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

Meeting Began: 4:03 pm EST

Agenda
1) Discussion of Reports from committees regarding the Assessment Task Force Report that are due on June 15 (Ultan Boudewyns)
Discussion focused on whether these reports are internal or to be posted on the web. Group decided that the assessment feedback should remain internal. The reports on the alignment of goals with the Strategic Plan will go on the AWS. We will send our assessment feedback reports to Deborah.

ACTION ITEM 14: Ultan Boudewyns will pull together all the committee reports that we send her into one document.

Regarding the assessment feedback: Whiteside wonders if there is a general theme emerging from the feedback that we’re getting. Whiteside notes that the IRC (International Relations Committee) believes strongly that they should remain intact. They noted that especially since ARLIS is no longer a partner with IFLA, they will need to continue their outreach and will need to be a formal body to do that. Currently they are drafting a charge and working on programming for the next two years, as well as defining their liaison role for the Society.

Trendler reports that the Public Policy Committee also sees a need to remain intact. They plan to expand their focus to include Canadian public policy issues. There was discussion at the meeting about splitting into two groups: educational (there was talk that this could be a Special Interest Group) and advisory (this core group would maintain the advisory role that they currently serve to the president).

Soehner reports on feedback from the DSRTs. The Round Tables seem indifferent, perhaps indicating agreement with the report. Divisions and Sections all feel strongly that they want to maintain their existence and in fact most are reanimated to function more dynamically.

It was noted that if all groups want to maintain the status quo, then we need another solution for organizing and finding space for our conference meetings. It was emphasized that we don’t necessarily need to provide meeting space at every conference, but we do need to provide a means of communication. And we need to make some decisions – with input from the membership. It was pointed out that the changes to the conference structure (meeting spaces) will take time and may occur over a couple conferences. Additionally, the new functional roles will begin to have an impact on this over time.

2) Posting HQ Profiles to AWS (Koskinen)
Elizabeth Clarke reports that Craig will have his profile and ready by this Friday (June 15). Some staff may not add a photo, but other profiles will be ready by Friday also.

**ACTION ITEM 15:** Sue will send an email to Craig and to Nedda and will ask Craig to send HQ staff information and pictures (when offered) directly to Nedda (but cc Sue). 
**Deadline:** (included in Action Item #6 from post-conference meeting)

**3) CPAC Update (Ultan Boudewyns)**  
Ultan Boudewyns reports that the Denver group is working well. A logo has been chosen and we have the rights for the design and plan to make t-shirts for conference attendees. Planning is moving forward steadily.

**4) Committee Information on the AWS (Ultan Boudewyns)**  
Ultan Boudewyns notes that the AWS is out of date and questions whether she is responsible for sending new committee information to Nedda. It was noted that committee chairs should communicate about who is rotating off each committee. The president is responsible for making sure that the web editor correctly posts the new committee memberships. Ultan Boudewyns suggests that the terms of service should be included with each name. All agreed that this would be useful information for all members. Whiteside noted that last year she took the spreadsheet of committee memberships and copied it in email to Nedda.

It was decided that board liaisons should funnel committee changes to Deb and she can compile and forward to Nedda.

**ACTION ITEM 16:** Board liaisons send committee changes (names and term dates) to Ultan Boudewyns. Include current moderator, when they came on and when their term expires, current members and the terms of service for those members.

Ultan Boudewyns wonders whether the committee guidelines are clear enough for us to provide this information. Whiteside notes that committee heads should know their terms of service based on their letter from Webster or Whiteside). Knowing the member terms is a little harder but the information should be in the policy manual.

**ACTION ITEM 17:** Nasserden, Ultan Boudewyns, and Whiteside offered to look into that term information.

**5) Management Firms Review (Ultan Boudewyns)**  
Given the contract currently under review by Whiteside and McPherson, Ultan Boudewyns wondered if it would be a good time to conduct an analysis of HQ services in relation to our Strategic Plan. In what ways do they support our goals and objectives? It would be good to identify clearly what specific services cost, particularly as we look at membership costs. Do our fees cover our expenses?

Clarke suggests proceeding cautiously with this analysis, so as not to alarm HQ, since there are still two years on the contract, but it is a good process to go through. Confidentiality must be
maintained for much of the information. Members agreed that even with two years on contract, this would be a good thing to do.

No action item at this time, but idea will continue to be reviewed and discussed.

6) ALA attendance

From the Board, Deborah and Ken are attending ALA.

7) IRS Documents (Schaub)

Schaub reported on her recent conversation with Texas comptroller’s office. The Texas-Mexico Chapter’s tax-exempt status is being recognized. The letter that is dated Jan. 18, 2007 (from IRS) references a determination of ARLIS’s tax status dating back to June 1976. ARLIS/NA was incorporated in 1984 in DC – so that initial exemption predates our incorporation. So the society needs to go back to IRS to get exemption based on new status as of 1984. Texas Comptroller can talk to someone at HQ about this.

Clarke notes that we need to get the proper form from the IRS to reinstate tax-exempt status of Texas-Mexico Chapter. Sue Singer will talk with auditor to see what steps she needs to take. Clarke and Scott will help with filling out form. Schaub will send explanation to Clarke so that she has all the documentation. Clarke will go to Sue Singer at HQ and get all the relevant information from the auditor.

ACTION ITEM 18: Elizabeth Schaub will send an explanation of the Tex-Mex chapter issues and all relevant documentation to Elizabeth Clarke. Deadline: July 15, 2007

ACTION ITEM 19: Elizabeth Clarke will speak with Sue Singer about the Tex-Mex chapter issues so that Sue can go to the auditor to confirm the steps she needs to take. Elizabeth (with Fran Scott’s help, as needed) will help with completing the necessary paperwork. Deadline: July 15, 2007

8) Indianapolis Update (2009 Conference) (Trendler)

The Indy conference planning group (the chairs) will meet at Indianapolis Museum of Art on July 9. The board discussed the recent request to increase the co-chair group from two to four. It was pointed out that adding two chairs adds to the need for giving free registration and potentially free rooms. It was noted that in the past there have been multiple co-chairs and free lodging was not provided. It was suggested that we consult the Conf. Planning Manual to see if complimentary registration is mentioned. Perhaps we could offer a reduced rate for the rooms. No fee events would be paid. It was noted also that with four co-chairs there will still need to be one primary contact – communication needs to be streamlined.

We were reminded of the low number of conference registrants and we need to be careful not to add too many free entries. The suggestion was made to have primary and secondary levels of co-chairs – perhaps varying percentages of the registration can be covered by the Society. At the CPAC meeting, the amount of money to be devoted to this will be determined – based on the amount that the board can send allocate.
MOTION 3
It was moved to approve the addition of Eileen Fry and Sonja Staum as co-chairs (in addition to
BJ Irvine and Ursula Kolmstetter) and to work on a way to equitably disperse funds to the co-
chairs. Seconded and passed.

9) Memberclicks Update
No update at this point.

ACTION ITEM 20: Ann Whiteside will get in touch with Margaret Webster to see where
we are on Memberclicks. Deadline: June 20.

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