ARLIS/NA Mid-Year Executive Board Meeting  
September 24-25, 2009  
Uris North Seminar Room, Metropolitan Museum of Art

Thursday, Sept. 24

The motion to approve the minutes from the June 24, July 16, August 17 and September 14, 2009 meetings after five minor corrections are made was seconded and passed unanimously.

Review of open action items

#1 Shift responsibility for investigating other publishing models for Art Documentation from Deborah and Ken to the Communications and Publications committee.

#4 Ted has not begun to revise the Conference Planning manual because the model is changing so much right now, and we have a new management firm. Boston is using the current manual; time would be better spent on a conference call between Boston CPAC, Tony, and other members of the Indianapolis CPAC, who have not yet written their post-conference report. Ted proposes postponing the issue until after the Boston conference, and he would volunteer to work on it then. Mari should add it to the post-conference Board meeting agenda. Meanwhile the Boston CPAC should annotate the manual as the year progresses; Tony reports that the Indianapolis CPAC thought they would remember the problems with the manual, but they haven't. Amy will ask Boston CPAC to annotate the manual as the year goes on.

#6: Barbara and Tony have asked ARLIS/SC to investigate hosting the 2013 conference in Pasadena. We are waiting for a response, but given the economy are content to have the chapter make a presentation to the board in Boston. Nancy will assume responsibility for the action item. She’ll contact Sarah Sherman with information on the Pasadena convention and visitors bureau representative, and ask her to investigate pricing, hotel room costs, and 3-4 hotel possibilities; Nancy would then negotiate rates.

Delete #7; VRA doesn't seem to be interested.
#8 completed
#9 completed
#11 add status

#16 delete and add TEI to create board web site, with linking to documents, calendar with meetings, etc. Oct 31 deadline.

#17 completed
#20 still to be done
#21 still to be done
#22 completed
#23 in process
#24 related to 23
#25 is done, but we will also discuss later this pm
#28 completed
#30 almost done
#31 done as far as it needs to be

Approval of nominating committee appointments & related issues

The committee proposed Jon Evans for Vice-president/President-elect and Tom Riedel for Treasurer. (The slate is confidential.) Barbara will contact Allen Townsend to help him identify a replacement for her. Four Canadians have been contacted to replace Liv but all have declined. Funding and traveling is the issue. Discussion on the function and purpose of the Canadian representative. It was stated that the Canadian chapters fought very hard at the time of the board reorganization to retain their representative, for cultural reasons, because Canadian law that affects art information professionals is quite different from U.S. law, and because one ARLIS/NA founder was Canadian. Vanessa and Liv will work with Allen to recruit someone. Discussion moved to travel funding issues generally: the current budget is $14,600 for all board travel, including $1,200 additional that can be requested by liaisons on a first-come, first-served basis. Amy doesn't want to allocate funding specifically for the Canadian rep; Liv agrees. Ted will recruit some board members to work with him on an equitable arrangement for board travel funding, perhaps proportional based on expenditure. A suggestion was made that Canadian chapters could potentially help their rep with financial assistance; Vanessa points out that flights from Canada to the U.S. include international taxes.

As an aside, Mari states that she wants the 2010 mid-year meeting in Santa Fe, but Nancy points out that Milwaukee, for example, would be a much cheaper locale. To be continued.

It is not too early to think about a chair of the Nominating committee, as they are hard to identify and recruit. We need someone with many connections, past presidents might be a good place to start. The slate is usually posted in October, with a 30 day window for floor nominations. If a vote needs to be conducted, it was stated that electronic balloting has already been approved, but Heidi will check this.
Membership renewal period begins October 1 according to Nancy, for a due date of December 31. Three notices are sent: Oct. 1, Nov. 1, Dec. 1. International and business affiliates get a hard copy renewal. The new member database should be ready today. An email blast will be sent alerting everyone to the new database, how should those for whom we have no email address be contacted? Too expensive to put a slip of paper in Art Doc- put an announcement in the editorial instead. We retain non-renewed members info, but they don't get renewals.

Barbara will work with Nancy, Carrie, and Judy to craft wording on member database for editorial. She will copy Kim and Shalimar.

Approval of budgets (ARLIS/NA, Boston conference) & special funding requests (T. G.)

The budget presents a dismal picture, but could turn around based on some big ticket items, individual dues and conference revenue. We’ve budgeted for 575 individual members at $120. Other membership categories are also down slightly except retired/unemployed and students. Shalimar and Kim will announce that membership and conference rates are staying the same during the renewal period. Total membership estimate for 2010 is $5,000 less than 2009 actuals. Nancy asks when we last discussed anniversary renewals. It wasn't supportable in the past. It's been easier to keep track on a calendar year basis, and we don't have cash flow problems. If people join at conference (some do) we don't pro-rate. Membership committee, Kim, Ted and Finance committee to discuss. Internship fund revenue budget at $2500 was unrealistic; Ted adjusted to $500. There are three Vanguard investment funds: money market, domestic indexed fund and a bond fund; all are conservative. Finance committee members are Trudy Jacoby, Fran Scott and Ted as treasurer. The past treasurer always chairs Finance; Trudy was the treasurer before Fran. The funds’ allocations weren’t changed last fall because the investments were conservative.

The Conference budget is transferred from the Boston CPAC meeting. Deborah Barlow Smedstad is the finance person. Conference rate is the same as Indianapolis and Denver. Exhibitor attendance is estimated to be higher than that in Indianapolis. CPAC thinks the tours will be popular, but there are fewer workshops. Literature display (aka advertising in bags) revenue estimate is higher. There will not be a silent auction; it made $2000 in Indy, not worth the effort for the return. Many items weren't bid on, shipping is expensive and a hassle. Instead, the attraction in exhibits hall will be lots of food and the internet cafe. Welcome party and Convocation party will be Friday night; line 4427 for $2,375 is money from chapters. Conference Sponsorship is the amount that Barbara Rockenbach and Development need to raise. Discussion on coordination of TEI and Development on contacting exhibitors for hall and sponsorship. Richard McElroy (MassArt) and Don McMurray (TEI) need to work together. Amy will call Barbara Rockenbach early next week to facilitate this. Don is already soliciting ads for Art Doc also; he only had 5 weeks and sold the most ($3200) ads we've ever had; he needs to be in the loop.
Brief discussion on internet conferences, workshops on the web. Publications have been approved to be posted for free on AWS, so that income will dwindle to zero. We can raise Art Documentation advertising revenue to $5,000 because Don is so good; our actuals are now $6200. Look at more advertising for AWS; current estimate is $1,000. We don't sell the email list, just mailing labels. Nancy is receiving many inquiries about JobNet, Ted will raise to $650. Adjust SEI income from 2009 actual to $8232, and 2010 should be $4500.

The 2010 budget was examined and discussed in detail; Ted will circulate a revised budget. The membership directory was removed as an expense, but the pdf does need to be updated every year. The front matter can be removed. Nancy and TEI will implement a report on the membership side of AWS that prints out the entire directory. After adjusting the proposed budget our net loss is projected at $83,981.

**Special funding requests**

Ted made a general comment that we'd be entirely justified in this financial climate to deny all of the special funding requests, but it would only save us $2,500; bad press for little savings.

ARLIS/NY asked for $500 for transcribing, editing and publishing online proceedings of the 2nd annual Contemporary Artists Books Conference. Tony is on the board and reports that the conference is a lot of work; it's unclear if it will be an annual event. Perhaps biennial, alternating with Codex. A motion was made and seconded to approve the request, all were in favor with one abstention.

ArLiSNAP requested $76.60 for website hosting and promotional buttons. TEI could host the web site on our arlisna.org domain, and we turned down a request for bookmarks by the Artist files working group special interest group. A motion was made and seconded to deny the request, it passed unanimously.

The Communications and Publications Committee requested $120 as a cash equivalent to one year's membership in the Society in case the winner of the Art Documentation cover re-design contest does not want to become a member of ARLIS. Barbara will abstain because she will underwrite the cash award should it be required if the request is turned down. A motion was made and seconded to approve the request, all were in favor with one abstention.

The head of the Gerd Muehsam award subcommittee sent an erroneous special funding request (the award has its own budget line). Ted will respond.

The International Relations Committee requested $1000 for the 2010 study trips to Edinburgh and London: $900 for brochures and $100 for ARLIS/UK. This estimate is too low for the brochure that is described, and the tri-lingual brochure will be available for the committee. The deposit that trip members send is used for hotel deposits, transportation. The trip is now budget line 5296 at $500, so Ted shouldn't have accepted the request; Ted will tell them.
Mentoring subcommittee of the Professional Development Committee requested $125 for Starbucks cards for the Career Mentoring Program. Tony and Heidi reported that this came out of their pockets when they ran the program; in any case the matter is moot as there is no Starbucks near our conference hotel in Boston. A motion was made and seconded to deny the request, it passed unanimously.

Professional Development Committee chair Sarah Falls requested an annual subscription to Webinar for $948 ($79 per month) to make it available society-wide. TEI can not provide this functionality in 2010. While Webinar is best used for instruction, Go to Conference would be more appropriate for virtual chapter meetings. Ted will get back to Sarah and the committee to elicit more information and discuss funding for these initiatives. They should be integrated into the general budget so no special funding request is required.

Liv would like to offer one free year of membership as an honorarium to the French translator she uses for 3-4 documents per year. Liv will send an email and copy Carrie Banacin. This was approved informally.

A motion was made and seconded to approve the budget as amended, it passed unanimously.

**Strategic Plan**

The Strategic Plan task force is comprised of Sandy Brook, Eumie Imm-Stroukoff, Barbara Rockenbach, Eric Wolf, Jamie Lausch, and Ken. He began the discussion by presenting two alternative approaches. The first might entail a survey of the membership, meetings at the annual conference, and result in a revision of the existing plan. The second approach is for the task force to rework the current plan, make it more relevant, and present it as a final, or fairly final, document to the membership. Amy and others prefer this method. The plan needs timely, measurable and achievable “smart” goals, with timelines and responsible parties. Budget lines, special funding requests and committee activities should be directed by the plan. Objectives and action items are more productive than goals and objectives. The draft deadline is January; we’ll then ask members to comment via Meebo or Webinar.

**Report from HQ**

The basic message is that all is well. Scott Sherer’s report is below (with minor edits).

1. Web Projects: Join, Renew, Profile Update, Members-only Authentication: Will be done and over to Shalimar on Wed., Sept. 22 for testing. As soon as she approves these we will put them online and with your written permission cancel Member Clicks.
2. Member Search: Online and we can enhance to meet your additional needs if there are any.
3. ARLIS/DC-MD-VA (Roger Lawson) website has been moved to TEI. ARLIS/NC (Lisa Valarde) is next and the remaining websites will be moved 2 per week starting this week.
4. Database field changes: At Shalimar’s request, we have increased fields sizes on many tables in our database. This has resulted in a forty staff hour project and we got it done last week.
5. Lsoft: Due online for testing by ARLIS on Wed. Sept. 22.
6. Sponsorship custom web application for Barbara Rockenbach and Development committee. The sponsor prospect load application is done and has been turned over to Barbara for testing. The remaining application (online edit and data dump) hasn’t been defined yet but will be during the latter part of this week with Barbara.
7. International Relations Committee website move: Website is defined and online and waiting for Kristin Regina to transfer website content (html) to our site via FTP.

Scott Sherer
President

Accounting is working well, Ted is coding invoices.
The Management calendar is a beast. No good solution so far. Amy does not want to use MS Project as a replacement. Nancy thinks that some material in there could be deleted or hived off: the Treasurer's manual, Communications and Publications committee have lots of deadlines in there. Amy proposes that we each review the calendar, compile the parts that are relevant to us by Dec. 20, and send to Nancy. Functional reps may need to create items.

SEI updates

Elizabeth Schaub has accepted the position of Co-chair for Implementation (which is a lot of work).

Conference updates:

Boston 2010
The program will be good, the conference will be expensive. New organization of individual papers vs. sessions; appropriate papers will be put together. Sessions are of various lengths and formats. The conference web site will be up any day now. $20K to lose on room block. The conference center is right across the street, we will be on one level, with the exhibitors front and center in a big room. Boston group going after exhibitors, particularly artists' books dealers. Party first night in the exhibit hall. Shorter conference, which people have also asked for, but this will make it harder for us to meet our room block. What to do with the extra rooms? There will be a call for moderators, with a list of papers circulated.

Minneapolis 2011
Nancy and Amy need to work on the memo of understanding. 1870 room block. With 175 extra nights on first and last nights. VRA is losing members, they're
hurting. The contract is another nightmare, is it cheaper to cancel the contract and pay the penalty and re-negotiate with another hotel? Ted was president for St. Louis conference, VRA paid Elizabeth Clarke an additional fee to do their conference work. There is a lot of negotiation to be done with VRA before Nancy contacts the hotel. Ted will send Amy the St. Louis memo of understanding.

Toronto 2012
Nancy will forward the contract, which Ken signed. Karen McKenzie and Jill Patrick are co-chairs, they're in good shape.

2013 Pasadena
Will discuss in Boston.

Core Competencies
A few outstanding issues before the competencies can be approved. Amy, Ken and others want to combine “art librarians” and “visual resource curators” into “art information professionals.” Ken is concerned about the timeliness of citations but Tony points out that there may not be current work on the areas discussed. Kraig Binkowski should copy edit. Ken suggests an executive summary, to describe the document, its intended audience, and how it can be used. The comps should also address visual literacy.

A motion was made and seconded to approve the competencies with the three suggested changes; it passed unanimously. Barbara will give a heads up to Kraig.

Other business
Don at TEI received a request from the Wooster group for an email blast to the membership as if from TEI. We will accept an ad that Nancy will send to ARLIS-L, for $250. We should look at ads on the AWS. CPC is thinking about this already.

Discussion: public policies and the EB: when, where, why and how
1. Position paper on replacing print with electronic resources in the arts.
2. Refusal of name change, because we are enjoined from lobbying as a non-profit society.

Amy began by stating that the non-profit sector– particularly libraries– have been taking a beating. UCLA did not rescind their decision because of librarians, it was because their faculty objected. Amy thinks we don't have influence on how others handle their finances; if the shoe was on the other foot we would not be pleased at being told what to do.

The difference between the retention of image-rich print resources statement and letters to various institutions is that the statement is a resource for our members and it isn't being sent to particular institutions. Kim feels that membership is expecting the board to take a stand, but Amy doesn't know the details of each lay-off or closing, and in some cases they may be justified. Ken agrees we don't want to be moral arbiters, but even if we know our views are going to be 100% ineffectual, when do we speak up?
Amy will draft a president's letter for ARLIS-L and the President's page on the AWS that tells the membership the positive actions the board is taking to promote art librarians, including: core competencies, unemployed membership rate, The Transitions, the fact that chapters want unemployed members to remain active, etc. She’ll circulate it to the board for review.

Vanessa wants to add that the timeliness of electronic versions is often terrible, and that the study of journals as objects is an active area of study. Electronic versions are not necessarily complete: front matter, some articles, advertisements can be lacking.

A motion was made and seconded to approve the statement with Vanessa’s suggested additions; it passed unanimously. Barbara will give a heads up to Kraig.

The meeting adjourned at 4:30 pm.

Friday, Sept. 25

Discussion about the relationship between committee chairs, board liaisons, and Nancy and other TEI staff. Board members should be involved in setting up communication between Nancy and committee staff; Nancy reports to the board. Liaisons can sit in on conference calls with committee chairs and others, but it’s really up to us to communicate with TEI. However, when it’s more effective it’s fine for committee members to speak directly with relevant TEI staff once we introduce them.

Canadian member-at-large (L.V.)
Liv is also IRC liaison and co-liaison with Ken to Public Policy. IRC will move their web site to TEI at www.irc.arlisna.org, but it’s not up yet. This year’s IRC-sponsored trip is to Berlin and Munich, Oct. 18-24 (Marilyn and Tony will attend). Kristen can take the unattractive brown membership brochures this year. Debbie Kempe went to IFLA as a rep for IRC. Vanessa's new University Librarian is incoming president of IFLA. Kress Foundation is sponsoring ARLIS members’ international paper presentations. BHA: Amy as ARLIS/NA president signed the CAA letter stating that the BHA is important and that it is heavily used in art historical research. Amy will mention this in her president's letter to the membership. Revisit of discussion about relationship between the board and the Public Policy committee. Roger is contacting people concerned with copyright; there will be a no-conflict session at Boston. Liv is working with Shalimar on tri-lingual brochure; $1700 was approved for this last year. Shalimar and Membership committee need to come up with text, then Jenny at TEI can design it. We’ll give Liv’s translators an honorarium of free membership. 4 Canadian members have been approached to replace Liv, all turned it down. Liv attended ARLIS/MOQ meeting in Montreal. No new news from ARLIS/Ontario, they do not have a site or date for their fall meeting. ARLIS/NW will have a virtual meeting in the beginning of November. They don't have a vice-chair/chair-elect. As Canadian rep Liv is responsible for coordinating the Melva Dwyer award, soliciting submissions from publishers and coordinating the sub-committee.
Chapters’ liaison (V.K.)
A major theme with the chapters is virtual meetings. Vanessa is curious about what they are using, if something rises to the top we may want to purchase to provide to our members. She’s communicated with Darin Murphy, chair of ARLIS/NE, whose membership is at 60-70. He sent out a very thoughtful message to chapter members on the values of membership, including maintaining communication. Vanessa will ask him if he would mind if she circulated it to other chapters.
ARLIS/NW chapter in a sorry state– 30 members– but only 7 expressed an interest in meeting this fall. Vanessa is updating the calendar of chapter meetings.
Discussion on our inability to visit each meeting, but it is desirable to report to them. Chapters list is set up by TEI, she will follow up on dues. Vanessa will excerpt these minutes into a report for the chapters

Communications and publications liaison (B.R.)
Reviews co-editors are in place; the first set of reviews has been posted. Barbara created an ad hoc subcommittee to review AWS language; Roger Lawson is chairing and he will have members in place by Sept. 30. Judy is doing a fine job as sole editor of Art Documentation, with the support of Eileen Markson. Art Doc is partially peer-reviewed this fall, fully for spring. Don McMurray is doing a great job selling ads, and is in touch with Barbara Rockenbach. Cover re-design contest submissions are due Nov. 6. All will be posted, members will vote the top 5, jury will decide, CPC will review, the board will approve, and the winner will be announced Jan 5. The new cover will appear on the spring issue. Past conference programs have been scanned and posted as available. Some are missing, but it's hard to find ones that aren't annotated. Barbara/CPC will issue a call on ARLIS-L; Ted may have some. The archives manager contacted Amy. “Cataloging Exhibition Publications: Best Practices, Notes” has been issued by the Cataloging Advisory Committee. A new edition of “Facilities Standards for Art Libraries and Visual Resources Collections” is in the works with VRA. A discussion about a published annual report of the society’s activities ensued. Roger Lawson felt very strongly about it, Elizabeth Clarke proposed one with 95% ads which was vetoed. Amy thinks the President’s report fulfills this function. All issues of Art Doc will be posted on the members area once TEI switches us over to their database from MemberClicks. There will be hot links to abstracts and to articles. All past member directories will be scanned and posted. A snapshot of the membership database, Occasional papers and technical papers will be posted as well. Judy Dyki is testing LISTSERV software now

Development and Membership liaison (K.C.)
TEI is still paying for MemberClicks, and anticipates discontinuing it by Oct 1. Membership committee is currently testing the TEI member database. The membership form has always asked about areas of interest, but the data was never forwarded. Now it will be sent to committee chairs and chapter leaders but it appears that some of them aren’t NA members. They’ll get a friendly reminder to renew. Committee chairs appoint their members; the vice-president appoints chairs. Amy created a table with who is serving and for how long. The policy manual specifies terms of service. Kim and Membership committee will be working on the brochure. The prospects database is being updated, unfortunately Ebsco
nixed funding requests for Boston. The Society Circle reception will be at Elmer Seibel’s wife’s Lala Rokh restaurant.

Education liaison (T.W.)
Tony liaises with SEI and PDC. PDC presented the first lunchtime chat on Sept. 18, Barbara Rockenbach’s “Visual literacy in your library.” It started slowly, but went well afterwards. 30 people or so logged on. Elizabeth Schaub will speak on "Transforming Visual Resources in the 21st Century" in Oct. November’s topic will be “Library marketing begins with users.” Tony and Liv report that their universities (IU and Manitoba) are using Library H3lp in preference to Meebo because it has better filtering and archiving, among other features. PDC is creating a Facebook page, and will coordinate with CPC and Membership. Membership and PDC will be responsible for content. They may link it to Twitter. They will get to work on webinars now that they have permission. The Education subcommittee has a whiteboard which Tony is copied on; it’s very effective.
Mentoring subcommittee chair Sarah Carter and member Rachel Resnik checked in on Career Mentoring Program participants after the conference, and will do so again in October and before Boston. They’re working with Sarah Sherman, chair of ARLIS/SC and will train her to present the Mentoring workshop to her chapter. Discussion of the problems with the Mentoring workshop DVD and possible solutions. There will be proposed solutions in the future; Tony thinks it’s time to move on and create a new product. Sarah Carter will work with Ross Day to describe the benefits of mentoring as a recruitment tool.

Secretary (H.H.)
The chair of the Cataloging Advisory Committee, Sarah Quimby, reports that member Lori Van Deman resigned from CAC due to a job change and a move. The committee decided that in the event that an ALA liaison is unable to attend either mid-winter or the annual ALA conference, the chair will appoint a “Liaison Extraordinary,” and will be responsible for obtaining a report from that person, who will not (necessarily) become a member of CAC. It’s important that the committee be composed of cataloging experts since its work is so technical in nature. The committee began work on the next installment of “Cataloging Exhibition Publications: Best Practices.” This year’s chapter will treat name access points.

Other business
Ted reviewed the history of the loss of our tax-exempt status (a comedy of errors) and reports that Keith Joyce, auditor and tax accountant, expects the matter to be resolved shortly in our favor. Amy wants to give Nancy Mandel a gift to thank her for her help in setting up our meetings over the past two years, which was endorsed by all. We agreed that there is no need to discuss the projected budget deficit with the membership at this time, since there are too many uncertainties and we don’t to alarm people needlessly.

Amy reiterated that the Boston program is very exciting. She pointed out that the previous method of accepting multiple-paper session proposals often meant that the quality of the papers varied greatly. The Boston method of selecting individual papers ensures a much higher standard.
The meeting adjourned at 12:00 pm.