ARLIS/NA Board Meeting  
Dec. 18, 2008, 12-1 pm ET 

Attending: Elizabeth Clarke, Cate Cooney, Ted Goodman, Amy Lucker, Rebecca Price, Barbara Rominski, Elizabeth Schaub, Ken Soehner, Amy Trendler, Liz Valmestad, (Guest: Tony White) 

Agenda 
1. Update from CPAC.  
2. Update on three association management firm finalists  
3. Communicating with membership on the search process  
4. Report from Liaisons  
5. Issue of the Full Audit (Ted)  

1. Update from CPAC – Tony White – regarding the Indianapolis conference  
   Questions for the Board:  
   1. Last year at Denver there was a ‘my scheduler feature’ which allowed one to organize what one wanted to do at the conference. Eileen has not been able to find freeware and calculates that the cost for purchasing software will be $500-900. Should we pay for this and provide this for conference attendees? The board wonders if anyone mentioned it in their review of the conference. If people liked it, then it would be worth offering again. No one remembers having to pay for it for the Denver conference. The board asks Tony to check with the Denver CPAC to see how they did it and what it may have cost them. Elizabeth Schaub offers to speak to Sam Duncan (who coded this feature for the Houston conference Website) about what was done at that time. 

ACTION ITEM #71  
Elizabeth Schaub will speak to Sam Duncan about software for personal scheduling during the conference. (Deadline: Dec. 20, 2009)  

2. For the welcome party in Indianapolis, they are planning to have everyone walk to the Eiteljorg Museum. If it rains, then we will still walk. Should we provide transportation for those who have difficulty walking? Renting a vehicle will be too expensive, so for those with mobility issues, we need to plan on cabs or some other transportation. Tony will check with the local arrangements co-chairs to see if the hotel has a shuttle service we could use. Also we will include on the registration form a box for registrants to check if they cannot easily make a 10-minute walk to the Museum. Elizabeth Clarke will check with Clarke Association Services about the registration form. 

ACTION ITEM #72  
Elizabeth Clarke will check with Clarke Association Services regarding the inclusion of a checkbox on the conference registration form to indicate if the attendee has mobility
difficulties (or other special needs that the conference planners should know about).
(Deadline: Jan. 15, 2009)

3. Cataloging Artist Books workshop – A couple members are interested in the manual from the workshop, but not the workshop. The presenter sees the manual as a supplement to the workshop. Tony asks if we have a precedent or policy regarding making workshop materials available to people not participating in the workshop. The board felt that it is up to the presenter as to whether he/she wants to make the materials available. The people should get in touch directly with the presenter.

General update regarding the conference: The prospectus is out and the program is online. It is hard to tell if people are going to be able to attend this year due to the economic times. From Amy’s quick survey a few weeks ago about 64% of 300+ respondents said yes they plan to attend.

2. Update on association management firm finalists.
All three management companies are willing and excited to present to ARLIS/NA representatives in New York City. Amy Lucker is working out a schedule in the next couple of days. She reminds us that we need to put questions for the companies on the Board Blog.

**ACTION ITEM #73**
Board members will list questions for the management firms on the Board Blog.
(Deadline: Dec. 31, 2008)

3. Communicating with the membership about the search process
Elizabeth Schaub reports that the membership (based on feedback she received at the recent ARLIS/NA Texas-Mexico Chapter meeting in Guadalajara) would like to know more about the process – particularly about the timeline for the transition. She suggests that Ken send a message to the membership with an outline of the process. Amy Lucker says that she has all the dates and will draft a message that will come from Ken and Amy.

**ACTION ITEM #74**
Ken and Amy will draft and then send a message to the membership (in early January) regarding the selection process timeline and other information basic to our transition.
(Deadline: Jan. 9, 2009)

Barbara reports that the Publications & Communications Committee is interested to know if there will be a question period for them to query the companies being considered. Of particular note is whether we plan to continue our relationship with ION Communications. There is no plan to switch from ION. Amy Lucker recommends that the selection process should include someone from the Publications & Communications Committee talking with the person responsible for publishing/communications at the firm (a question to be added to our list of questions).
4. Report from Liaisons

Education Liaison

Elizabeth Schaub attended the ARLIS/NA Texas-Mexico meeting in Guadalajara. There is documentation about the meeting on the Texas-Mexico website in the most recent online newsletter, *The Medium*. She has completed Action Item #4 and Action Item #5 is being addressed by Professional Development Committee Chair Tom Caswell. The PDC’s Education Sub-committee will have a revised competencies document for the Board to review at the upcoming conference in Indianapolis.

Update from the SEI Advisory Group: Sherman Clark announced that the 2009 SEI will be held at Simmons College and has requested proposals for sites in 2010, 2011, and 2012. The SEI Advisory Group is in negotiation with a couple places. Elizabeth has asked him for an update on the process. She also will post to the board blog Sherman and Tom Caswell’s comments about the report from the ASIS&T (American Society for Information Science & Technology) and CLIR (Council on Library and Information Resources) sponsored meeting, attended by Roger Lawson as ARLIS/NA’s representative, in September 2008 at which issues of accreditation of information professionals was discussed.

Elizabeth asks where she should send materials that belong in the ARLIS/NA Archives now maintained by the University of Illinois at Urbana Champaign. She notes that the Policy Manual is out of date, as it still has the Syracuse address. Ken Soehner will email the University of Illinois Archivist and will ask for the address and contact information for the Archive so that we can send materials there.

**ACTION ITEM #75**
Ken will contact the Archivist (Bill Maher) to get the correct contact and mailing information. (Deadline: Dec. 18, 2009)

**ACTION ITEM #76**
Rebecca will update the Policy Manual with the mailing information for the Archive and submit the update to Nedda. (Deadline: Jan. 15, 2009)

Amy Lucker asks if it would make sense for committee chairs to send materials directly to the Archives (rather then to the board members). We need to resend the information about sending materials directly to the Archives (and how to weed the materials), which is on AWS. She will send a message to committee chairs about that.

**ACTION ITEM #77**
Amy Lucker will send a message to committee chairs about sending documents to the archive directly. (Deadline: Jan. 30, 2009)

Publications & Communications Liaison

Barbara Rominski reports there was proposal by the Publications & Communications Committee to redesign the *Art Documentation* cover marking the journal’s change to peer review beginning with the next issue. The P&C Committee suggested that it could be a competition among the membership – with submissions reviewed by the P&C Committee. Prize might be a free annual membership. Elizabeth Schaub suggests that there be some evaluative criteria established before the competition.
The P&C Committee proposes providing a PDF of the membership handbook. The plans are to have it available April 9th, 2009. That would allow up-to-date membership and committee information. A cutoff date for MemberClicks information in the membership handbook will be mid-March. Before that time there will publicity about the new handbook and encouragement for all to update their membership information.

Membership Liaison
Amy Trendler asks about the renewal process and wonders if renewal notices have gone out. It is suggested that a notice go out on the listserv from Shalimar Fojas-White reminding members to renew. Amy says that Shalimar has not yet received a renewal report from Clarke Association Services, Inc. Elizabeth Clarke notes that Shalimar should have access to the backend of MemberClicks so that she can see how many renewals there are in real time instead of relying on monthly reports.

Amy Trendler asks also about the management report – should this come on a monthly basis? Is this something we should compare with samples from the management companies we’re interviewing? Elizabeth Clarke says the management reports should include financial reports, membership reports and any other outstanding business regarding the conference. Amy Lucker will put this on the list of questions for the management firms – to request sample reports so that we know what to expect from them.

Chapters Coordinator Liaison
Cate Cooney reports that the field for entering Chapter Chair information is administrator-only accessible. She is asking Headquarters to make that field open to all so that Chapter Chairs can enter that information (she will follow up with Headquarters in early January). She will follow up with all chapters to get the new leader information and reports.

**ACTION ITEM #78**
Cate will follow up with Clarke Association Services regarding the write-access of the Chapter Chair field on the renewal/membership form. (Deadline: Jan. 9, 2009)

**ACTION ITEM #79**
Cate will follow up with all eighteen chapters to confirm the Chapter leader information and to request annual reports. (Deadline: Jan. 16, 2009)

Cate notes that there was a question about whether chapter dues could be administered through MemberClicks. Amy Lucker brings up that this may be a policy question more than a technical question. Do we want chapter finances to stay in the chapters – some chapters would probably not want their finances to be run through the main society. Perhaps it is an option to offer the chapters. Ted notes that the chapter dues amounts are all different and it will be a lot of work for Headquarters to collect the money and redistribute it back to the chapters. It is better that chapter funds be handled at the chapter level. Perhaps a new management firm can advise on the best way to do this. For instance, is it possible for the chapter to handle it themselves, but through MemberClicks? As we evaluate new management firms, we can see what costs and benefits there might be to this process.

From Texas-Mexico Chapter, Cate reports that at their recent meeting they discussed the issue of chapters having to host past conference websites in perpetuity. We need a
way to archive old conference websites centrally and relieve the chapters of this responsibility. This needs to be brought up with a new management company.

**Canadian Liaison**
Liv Valmestad has been working on the Melva Dwyer Book Award. No other updates from Canada.

5. **Full Audit (Ted)**
Ted has been in email conversations with Fran Scoot, Keith Joyce and Elizabeth Clarke about starting an audit. They were going to do just an annual review (not the full audit). Ted suggested that since we are transitioning to a new company, we should do a full audit, ending Dec. 31, 2008. There are new national standards for audits that will require Keith to do some of the work at the Canadian office. The cost of the audit will be between $10,000 and $15,000. We have budgeted $10,000 for the audit (line 5405). Ted recommends that we do the full audit and asks for opinions. We all agree that we should conduct a full audit for a new firm.

Addendum:

**ACTION ITEM # 80**
Amy Lucker will be in with the Boston conference hotel to make sure that the room commission comes to ARLIS/NA and not to Clarke Association Services. (Deadline: Feb. 16, 2009)

**Meeting adjourned: 1:03 pm EST**

Submitted:
Rebecca Price, Secretary