or Special Appointment for technology: Sue Koskinen can flesh out what this person would do. Sue will bring back description to board. Will add consideration for an honorarium for the position. Deadline: July 15

Action Item 10:
Elizabeth Clarke will look into this issue of liability of the society in the mentor program. Deadline: July 15
2.) EB Assessment TF Recommendations

The board continued discussion on functional roles as suggested in the recommendations. Ultan Boudewyns proposes a framework to use to move forward in adopting a hybrid plan of the Executive Board based on where the board left off at the post-conf meeting. She proposes taking time to discuss these roles and proposed task before making any final decisions. We will need also to revise some of the wording in order to clarify and correct some of the responsibilities as presented by the Task Force recommendations.

Proposed Hybrid Structure:

Executive Committee:
President - looks good as proposed

Past President-
• Implement the recommended direct reports in order to alleviate some responsibilities on the regional reps, and so they have time to serve as reps as well as variations of their functional roles during this trial/hybrid year.
• Direct Reports: Standards Com, Cat Advis Com, instead of liaison to Society Liaisons (Pres keeps) pick up Public Policy, continue as IRC liaison, continue with SEI implementation but as co-liaison with Education Officer.
VP - looks good as proposed

Treasurer - looks good as proposed

Secretary-
• Continue to serve in current model rather than as proposed by TF
• Examine more thoroughly the TF’s idea to hire minute-taker/Secretary (at mid-yr and conferences?)

Functional Officers:
Chapters Coordinator- Cate Cooney
Rather than take this on all at once, work on some of the non-travel type responsibilities such as:
• Coordinate funding requests for chapters
• Work with other reg reps on their specific issues and/or discussions to exercise 'coordinator' concept
• Work with reg reps and chapters on any Bylaw changes or issues
• Facilitate chapter officer discussions
• Work with Marilyn and the Canadian Chapters in role as 'coordinator' (purpose of this is to help determine whether we best continue the Canadian Rep or find out if it may not be necessary.)

Development/Marketing- Marilyn Nasserden
• Become co-liaison to the Development Committee (with President for this year) - advice CPAC and/or Dev Com on fundraising and assist with fundraising activities as appointed by the Development Committee
• Continue as Membership Liaison (for the current year)
• Continue as Canadian Regional Rep

Education- Elizabeth Schaub
• Continue as PDC Liaison
• Become Education TF Liaison (instead of Deborah)
• **SEI Implementation co-liaison (?)**

Communication- Sue Koskinen
• Continue as Publications Liaison
• Technology Special Appointment - develop idea and help implement
• Continue as West Regional Rep

Conference Planning- Amy Trendler
• Serve as Co-Chair of CPAC with Pres (for this year)
• Serve as Liaison (mediator) between CPAC and Conference Manager - we can discuss what I mean but the intent is to eliminate too many emails and miscommunications.
• Oversee CPAC deadlines
• Go to CPAC - (and use this experience to begin to mold officer role for next year)

**Discussion regarding the Regional Rep transitional roles:** Ultan Boudewyns clarified that the current regional reps would continue as regional reps while also adding a functional role.

**Discussion regarding the Secretary’s position:** Discussion revolved around the idea of freeing up the secretary from having to take detailed notes at the conference and mid-year meetings, so that the sec can contribute more to the discussion. This also will allow more time for the secretary to work closely with the Membership Committee and HQ. The idea of someone from the local chapter taking notes at the conference and mid-year meeting was presented. There may be the possibility of compensating this person in some way (accommodations at the meeting?). It was noted that the idea is to cut down on costs and that regular board members don’t get much in the way of reimbursement, so it would not make sense to offer more than that.

The drawback of having someone new doing the minutes at each meeting is that the lack of consistency from meeting to meeting. The importance of the secretary to the ongoing work of the president was mentioned and it was questioned whether splitting off the note-taking was all that helpful. Perhaps there is a way to standardize the way notes are kept and minutes presented so that there is built-in consistency if a local chapter member did the notes at the annual and mid-year meeting. It was noted that board members can help track action items and motions at the meetings.

The difference between having a recording secretary and a managing secretary was introduced.

**ACTION ITEM 11:** Price will investigate other ways to address secretarial needs at mid-year and annual meetings; whether that’s having the local chapter secretary take notes or some other method. She will report back to the board on her findings. Deadline: August 30.

Because of Marilyn Nasserden’s involvement with the Membership committee to this point, it was proposed that Nasserden and Price take on the liaison role together in this transitional year. They both agree to do this.

**Discussion regarding the Chapter Coordinator Position:** Concern was raised that in this year of transition, the chapters’ coordinator could create extra work for the regional reps if both have to be involved in chapter questions. Perhaps the
regional reps could take responsibility for visiting the chapters and the chapters’ coordinator could take on the other administrative duties. The Chapters’ Coordinator couldn’t travel to all chapters or even to each region. The travel responsibilities were clarified in that it is not expected that the Chapters’ Coordinator would travel to all chapters. All board members are expected to be present (as much as possible) at their local chapter events and meetings – providing board contact.

**Regarding Canadian voice on the Executive Board:**
Canadians have drafted a proposal to give their perspective on defining the Canadian role on the board. At the moment more input is being sought and then it will be submitted to the Executive Board (within the next few weeks).

3.) Liaison reports
Ultan Boudewyns requested highlights from liaison reports from the annual committee, task force, chapter, and dsrt meetings; including any action items or motions for consideration.

**Committees:**

**Nominations Committee:**
Ultan Boudewyns reported that the following candidates are needed for this year’s board election: Vice-President, Treasurer, Canadian Regional Representative, and Western Regional Representative. The committee also asked her to bring forward several recommendations and two questions regarding policy/bylaws issues.

The recommendations from the committee are:

- *The committee agreed that recruitment model is not the only and best way to go.*
- *Agreed with the task force recommendation to have an open call model along with recruitment model. The open-vote would allow candidates to nominate themselves or others.*
- *Agreed with the recommendation to have a call for nominations earlier on in the process rather than as a petition after a slate of candidates is recommended.*
- *Did not agree, necessarily, with the timeline proposed by the task force, however.*
- *Criteria for determining best candidates: This should be a very precise process so that each candidate submits the same type and format of materials, and so there is no discrepancy about a candidate based on their submissions.*
- *Agreed that it makes sense to continue having the EB approve of the slate of candidates. However, the word ‘approved’ should be changed to ‘accepted’ instead in the Bylaws. This affirms that the work of the nomination committee is not overridden by the EB and that the EB’s responsibility is only to ‘accept’ the committee’s fulfillment of responsibility. In other words, the EB acceptance is a ‘procedural review’ of the candidates rather than qualitative. If a candidate is challenged by the EB there must be a substantive reason.*

See Article IX, Section 3

**Discussion about the above recommendations:** Questions were raised about the last bullet point in which it seems that they are saying that the board must accept the Nominating Committee slates. It confuses the current checks and balances and makes the Board simply a rubber stamp to the process. We need the checks and balances since we don’t have a true electoral process. It was suggested that there could be a guiding document that would help the EB and Nom. Comm. clarify circumstances under which the EB might take issue with a recommended candidate.
The questions to the Board are:

**Question 1:** Can the committee proceed with the hybrid model of an open call for nominations and recruitment if the Bylaws specify the process differently? Do we need a membership vote to change the Bylaws before acting on a change?

**Board Response:**
Yes, we do need a membership vote on Bylaws before we act on a change if the change goes against the current Bylaws

See Article IX
Section 2. “The Nominating Committee shall submit to the Executive Board a list of nominees consisting of the single most qualified candidate for each position...”

**Question 2:** Does the EB need to vote on this by mid-year?

**Board Response:**
As for voting/approving/accepting the slate from the committee, we do have to vote, but the vote can take place whenever the slate is submitted to the President, who then submits it to the Board. That can be at mid-year, but it can also be earlier, depending upon the timing of the whole nominations process

**Concern:** Policy Manual needs a Table of Contents!

**Professional Development Committee:**
Elizabeth Schaub brought forward several questions the Committee had for the Board.

**QUESTION (f.vi):** At what point does the Mentorship Taskforce dissolve? Both Heidi and Tony are on the PDC. Mentoring may need to be a special committee or a sub-committee of PDC? Should the PDC be expanded?

**Board Response:**
Yes, the board needs to approve the dissolution of the Mentorship Taskforce (need to check that the charge has been met).
Regarding the question of expanding the PDC to include mentoring more formally, it was felt that this should be investigated as part of the liaison role of the Education Officer. We will also want to consider all the assessment feedback as we consider the reconfiguration of education and professional development. Mentoring could become a sub-committee of PDC.

**QUESTION (f.vii):** What is the liability of ARLIS/NA for running the Mentorship Program?

**ACTION ITEM 10** (from our post-conference meeting)
Elizabeth Clarke is looking into the issue of liability of the society in the mentor program. Deadline: July 1.

**PROPOSAL (f.viii):** New functional Education Board member should be responsible for co-chairing the mentorship task force.

**Board Response:**
Clarification that this implies that the Mentorship Task Force becomes a Mentorship Sub-committee and that the Education Officer would take on the role of co-chairing that
committee or being liaison to that committee.

**Other committee business:**

**ACTION ITEMS update:**
Action 63: Elizabeth Schaub will bring to the attention of the Professional Development Committee the request for ARLIS/NA career brochures to be sent to art schools as well as library schools. Deadline: April 30, 2007.
This has been completed.

Pending: (j.i): Reference to LOAX (sp?) membership needs to be expunged from the Policy Manual (section G19?).

**Publications Committee:**

Susan Koskinen brought forward several items from the committee.

New business:

**Peer Review Survey Update:** The committee will compile results and prepare for the board to discuss at our mid-year meeting.

**Policy Manual Changes:** Koskinen will send out an update on this in June.

**Handbook:** It will be electronic this year. Most documents are already online.

**Marketing:** During the committee meeting it was discovered that the advertisement option is no longer being included in the sponsorship packet. A marketing plan is in development to address sponsorship. Roger will be working with Jon Evans of the Development Committee to reinstate the advertisement option.

**Funding Requests:** The committee will be making requests to facilitate online purchase of publications and software to facilitate special projects (e.g., Artist Files Project).

**AWS:** Nedda will continue to maintain AWS. There was discussion of adding an editor to help with updating pages.

**News & Features:** There was a suggestion to add an Ask ARLIS column to get members comments.

**Membership Committee:**

Nasserden reports that the membership survey results will be coming early in the summer.

**Development Committee:**

**Finance Committee:**

Scott reports on several items of business:

**Review of committee charge**
The committee charge was reviewed. Keith Joyce (ARLIS/NA auditor) is to review the policy. Fran Scott will contact Joyce & Co. in regards to this.

**Review of Policy Manual**
The Policy Manual was reviewed. Currently the past Treasurer becomes the chair of the finance committee. It was suggested that the wording be changed to: “If the Past Treasurer chooses not to serve…” Fran will contact the board regarding this wording change.

**Investment review/recommendations**
There was discussion on how to allocate surplus monies. Committee recommendation: leave extra $10,000 in checking and move $50,000 to Vanguard (investment funds)

**OTHER BUSINESS**
Liaison travel funds
Let liaisons know that funds are available from the (society budget's) special funding line. (This is the contingency fund the board established this year to be used on a case-by-case basis as individual members might be asked to represent the society by attending meetings, hearings, etc.)

Management firm
There was discussion of the management firm performance this year. The committee recommends that there should be a cost benefit analysis done of various management functions.

Dues increase
The membership committee is looking at the dues structure.

International Relations Committee:
The committee discussed assessment, but did not make any statements per se.

Business:
1. Kristen Regina (Hillwood Museum) is the new chair.
2. The committee feels that limiting the committee membership to 8 is too restrictive and are welcoming others to join, but the size is not to exceed 15.
3. The committee is creating a listserv for committee communication.
4. The committee will draft a new charge and submit it to us by September 1st for our review at the mid-year board meeting.
5. The committee intends to develop a program proposal for 2009 that involves international attendees.
6. The committee will look at the guidelines we sent to our organizational liaisons (i.e., CAA, SAH, ALA, etc.) and see how those might work for this committee.

Public Policy Committee (no report at this time)

Standards Committee (no report at this time)

The question was raised about providing back-up for AWS updates. Nedda was not available during her maternity leave. What are the current back-up measures in place in respect to AWS?

Cataloging Advisory Committee (no report at this time)

Diversity Committee
Price brought forward the committee’s plans and concerns for the coming year. The committee would like to investigate the possibility of travel awards to encourage more minority representation and participation at the conference. The committee would like to work more at the Library School level (with student affairs groups) to encourage new librarians to join ARLIS. The committee sees a role for them working more actively with conference attendees perhaps in mentoring roles or in language skills, when needed.

Awards Committee - Ken -proposed timeline consolidates timing of calls and announcements

DSRTs
Reports to follow.
Task Forces:

Nominations – Deborah
  See notes above in Nominations Committee.

SEI Implementation
Whiteside reports that the SEI Implementation Team is on track for SEI this summer and there are no issues for the Board to consider at this time.

Education Task Force (no report at this time)

ARLIS/NA~VRA Collaboration (no report at this time)

Approved: 9/17/07
Submitted: Rebecca Price, ARLIS/NA Secretary