Attending: Elizabeth Clarke, Cate Cooney, Ted Goodman, Amy Lucker, Rebecca Price, Barbara Rominski, Elizabeth Schaub, Ken Soehner, Amy Trendler, Deborah Ultan Boudewyns, Liv Valmestad

Agenda – Discussion Points:
1. Update on Association Management Firms
2. SEI Agreement
3. Conference Updates – Indianapolis and Boston
4. Update on Vote for membership dues increase
5. Update from Nominating Committee
6. Updates from Liaisons
7. Competencies: setting a deadline for comments from the Board
8. Overdue Receivables

1. Update on Association Management Firms

Ken asked Board members to look at the Association Management Companies (AMC) website. They offer a mechanism to send out an RFP. Their site is at: http://www.amcinstitute.org/select/rfp.cfm

Board members agree that sending out an RFP via the AMC website is an efficient way to cast a net. We do need to inform Clarke Association Services, Inc. and any other firms we have spoken with that we are taking this step. This does not preclude our ability to negotiate with Clarke Association Services, Inc.. It also allows for them to respond to the RFP. During discussion Elizabeth Clarke cautions the Board that we should not limit our appeal for a management firm to the AMC members. She notes that the AMC is an expensive group to belong to and that the bids will be fairly high.

Ken takes a straw poll of the Board. The Board voices no objections and all agree that this is a good first step.

**ACTION ITEM #27:** Ken will notify Greg McPherson that we are putting out an RFP via the Association Management Companies website before we submit the RFP.

2. SEI Agreement

Ken turns this matter over to Amy Lucker to discuss. Amy notes that she’s looked through the agreement and that the substance of the document is the same as before. Dates of the upcoming session need to be revised for the coming year. These dates are determined by the Implementation Team and the local hosts.

A question was raised about the reference to the $3000 in seed money provided by VRA and ARLIS/NA (referenced on the 2nd page of the document). The question has to do with the return of the seed money to the donating organizations ($1500 each) if SEI is dissolved. Since VRA turned over all administration of SEI to VRAF (VRA Foundation),
the money would need to be returned to VRAF. This needs to be clarified in the SEI Agreement. Ted notes that this can be tracked in the budget documents.

A second requested change to the SEI Agreement is that the reference to the ARLIS/NA Board Liaison be changed to the ARLIS/NA Board Education Liaison.

Ken asks Amy Lucker to send the agreement back with these noted revisions.

**ACTION ITEM #28:** Amy Lucker will send revisions to the SEI Agreement back to the SEI Group.

3. Conference Updates – Indianapolis and Boston

**Indianapolis:** The CPAC listserv activity reflects some switching of sessions and work toward enriching the program. There will be an opening plenary, on which some other sessions may be based, and a closing plenary. Ken asks if any of the changes affect room reservations. That will need to be checked. Elizabeth Clarke notes that some meeting/session rooms are still waiting for confirmation (that is typical at this point in the planning process), but that there is a lot of dialogue and it sounds positive.

**Boston:** Ken notes that he received an email from Michael Young asking about the 2010 conference. Four conference co-chairs have been suggested: two for programming (Ann Whiteside and Jennifer Friedman) and two for local arrangements (Rachel Resnik and Deborah Smedstad).

4. Update on Vote for membership dues increase

In the coming days Ken will be preparing a message for the membership regarding the vote on a membership dues increase. According to the Bylaws we need to give the membership 35 days to vote once the initial announcement has been made. (Note: we may want to change this in the Bylaws now that we allow electronic voting.) This means that we will not have the final tally before our midyear meeting, but MemberClicks does allow for interim reporting of results, so we should have an indication of which way the vote is going before our meeting. It was noted that overseas members cannot vote via MemberClicks, so we will need to provide another method for those members (this affects approximately ten members).

Ken will send the membership message to the Board for comment in the very near future. Barbara noted that Headquarters indicated that they can put the vote onto MemberClicks, but we will need to follow through to make sure it happens in a timely fashion. Barbara will check with Roger Lawson about any updates to the process.

**ACTION ITEM #29:** Ken will send the membership message regarding a dues increase to the Board for review. Deadline: Sept. 15

**ACTION ITEM #30:** Barbara will check with Roger for updates to the voting process via MemberClicks.

5. Update from Nominating Committee
Eumie Imm-Stroukoff, chair of the Nominating Committee, reported to Ken that she has a list of candidates and a timetable. She and the committee are starting their work of reviewing the candidates. The positions to be filled are: Vice President, Secretary, Chapters Liaison, Education Liaison, and Development Liaison.

6. Updates from Liaisons

Barbara Rominski provides a couple updates from Publications. Kathy Zimon is resigning as ArtDoc co-editor. Judy Dyki will continue as sole editor. They will move forward with idea of peer review, with members of the committee acting as reviewers. She will bring more information about policy and procedure of peer review to the October meeting.

Elizabeth Schaub (Education Liaison) – see July 21 email. The Professional Development Committee’s Education sub-committee is working on a tool kit to include the competencies. They’re interested in creating a survey to see what (sustainable, effective) educational initiatives would be of interest to ARLIS/NA members. They’re planning to present the results of the survey by the 2009 conference.

Liv Valmestad reports back from the Canadian chapters. At the meeting they talked about providing French and Spanish translations for our membership brochure and the page on our website that discusses joining the society. These seemed like good places to start addressing the issue of translation. The question was brought up as to whether this raises expectations for translating other documents and materials. The Board agrees this is a good idea, but doesn’t want to overextend what we can offer. It is suggested to introduce these initial translations as a pilot. The next steps are to find out what cost there will be and to get in touch with the membership committee to see what they have now. Liv will get in touch with Shalimar Fojas White about the Membership Committee documents and will find out what costs may be.

ACTION ITEM #31: Liv will contact Shalimar Fojas White about translation of Membership Committee documents. Deadline: Oct. 30

Cate Cooney reports on a few outstanding issues from the chapters. Several chapters have asked about having their listservs hosted by ARLIS/NA or the management company. Chapter listservs tend to be hosted locally (at an institution) or by individuals and longevity is difficult as membership changes and people move. It is noted that ARLIS-L is not hosted by our management company. (This is something to add to the RFP.) It would be good to look toward being able to host chapter listservs as well, realizing that it may be too expensive. The RFP process gives us the opportunity to explore the options.

Cate is taking comments about the Chapter Success Book. Once all have commented and any revisions have been made, it will be given to Nedda to update the web. Ken asks that comments be made to the blog by the end of the week.

7. Core Competencies for Art Information Professionals: setting a deadline for comments from the Board

Ken asks the Board for updates and comments to the competencies. The formatting
prevents us from putting the document on the Board blog, but comments can be posted there. Elizabeth Schaub will resend the document to all of us. All comments should be made by Sept. 24 to a “competencies” post. (Go to site admin on left and login.)

8. Overdue Receivables

Ken reports that the Society is owed about $10-$11K. Ted will ask Craig Fleming at Headquarters to see if he’s made 2nd/3rd attempts to get these monies. There are only four or five big items that make up the majority of this figure. If Craig has asked without response, then Ted will try a more direct approach to specific people. Regarding the issues of overdue payments, it is suggested that we need to know what these represent – are they subscriptions, for instance? We shouldn’t send ArtDoc without receiving payment first. Likewise, job postings should be paid up front before the service is provided.

9. Next meeting

Our next conference call meeting is set for September 24, 2009. Ken will provide details closer to the time.

Meeting adjourned: 4:20 pm ET