ARLIS/NA Board Meeting (conducted via email)
Wed., 2/6/08, 3:00 pm – 4:30 pm CT

Attending: Elizabeth Clarke, Cate Cooney, Amy Lucker, Marilyn Nasserden, Rebecca Price, Elizabeth Schaub, Fran Scott, Ken Soehner, Amy Trendler, Ann Whiteside

1) International Relations Committee proposal for an International Study Trip – see Addendum to these minutes
Ann Whiteside, as liaison to the IRC introduced their proposal to the Board.

The board was enthusiastic in its support of this proposal. We see benefits to all attendees and to ARLIS/NA as well as any partners in the endeavor. The Board agrees also that ARLIS/NA should offer some financial support for this, to be designated for the host organization. This might be used as a partial scholarship or for a reception at the host institution. There was some confusion about the requested donation from ARLIS/NA member participants. Ann clarifies that this is more likely to be included in future years (since planning for this year is so far along). The idea is that participants would pay a fee over the cost of the trip that would be distributed between ARLIS/NA and the host organization and this would become a fund-raising initiative. The fee may vary depending on the cost of the trip.

Fran notes that we do have $600 in our contingency fund for 2008, but otherwise our funds have been allocated. If the Board approves, all or a portion of that $600 could be offered for this year. We should advise the IRC to submit a funding request for next year or to propose the creation of a new budget line if this is to be an ongoing expense. We encourage them to pursue their plan to coordinate with the Professional Development and the Development Committees for budget requests and for possible sponsorships for this initiative.

2) NYC Chapter listserv
Cate Cooney received a query from the NYC Chapter regarding the ARLIS/NA listserv policy. The chapter is considering closing their listserv so that it becomes a benefit of membership in the chapter. They ask if the society has a policy about chapter listservs.

The board agrees that this decision is best left to the chapters. Ann notes that in our recent affiliation process, we tried to be clear that chapters could conduct chapter business without the approval of the ARLIS/NA Board. The only area in which chapters must work in tandem with ARLIS/NA is in the area of chapter members being members of ARLIS/NA. The chapter is free to handle their listserv as they wish.
3) Conference Registrations

The Executive Committee recently discussed the issue of complimentary conference registrations. Rebecca brings the issues as discussed to the Board.

Rebecca reports that there are two issues: one that spins off another. The first issue is the number of complimentary registrations and free entry into fee-events at our conferences. The second issue is the complimentary registration for board members.

The executive committee discussed the first issue since it has been problematic in the past. It seems that the Denver conference planners have a good handle on limiting the number of complimentary registrations. We discussed also the issue of the increasing number of conference planning co-chairs. Acknowledging the tremendous amount and concentration of work involved and the need for the co-chairs to be fully present at the conference, we felt their ‘free-entry’ was fully justified. The issue is more when their number increases. We recommended that we put a limit of four free registrations for the co-chairs in any given year.

Rebecca looked over the Bylaws, the Policy Manual, and the Conference Planning Manual to see mention of complimentary registration and other benefits to board membership or to Co-chairing the Conference Planning Committee. The Bylaws do not cover this sort of issue. The travel stipend and the complimentary registrations for Board Members are already outlined clearly in our Policy Manual. The complimentary registration for Conference Co-chairs is mentioned in the Conference Planning Manual only.

It is proposed that, we add terminology to the Conference Planning Manual indicating a limit of four complimentary registrations for the Conference Co-chairs.

In the passage from p. 3 of 55 in the Policy Manual, it is proposed to add the phrase “up to four” at the beginning of the sentence resulting in this phrasing: “Up to four conference co-chairs may receive complimentary registration for the conference and all conference events; if they intend to attend workshops or tours as participants, they should pay the relevant fees.” (from p. 3 of 55)

It is pointed out that the paragraph directly ahead of the above-mentioned passage already indicates that there may be no more than four conference co-chairs. It would be redundant to change the phrasing. On the other hand, we want to be transparent about this, so redundancy is not a bad thing.
The Board concludes that we will revise the phrasing in the Conference Planning Manual to clearly state that there may be at most four conference co-chairs and that those co-chairs are entitled to complimentary conference registration.

Regarding the second issue, that of complimentary registration for Board members: it had been suggested that there is the potential perception of hidden perks and conflicts of interest due to the fact that board members both set the rules regarding complimentary registration and receive complimentary conference registration. The Executive Committee felt that because there had been no outcry by the membership perhaps it was not a particularly pressing issue for them, but that it warranted an upfront and transparent approach on the Board’s part. The best way to be absolutely open about the policy is to make sure it’s clearly stated in our policy documents. No changes are suggested at this time.

Submitted: Rebecca Price, ARLIS/NA Secretary
Addendum:  
letter from IRC regarding proposal for an ongoing International Study Trip

January 28, 2008

Dear Ann and the Board,

The IRC would like to request that the Board work with the IRC in creating an annual or biannual ARLIS/NA (IRC initiated and logistically supported) international study trip for ARLIS/NA members. The idea for this program is to allow ARLIS/NA members another avenue of professional development, as well as a method of finding and reaching out to sister organizations around the world. Following in the spirit of the ARLIS/NA annual conference, the participants of these trips will have an opportunity to learn about and see up close international libraries, understand day-to-day operations, grasp a better sense of how our work impacts the world, learn current trends in other countries, and to have first-hand cultural exchanges with colleagues and further cement relationships with them at the personal, institutional, and Society levels. These trips will become important supplements to the experiences of an ARLIS/NA conference because international colleagues are not always able to attend our conferences, and those that are able to attend do not always have the time and energy to create panels to share with us their current situations, attend all the programming they might like, or even to meet new colleagues.

To initiate this ARLIS/NA travel program, IRC member Michiel Nijhoff contacted ARLIS/NL and they have offered to host a delegation of about 15-20 ARLIS/NA members in the Netherlands. This trip coincides with Amsterdam's 2008 designation as the world book capital, and together with colleagues from Flanders they propose to organize a four/five day itinerary of in-depth library tours, meetings, and visits.

Obviously budget requests for ARLIS/NA funding in 2008 were due in 2007. We are aware of this and plan to coordinate with the Professional Development and Development committees to submit a budget request this year that would fund some component of, create a scholarship for, or even perhaps underwrite all of, a 2009 or 2010 trip. So as not to lose momentum or the generous offer from ARLIS/NL though, we would still like to move forward with a trip in 2008. If by chance there is some money ARLIS/NA can put toward the Netherlands program, that is terrific, but we
are presuming that members who sign up for the study tour would pay for it themselves, which in this instance may serve as a self-selection process for members.

Per our tentative agreement with ARLIS/NL, narrowing the field to 15-20 participants, organizing hotel and travel arrangements, and advertising the trip to the membership are the responsibility of ARLIS/NA, which the IRC, with Hugh Wilburn as lead, will do. Based on general presumptions for international travel, we see the per person costs for a 5-day Netherlands trip as $2,625, with a breakdown as follows:

$1,000 airfare; $200 a night hotel; $100 a day food; $25 a day miscellaneous costs (subway; taxi; etc.).

In the future, we could conceivably incorporate an extra donation of perhaps $500 per person with $250 going to ARLIS/NA and $250 to the international partner/host organization. For now though, as we are asking members to pay completely out-of-pocket with no opportunity to ask for any institutional funding or even much lead time in asking for institutional leave, we would just like to test the waters and see how this trip pans and keep it as cost-effective as possible.

We are hoping to have all the planning of this trip done before the May 1-5, 2008 conference in Denver. We want to advertise the trip during the conference, distribute flyers, and perhaps get some agenda time at the annual business meeting to promote the study tour. Once we have an initial sense of how many members are interested in the tour we will devise a methodology for selecting a well-balanced group of participants, but it may just boil down to a first-come-first-selected situation.

We would like your approval of these initial plans before we proceed to planning the actual program with ARLIS/NL. Can you please send any questions, comments, or concerns so that we may address them and move this project forward?

Thanks very much for your time,
Kristen and Hugh

Kristen Regina  Hugh Wilburn
Chief Librarian  Librarian of the Frances Loeb
Hillwood  Library

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