ARLIS/NA Board Conference Call  
October 28, 2008, 4:00 – 5:15 p.m. ET

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:
1. Membership vote follow-up. Plans for membership renewal through MemberClicks
2. Communication with membership.
3. Review of Open Action Items from mid-year board meeting.
4. Updating policy manual, bylaws, and other documents
5. Update on the search for new association management firms – ideas and suggestions welcome.
6. Updates from Liaisons
7. Conference updates: Indianapolis, Boston, Toronto

Discussion:
1. Membership vote follow-up. Plans for membership renewal through MemberClicks.

Currently the vote is 61% for and 38% against the membership fees increase. Approximately 30% of the membership has voted. A reminder went out on ARLIS-L yesterday from Shalimar Fojas White that voting closes on Nov. 3.

Ken had a conversation with Headquarters about setting up MemberClicks for our membership renewal process – they say they can do it by November 10. We want it set up as soon as possible once the vote is complete. It is suggested that when Ken sends his message about the vote tally, that he say that one will be able to renew via MemberClicks the week of Nov. 10. Members may also renew by paper form – available on the website as soon as the change to the fees is announced.

The question is raised of why Clarke Association Services, Inc. cannot have MemberClicks ready sooner for renewals. It was explained that the template is not prepared and Headquarters will need to integrate various payment fields. Amy Trendler notes that the membership committee sent the information for the renewal form to Headquarters.

Ken will call them again to say how important it is to have the membership renewal process available via MemberClicks the week of Nov. 10.

ACTION ITEM #63:
Once the membership fees vote has gone through, Rebecca will revise the Bylaws and will send the revision to Roger Lawson so that it can go into the directory. Deadline: Nov. 10
2. Communication with membership.

The membership, via the chapters, has expressed a need to hear more from the board. How can we best do this?

Ways to do this:
- Attend chapter meetings
- Post messages/updates to ARLIS-L
- Post more information and updates to the AWS

It was also suggested that liaisons should send messages to the Listserv regarding the work they are doing with their committees and working groups.

Elizabeth Schaub reminds us of how regional representatives used to send updates to the chapter newsletters. Perhaps Ken could write something that Cate could forward onto the various chapter newsletters. Cate notes that she’s written some items for chapter newsletters in the past few weeks.

**ACTION ITEM #64:**
Rebecca will check if Nedda has the updated functional liaison roles for posting to the web. It should be posted to the page with the executive board list. Deadline: Nov. 7

Elizabeth Schaub notes that if we are adding an RSS feed to the site – we need to be sure that there is new content on the site so that the membership sees that there is activity.

Ken asks that we all take a more communicative role and send messages to the membership regarding our functional responsibilities. This will help build community and create more interest in the society.

Barbara suggests that each functional role send their description to ARLIS-L as an update to the membership. We could also send a notice about having recently attended a chapter meeting.

**ACTION ITEM #65:**
Each of us will send out notices within the next two weeks about visits to chapter meetings, including a description of their functional roles for the liaisons. Deadline: Nov. 10

3. Review of Open Action Items from mid-year board meeting

**ACTION ITEM #66:**
Each member will send Rebecca updates on Action Items they have completed and what they are still working on (based on the list sent out via email yesterday). Rebecca will send out a revised list with these notations on it for everyone. Deadlines: updates to Rebecca by Nov. 7; revised list to board members by Nov. 12.

4. Updating policy manual, bylaws, and other documents
Suggested ways to approach this: we could assign one person and offer a small honorarium to cover the work. Rebecca notes that she has begun this work and is willing to continue.

**ACTION ITEM #67:**
Rebecca will continue working revisions to the Policy Manual (Deadline: Dec. 1) and the Bylaws (Deadline: Nov 10).

As far as other documents; Liv notes that the Melva Dwyer Award document has been updated. Amy Lucker has updated the Management Calendar. Does the Conference Planning Manual need revisions? The most recent revision, done by the past president with input from others, is from November 2006. We do not need to do a massive update, just revisions based on recent changes to the Society. Ted and Deborah will work on revising the Conference Planning Manual (Ted’s revisions to Deborah by Dec. 1 and final revisions by a Dec. 31 deadline).

**ACTION ITEM #68:**
Ted and Deborah will revise the Conference Planning Manual. Ted will send his revisions to Deborah by Dec. 1. Together they will have the revisions completed by Dec. 31. (Deadline: Dec. 31)

**ACTION ITEM #69:**
Rebecca will contact Nedda to update the committee liaison list. Deadline: Nov. 7.

We will use the blog–website updates—to clean up the site where the revisions have not been posted. We will submit updates to Nedda by Dec. 1.

5. **Update on the search for new association management firms – ideas and suggestions welcome**

The RFP went out last week. We have one full proposal, one partial proposal, and one letter of intent to submit a proposal. We expect a few more proposals closer to the deadline. We are hoping to have them all in by Nov. 21 and our initial screening by Nov. 30. Ted, Amy, and Ken (all in NYC) will be doing the initial screening between Nov. 21 and 30. First cut will be made by Dec. 12.

Ken encourages us to speak to colleagues in other organizations to learn about their management firms – particularly ones that they think are good. Amy Lucker can send out the packet via email, so if we have an email contact that’s all she needs. Elizabeth Clarke will suggest a couple options as well.

6. **Updates from Liaisons**

Liv says that the Canadian Chapter will have a quote for the translations early next year. She will not be able to attend the Vancouver meeting because of short notice. She will contact them to let them know she would have liked to attend but cannot this year.
Barbara Rominski – Publications & Communications Committee are actively working on the RSS feed work. Q Ltd. will have it done within the next two weeks. Roger Lawson will prepare a news release for the AWS and the list when it is ready. They are also working on a press release to announce that ArtDoc will be a peer-reviewed journal starting next year. Roger is working with Craig to extract data from MemberClicks for an online directory. Goal is to have that complete in a PDF by the end of December. Barbara is going to Southern California and Northern California chapter meetings next week.

Amy Trendler: Membership Committee updated the form based on the new membership fees. Information about committee interests and Society Circle will be updated on the renewal form as well.

7. Conference updates: Indianapolis, Boston, Toronto

Indianapolis:
Ken will sign the catering contract for Indianapolis in order to lock in the rate.

Boston:
Amy Lucker will speak with Elizabeth Clarke about the dates we need rooms versus the dates that activities are scheduled, particularly at the end of the conference. There was discussion about tours, but there may not be tours on that last day. When we signed the Boston contract we still had a schedule in which we offered tours ‘after’ the conference. We need to be sure that we are not promising to use too many “room nights.” Elizabeth Clarke suggests that hotels are usually flexible about this. Amy Lucker will send outstanding questions to Elizabeth Clarke.

Toronto:
Elizabeth Clarke is talking with Karen McKenzie and will have an RFP ready by next week. Karen will review it. Then it will go to Ken and others on the Executive Board. Then Elizabeth will be able to go to Toronto to scout out some possibilities.

8. Outstanding Issues

Ted notes that we need to approve the budget. Can we do an email vote or set up a separate meeting (rather than waiting until next month)? Amy Lucker suggests that we comment about it on the blog within the next week – period of comment until next Tuesday, Nov. 4. We’ll plan to have an email vote on Nov. 5.

ACTION ITEM #70:
Rebecca will call for a motion and will post an email vote for approval of the budget on Nov. 5.

Ken adjourns the meeting at 5:17pm.

Submitted:
Rebecca Price, Secretary