Thursday, October 2, 2008
Ken Soehner called the meeting to order at 9:30 am.

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

Review of and Revisions to the Agenda

Approval of summer minutes (May 5 – Sept. 24)
The Board discussed the minutes from meetings of May 5 through September 24, 2008. Suggestions for minor changes were made.

ACTION ITEM #34: Rebecca Price will make the suggested changes to minutes before submitting to Nedda Ahmed for posting to the AWS.

ACTION ITEM #35: Rebecca Price will update Policy Manual to reflect Liaison name changes and other changes brought by the restructuring of the board.

Motion #2:
It is moved that we accept the minutes with amendments as discussed covering May 5, 2008 – Sept. 24, 2008.
The motion is seconded and passed unanimously.

Review of budgets (ARLIS/NA and Conference) Ted Goodman
Ted Goodman distributed copies of the Detailed Budget, details of the Publications & Communications Committee Budget and the Development Committee Budget, as well as the 2009 Conference Budget. Roger Lawson (Publications & Communications Committee) and Barbara Rockenbach (Development Committee) have approved their respective budgets.

The Board began discussions by going through the 2009 draft budget.

Revenues:
Revenues include the dues increase based on previous membership figures (without attrition). Ted notes that he reinstated the Hotel Booking commission ($15,000) because of the management firm transition. The figure is entered as income in the Revenues Section and as expense in the Expenditures Section and therefore cancels out. The conference income is a conservative estimate, based on reduced attendance expectations given the downturn in the economy. Ted notes that he used figures projecting 450 attendants. There may be a correction to the $85,000 conference registration figure, but it is better to work with a conservative figure.

Development Budget: The projected income for the conference events comes from Development Committee goals. Board members question the conference income
expectations – the bottom line is $27,000. It is noted that the Welcome Party is the Convocation Reception this year, so there is no need for a separate line this year. Ted will make a note on the budget that the events are combined, and will move the $2,000 to General Conference Support and Convocation/Reception (splitting into $1,000 + $1,000). It was noted that it would be good to add other notes to the budget when a line is used for an event.

Publications Budget: Income from publications has been low this year ($206). Ted notes that in regard to the advertising figures, he has regularized them to $5000 each for *Art Documentation* and AWS.

Total revenues for the year come to $371,463.

**Expenditures:**

*Art Documentation*

The *Art Documentation* editors’ honorarium is being split to reflect changed editorial duties with Judy Dyki receiving 60% and Eileen Markson receiving 40% of the honorarium.

*Art Documentation* postage is lower than predicted because of using US distribution instead of Canadian distribution. *Art Documentation* production costs were up for the first issue, due to a higher than projected page count.

**Board Expenses:**

Travel expenses for board members are higher than previous years due to changes in chapter meeting attendance, so we may need to revisit the budget figures next year to better support board travel, especially to regional and chapter meetings.

Committee Expenses remain fairly constant, primarily addressing awards. A board member asked about the “Miscellaneous Awards” category, which shows that $578 has already been spent this year. Ted will confirm what this expense was (he suggested that it was a travel stipend for a speaker at Denver). The board asked for clarification about why the actuals of the conference travel awards are different from the budgeted figures each year? Ted explained that it is because donors do not give consistently from year to year. Ted suggests that $6,000 seems a reasonable figure to work with, but he will look closer at what the Miscellaneous Awards figure means.

**Special Funding requests**

**Chapter requests**

The Northern California and Southern California Chapters had requested funding to support a joint meeting with the Mountain West Chapter. It is unclear at this point if they will follow through on the plan, but we will leave $500 in the budget for this purpose.

The ARLIS DC/MD/VA Chapter requested funding to support the design and production of a pamphlet to distribute to library schools. The expected cost is $162 for production of the pamphlet.

Due to impending changes to the membership structure last year, the board did not approve a similar request at that time. Having adopted changes to the membership structure, this request now seems reasonable and supportable. The board requests that the chapter run the pamphlet by the Membership Committee during the design process.
Motion #3:
It is moved that we accept the DC/VA/MD Chapter special funding proposal to design and produce a brochure for library schools with the provision that they run the brochure by the Membership Committee.
The motion is seconded and passed unanimously.

ACTION ITEM #36:
Cate Cooney will contact DC/VA/MD chapter about the vote (Motion #3) to accept their special funding request for production of a recruitment brochure for library schools.

Central Plains Chapter had requested funding for a joint meeting. They have decided to postpone the joint meeting, so will not need the requested $500.

ARLIS/NA NY Metro Chapter requests funding to support print production of proceedings of the upcoming Artists’ Book Conference. They would like ARLIS/NA to provide $1,000, which will be matched by the Artists’ Books Conference budget. The $1,000 would go toward printing costs.
Discussion: The board felt strongly that this publication should be done electronically, especially where images are key to the publication. It was agreed that funding a print publication was not appropriate, since ARLIS/NA is attempting to move to online modes of publication and communication. The question was raised as to whether the chapter could request funding to support a proposal for an online version of their publication.

Motion #4
It is moved that we approve special funding request from the New York Metro Chapter.
The motion is seconded and does not pass.

ACTION ITEM #37: Cate Cooney will respond to the NY Metro Chapter that the board is receptive to a proposal for an online publication of the proceedings, but that we will not support print publications at this time.

It is suggested that the Chapters’ Coordinator Liaison and the Treasurer look at our Special Funding guidelines to see how we can shape the guidelines to encourage and support electronic publications. A board member cautions that there not be a blanket policy to not support print publications.

ACTION ITEM #38: Cate Cooney and Ted Goodman will revise the Special Funding Guidelines so that they encourage online publications over print publications.

Other Expenses:
Ted explained that the Clarke Association Services fee is high ($78,000) to reflect possible changes to our management firm. This reflects an increase in $18,000. It is noted that the additional $18,000 is a minimum to work with and that the Society may not be able to make the transition without spending more. Additional expenses have been added to the website expense line with the expectation that additional funds will be needed to support new directions for the website.

Ted opened the discussion on conference expenses. He raised the Audio-Visual support expense line since that has been under-funded in the past and always comes in higher
than budgeted. He noted that the Management Fee for the Conference is separate of the Annual Management Fee. He raised it to $27,000. Another line to note is Signage. Last year signage expenses were high ($2364), and only $1,500 was budgeted. The CPAC attendees report that the hotel said they would provide signage, so this year $1,500 should be sufficient.

There was a question about why the Speakers Fund is $10,000 – it will be reduced to $5,000. The Welcome Party expense line will be reduced to $6,000 because of other party expenses budgeted (Convocation/Reception) at $20,000. There is still a total of $26,000 budgeted for parties.

There was a question about Society Circle income, which does not seem to be presented in the budget. It may be hidden in the various travel funds and the unrestricted gifts line; but it was agreed that it would be good to have a note in these fields to reflect what portion of those are from Society Circle. The suggestion was made that notes be added when we have gift income to cover an expense.

**Special Funding Requests from Committees**

**Artist Files Working Group**

Artist Files Working Group (Jon Evans) requested $608; including $108 for a hosting fee for a directory and $500 for 2,500 bookmarks. There was a question about the need for bookmarks.

**Motion #5**

It is moved that the board approve the Artist Files Working Group application for special funding to cover $108 in hosting fees for the Artists File Directory. The motion is seconded and passed unanimously.

**Communications & Publications Committee**

The Communications & Publications Committee put forward a request for $3608 for the development and support of RSS feeds from the ARLIS/NA website.

It is noted that this should be part of our RFP for a new management firm. While we could revisit this issue next year once we have transitioned to a new firm, the membership wants this service now.

The question is raised as to whether $3,000 is reasonable for this service. It is suggested that we earmark the $3608 pending a vote or that we table it until we get more information. A complicating factor (and one that brings extra expense) is that the RSS feed needs to connect from the entire website as well as from specific sections that require member authentication. Another option is to make the RSS feed available for any visitor to the site. Is this a membership benefit or a benefit for all? Keeping the RSS open may bring in members. A consensus is reached that this is something we want to keep in motion.

**Motion #6**

It is moved that the board approve the Communications & Publications Committee request for $3608 for RSS feeds from the ARLIS/NA Website, pending exploration of other options by Ken Soehner by October 10. The motion is seconded.
Discussion: The point is made that $3500 seems like a high figure for the amount of work involved. Could an intern from library school do this? Ken Soehner will investigate that possibility by the middle of next week.

**ACTION ITEM #39:** Ken Soehner will see if an RSS feed can be added to AWS for less than $3500. Deadline: October 10

The motion passed.

**ACTION ITEM #40:** Barbara Rominski will contact Roger Lawson about the board vote and discussion regarding the RSS Feed proposal.

**ACTION ITEM #41:** Barbara Rominski will contact Jon Evans about the board discussion and vote to approve the Artist Working Group Special Funding request for $608.

**Budget wrap-up:**
Ted Goodman will make the changes that have been discussed and will send out a revised budget next week. Ted points out that we are requesting some one time expenses from the Reserve Fund ($20,500) to cover transitional costs.

**ACTION ITEM #42:** Ted Goodman will make changes that the board discussed and will send out a revised budget to the board next week. Deadline: October 10

A vote will be taken on the budget at our next conference call meeting.

**Nominations for Board**
The Nominations Committee sent the following slate to Ken Soehner.
- Mari Russell – VP/Incoming Pres
- Heidi Haas – Secretary
- Tony White – Education Liaison
- Vanessa Kam – Membership Liaison

**Motion #7:**
It is moved that the Board accept the slate of candidates for the Board as presented by the Nominations Committee.
The motion is seconded and passed unanimously.

**ACTION ITEM #43:** Ken Soehner will inform Eumie Imm-Stroukoff that the board has approved the slate of candidates.

**Board Transition**
The Board discussed its transition with new members in 2009, particularly given the changes in roles and responsibilities over the past two years. It was suggested that each board member could prepare a one-page letter for the person taking on his or her role. Another option would be to create a combined Policy Manual/Success Book or perhaps a one-on-one meeting with the incoming board member the night before the pre-conference meeting. It was felt strongly that the new board member would need a good sense of the identity of the role before coming on the board.
Conference Updates (Amy Lucker)

Update on Indianapolis Conference (2009)
The board reviewed Indianapolis Conference plans. There are no significant changes since the CPAC meeting in August.

Update on Boston Conference (2010)
Planning is underway for the Boston Conference. The Board needs to begin thinking about fact that Boston will be expensive. It is noted that we need to change our hotel commission procedure so that they do not go to the management firm, but come to ARLIS/NA.

ACTION ITEM #44: Ken Soehner and Amy Lucker will work with the Boston event manager to make sure that hotel commissions come back to ARLIS/NA and not to the management firm.

Update on the Minneapolis Conference (2011)
Plans for the conference are proceeding and coordinating with VRA plans (joint conference).

Update on Toronto Conference (2012)
Elizabeth Clarke has been talking with Karen McKenzie, the head of Toronto planning committee, about the need to write an RFP and begin the site selection process. It is suggested that Elizabeth Clarke begin the site selection, so that the hotel commissions will come back to ARLIS/NA. The board agrees to wait a short while until we see how the RFP process goes. It is noted that the hotel needs to be booked very soon, given that Toronto is the location.

Liv Valmestad reported that the Conference Coordinators for the Toronto conference have been identified.
- Margaret English and Karen McKenzie (conference co-chairs)
- Stephanie Frontz and Michelle Lang (program co-chairs)

ACTION ITEM #45: Liv Valmestad will contact the four identified as conference co-chairs for the Toronto conference and ask them to notify Ken Soehner of their selection. Formal approval will come closer to the event.

The Board considers the next conference site for 2013. The conference should be on the west coast again. A location in southern California is suggested.

ACTION ITEM #46: Barbara Rominski will contact the Southern California Chapter about the possibility of hosting the 2013 conference.

Review of the RFP for a Management Firm (Amy Lucker)
It is noted that the RFP should include the intention to update our Strategic Plan in the coming year in the “Summary of Association Status/Concerns” section. It is suggested that the RFP also include more details of the society. This might include specifics regarding directions the Society would like to move in: such as, increased educational efforts, revision of the Strategic Plan, an integrated, flexible (perhaps multi-lingual)
Website, implementation of web 2.0 technologies, hosting chapter websites, etc. The RFP should also note that we are in transition with potential dues increase and the possible attrition of membership. Attention should be focused on the need to become more competitive given the other options for societies that our members could belong to. It is suggested that a link to organizational chart be added to the appendix. A note should be added in the “Description of publications” section saying that Art Documentation will be peer reviewed as of 2009. Finally a note should be added that the society is open to having a management company plus an executive director partnership or to having a management company alone.

The Board discussed next steps and a timeline for the RFP. Amy Lucker will make revisions to the RFP based on the Board’s discussion.

The Board discusses a proposed timeline for the process, based on our end of contract date with Clarke Association Services Inc.

Proposed Timeline:
October 10, 2008: Send out RFP
November 17, 2008: Receive proposals
November 30, 2008: Initial screening of proposals
December 12, 2008: 1st cut review and request for presentations from top two or three candidates.
Presentation of proposals in New York City: January 12-16, 2009
Selection of a firm and negotiation of contract specifics: February 2, 2009
Transition process begins: April 1, 2009
Start date for new management firm: May 1, 2009

ACTION ITEM #47: Amy Lucker will revise the RFP and send out to the Board for comment.

The RFP will be sent to the Association Management Company Institute, Megram, Clarke Association Services, Inc., American Society of Association Executives and the Canadian counterpart.

ACTION ITEM #48: Amy Lucker and Elizabeth Clarke will work together to develop a list of recipients of the RFP.

SEI Updates
Elizabeth Schaub reported that the SEI profit from 2008 has been finalized and accounted for. There was a net profit of $6,342.51. She reported several updates and issues from SEI.

A message went out about the new co-chairs of the SEI Advisory Group.

The charge for SEI Advisory Group needs clarification.

SEI needs a way to archive some of their materials. Elizabeth Schaub suggests that a wiki would be one way to keep these documents, procedures, surveys, etc. (e.g., lists of instructors, class photos). Currently the website overlays the previous year’s site, and there is no place to keep the history of SEI. There is a need to make more of the procedural documentation available online.
There is a question about hosting the SEI workshop. Should it be in one place consistently rather than finding a new hosting institution each year? While the role of the Implementation Group is to organize the annual conference, the Advisory Group is to think more broadly about the role of SEI as far as library schools (certification, accreditation, etc.) and the ongoing life of SEI. A permanent shift to a library school may or may not be appropriate strategically. It is felt that the Board and Implementation team cannot make a determination that SEI be held in one place. It is up to Advisory Group to determine the direction of SEI.

**ACTION ITEM #49:** Elizabeth Schaub will follow up with Sherman Clarke about how the work of the SEI Advisory Group is going, particularly in regard to hosting SEI for 2010.

**Report from the Executive Director**

Elizabeth Clarke reported that she has been following the check runs (signatory capacity) with the new financial person at Clarke Association Services, Inc. since Rijn Templeton had to step down. Soon the signatory capacity will transfer to Ted Goodman. We will need to settle all books from the Indianapolis Conference with Clarke Association Services, Inc. and have an audit at the end of the year. In addition there will need to be a review of the audit with the new company. Ted will need to add a budget line for this second audit.

Elizabeth Clarke reported that she spoke with Roger Lawson this week regarding publications. In addition she has worked with Shalimar Fojas White (Membership Committee chair) to get information she needs for her role as Membership Committee Chair.

Elizabeth reiterated that the Board should focus on strategy and policy rather than on the nuts and bolts of operations. As Executive Director her role is to keep the Board focused on strategic planning and board governance. The work of the Society happens at the committee level. The Board needs to trust the committees to do the work.

Ken Soehner adjourned the meeting at 4:50 pm.

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**Friday, October 3, 2008**

Ken Soehner called the meeting to order at 9:30 am.

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

**Pending matters**

**Review of Action Items (May 5 – Oct 1)**

Related to Action #6: All board members carrying out functional roles will write up a brief description of their functional roles for the bylaws and for the nominating committee.
Deadline: June 1. Rebecca Price sent descriptions of the Board’s new functional roles to Eumie Imm-Stroukoff to aid the Nominations process.

ACTION ITEM #50: Rebecca Price will send to Deborah Ultan Boudewyns the descriptions of the Board’s new functional roles that were sent to Eumie Imm-Stroukoff earlier this summer. Deborah will edit and submit the role descriptions to Nedda Ahmed for posting on the AWS.

Related to Action #7: Elizabeth Schaub will revise the Chapter Book to reflect how the American chapters relate to ARLIS/NA vis-à-vis the IRS. Deadline: August 1. Completed (Both the treasurer and Elizabeth Schaub have a copy of the IRS letter from 1990.)

ACTION ITEM #51: Elizabeth Schaub will post a PDF of the IRS document regarding Chapters on the Chapter Section of the AWS.

Related to Action Item #8: Marketing liaison will follow up with the Membership Committee and the Development Committee to see that marketing materials are available on AWS. Action Item tabled.

Liaison Reports
Update from the Chapters Liaison (Cate Cooney)
Cate Cooney reported that she has been updating the Chapter Success Book and will send the updates for posting on AWS soon. She has been fielding questions from chapter leaders and noted that it does not work for chapter leaders to self-submit their updates and information to the web editor (Nedda Ahmed). It works better when the Chapters Liaison consolidates that information from the chapters and submits it to the web editor.

Cate discussed the state of the eighteen chapters. She felt that there was a need to push information out to the chapters to help them be and feel better included in the structure of the Society. In regard to the Chapter Success Book, an email from Headquarters or from the Executive Director soon after the conference could alert them to the Chapter Success Book online.

Barbara Rominski suggested that we highlight chapters on the AWS and that the chapters be reminded periodically to send information to Carol Graney for the News & Events column of AWS.

ACTION ITEM #52: Cate Cooney will contact Shalimar Fojas White about adding a Chapter Highlight to the AWS – maybe to rotate with the member highlights or a separate box.

The Board discussed using MemberClicks to communicate with chapter members. If MemberClicks could work for communication between members and member groups, an explanation of that feature could be added to the MemberClicks guide that the Membership Committee is currently working on. Chapter officer affiliation information is not currently part of the individual profile on MemberClicks, but that would be useful information to have, if one wanted to communicate with chapter officers via MemberClicks.
**ACTION ITEM #53:** Cate Cooney will contact Jonathan Franklin (head of MemberClicks Guide Task Force) to add chapter officer affiliation as a field in MemberClicks so that the chapter leaders can communicate via MemberClicks and will ask about using MemberClicks to provide chapter websites.

The Board discussed the issue of chapter website hosting. A chapter template is part of our MemberClicks package, but that is limited and does not serve chapters that have an existing webpage. The consensus among the Board is to investigate chapter website hosting options with the new management firm.

**ACTION ITEM #54:** Elizabeth Schaub will follow up with Heidi Haas for an update about the train the trainer program that was proposed at the Denver conference.

**Update from the Canadian Liaison** (Liv Valmestad)
(Ted Goodman presented the Canadian Liaison report in Liv’s absence)
The International Relations Committee is working on a fall trip to Amsterdam (Oct. 26-Nov. 3, 2008). Sixteen participants have signed up.

The IRC will work with ARLIS/UK for a session at Boston (2010).

The Public Policy Committee reported that they would present a session on copyright at the Indianapolis Conference.

The Canadian Chapters are working to get out more information about the Melva Dwyer Award to get more submissions.

**Update from the Communications & Publications Liaison** (Barbara Rominski)
Jonathan Franklin has agreed to be the incoming chair in 2009. Roger Lawson will stay on as an at-large member.

Changes at *Art Documentation*: Kathy Zimon has resigned and Judy Dyki will be the sole editor. As reported earlier by Ted, the honorarium has been redistributed to reflect Judy Dyki’s increased role. With the Spring 2009 issue, *Art Documentation* is moving to a peer review status. The Communications & Publications Committee members will act as the review committee. Reviews will be double blind so that the identity of the authors will not be revealed to the reviewers. This is something to announce publicly via a press release and should be considered a member benefit.

**ACTION ITEM #55:** Barbara Rominski will talk to Roger Lawson about preparing a press release to announce that *Art Documentation* will be peer-reviewed.

The Board discussed whether *Art Documentation* should be online only. While members like having the print journal, there are many who are ready for an online presence only. The electronic journal could be in members’ area only or we could follow the open access model.

Deborah and Ken will look at the idea of other publishing models for *Art Documentation*: online, open access, print-on-demand, moving wall for online publication.
ACTION ITEM #56: Deborah Ultan Boudewyns and Ken Soehner will investigate the idea of other publishing models for *Art Documentation*: online, open access, print-on-demand, moving wall for online publication.

Regarding claiming issues, it was suggested that there be a two-year rolling limit for allowing claims.

The Communications & Publications Committee requested that the Board support their nomination of Joan Stahl for the (ALA-RUSA) Louise Shores/Greenwood Publishing Award for her work as review editor. The Communications & Publications Committee will write the letter and requests that the board support that letter.

The Communications & Publications Committee has also proposed that all past occasional papers and technical reports will be scanned for online access. This does not include the newest ones. The Board decided that the papers and reports should go first to the Members’ Only area of the AWS and that the Society can work to increase access in the future.

Barbara reported on the Communications & Publications Committee has also been working on the Membership directory. Roger Lawson has worked to get the information out of MemberClicks into an Excel file. It will be provided on AWS as a PDF by December 1. Plans are to update the PDF once a year. The previous one should be archived. This brings up issue of archiving all our documents as they are changed. The fact that there are members who want a handbook/directory in print was raised. It would be as simple as putting the handbook/directory as a PDF and a link to a print-on-demand service (such as Amazon).

Finally, the Communications & Publications Committee is working with Cate Cooney on getting all past conference programs online.

**ACTION ITEM #57:** Cate Cooney will contact Roger Lawson about an update on work on getting past conference programs online.

**Update from the Membership and Development Liaison (Amy Trendler)**

**Membership Committee**

The Membership Committee is finalizing their goals for the year. The committee asks about the expected role in the revising the renewal form (via MemberClicks). It is suggested that the Membership Committee will need to revise the form to reflect changes in the Society, such as eliminating the round tables. In addition, new membership rates will need to be added. Since we do not yet know the outcome of the vote on membership dues, the committee will need to prepare two versions of the renewal form, one with a rate increase and one without. The form will need to be ready by October 21, 2008. The Board would like the form up by November 4, 2008, directly following the dues increase vote.

**ACTION ITEM #58:** Amy Trendler will task the Membership Committee to prepare the new membership renewal form in two versions (with and without the proposed dues increase) by October 21, 2008. **Deadline: Oct. 6**
The Membership Committee will prepare a letter requesting that members renew their memberships. Ken Soehner will add a line to the letter regarding the dues increase (if it passes). Ken Soehner will post the letter to the listserv.

**Development Committee**

Amy Trendler reported that the Development Committee is working on a Prospects Database, to be hosted at the Metropolitan Museum of Art, to be ready for spring fundraising. The Board discussed their need for database software such as FilemakerPro. Generally Special Funding does not cover that type of purchase. The question of whether MemberClicks could handle this type of information was raised. For instance, could Headquarters create a sub-list on MemberClicks with this information? Or, should the Management firm provide software for this type of activity?

**ACTION ITEM #55:** Barbara Rominski will contact Jonathan Franklin about using MemberClicks to create a limited access sub-directory (for very confidential information).

Amy reported that the Development Committee has been developing a “Supporting the Society” document to post online. In addition they are preparing a Development Committee website.

**Update from the Education and Professional Development Liaison** (Elizabeth Schaub)

Heather Hedron and the Education Subcommittee are developing a survey to present at the 2009 conference. In addition, they have been revising the core competencies for art librarians.

Regarding Accreditation standards, Roger Lawson went to ASIS & T meeting on accreditation standards this fall in Washington, D.C. Roger offered ARLIS/NA as an organization that would be interested in working with others to develop accreditation standards for our Society. For instance, SEI could be part of a program of credits.

It was suggested that the SEI Advisory Group should look at accreditation regarding offering credits for SEI attendance. The Professional Development Committee should look at accreditation to see if it makes sense for our members.

**ACTION ITEM #60:** Elizabeth Schaub will forward the ASIS & T report to the Professional Development Committee for review and comment. She will forward the same report to Sherman Clarke (SEI Advisory Group) for review.

Elizabeth Schaub will go over pending Action items and will contact Heidi Haas about the train the trainer program. (See Action Item #54 above.)

**Canadian Liaison Update, continued**

*(Liv Valmestad was able to join the meeting and adds to the report offered earlier by Ted Goodman.)*

Liv Valmestad reported that she has contacted Shalimar Fojas White about producing a brochure in three languages. The first task will be to get a cost on the cost of the translations. The Board discussed next steps and it was suggested that the next documents to translate would be AWS documentation on awards (particularly the travel...*
awards). It was noted that deciding what documents should be available in French and Spanish should be part of our upcoming strategic plan. It would be better to put establish a vision of what the Society should present in multi-lingual format.

It was decided that the Society could continue with the idea of a brochure in French/Spanish/English as a representational brochure. Ted Goodman suggested that we could give them some funds to create a brochure (in the $250 range from the Publicity and Promotion line). Before that can be done, the Board will need to see a concrete proposal from the Membership Committee.

**ACTION ITEM #61:** Liv Valmestad will request from Shalimar Fojas White a concrete proposal for the tri-lingual brochure.

**Membership Dues Increase**

With the voting on the dues increase already underway, the Board discussed some of the responses from the members regarding the proposed membership dues increase. Some had suggested that we use graduated membership rates based on income. A difficult issue with that method is the Society would need to collect and protect discrete information and be careful about where and how that information is kept.

The Board decided that if nearly half of the membership votes against the increase, we should send the idea of a graduated rate back to the Membership Committee to investigate options.

**Strategic Plan**

**ACTION ITEM #62:**

Ken will put together a Strategic Plan Task Force to review the Strategic Plan that expires in 2009.

**Ken Soehner adjourns the meeting at 12:10 pm.**

Submitted:
Rebecca Price, Secretary