President’s Annual Report (Amy Lucker)
Let the minutes reflect the Board's congratulations to Barbara Rockenbach on the birth of her son Eli. Paul of TEI working on logistics, not attending our meeting. Amy's theme is that it has been a year of transition, with some bumps, but overall things went well. The first thing TEI had to deal with was our financial records, in particular the transfer across the international boundary from Canada to US. The records were in disarray. MacPherson had not input all membership record data into MemberClicks since we had not been on it that long, so the transfer into TEI's database was difficult. The implications for next year are good, but we'll need to factor in planning to accommodate VRA (which uses MemberClicks) so we have one registration. We used to pay for MemberClicks, so that is a savings for us. The ARLIS/NA Web site and some chapters and committees have moved to TEI, the conference web site is there too. We'll want to move all past conference sites to TEI, including Banff, as long as they can accommodate a database-driven site. Although people have had issues, we have gained a lot. We are in process of migrating ARLIS-L to TEI; address will change but we will deal with that. TEI has taken over production of Art Documentation, which was previously outsourced. Don McMurray solicited many more ads, which were actually paid for, unlike previous years. Amy hopes that the cover design will be re-visited. The conference program was designed by TEI; the spiral binding is very useful. TEI also produced the signage; we
benefit from the consistency in design. This conference is the largest since New York, probably due to ease of access to Boston. We need to consider future conference locations carefully, since it’s not cost-effective to have small conferences. The conference co-chairs were shocked that we did so well, but we still didn’t make the original room block. Nancy renegotiated the room block, and the food and beverage minimums. Minneapolis and Toronto contracts have been signed; neither are overly ambitious. Minneapolis is a joint with VRA so that should be ok. VRA had 200 attendees this year which is standard. Jon wants to know what the geographic distribution of our members is; Ted points out that you can sort the membership database by chapter. In the past we have waited for chapters to offer the conference location, with the exception of Denver, which stepped in after Las Vegas fell through. Liv likes the geographical diversity, and Amy concurs, but feels that we need to be thoughtful. We are still hoping to get to the west coast by 2013. We did well with our travel grants, with the exception of Alternative voices. It is so restrictive it’s never been awarded; Mari will speak with Joan Benedetti. The terms are unclear to the board. We suffer from a lack of diversity, but Amy points out that our workplaces are not very diverse either, and the recipient can’t be an ARLIS member. All other awards were given. Kress Foundation award for European travel is $5,000 in $1,000 increments and Holly Hatheway is the first winner. We didn’t get money for an Internet cafe, but we don't need it with the free wireless; this should be a consideration in selecting future hotels. SEI was a success; we don't put in much, and we get $4,000. Elizabeth Schaub is our incoming representative. VRA/VRA Foundation; the latter is a 501 C 3 and can apply for grants. They pay much more attention to SEI than we do.

Tony reports on Alternative Speakers restriction: racial or ethnic group, as defined by US Census, or aboriginal or visible minority as defined by Canadian Employment Equity Act. It should be part of the Conference Planning process, need to recruit for it, perhaps announce it at the Membership meeting. Joyce Scott, who performed in Baltimore, would have been appropriate. It could also be good for a Convocation or luncheon speaker. The payment can be up to $2,500. Mari mentions Louise Erdrich as a possibility for Minneapolis; she’d be an appropriate recipient.
Amy then mentioned the Strategic Plan, which expired in 2009, as something which wasn’t addressed.

TEI update and review

There were several transition issues with TEI which are not our responsibility, among them the “dashboard” and the transfer of the list-serv. Amy used a balance of patience vs. pushing. She will follow up on the move of the Archives as past president. As a result of severe miscommunication Michelle thought we were using the old design for the Membership brochure; the process has dragged out. There are many open action items relating to Nancy and TEI. Amy thinks that for an organization of our size we are complicated and that part of the transition process is getting acquainted and establishing a new relationship. However, we need to impress upon TEI that they need to be more responsive. We may have overwhelmed them with clean-up from McPherson-ClaRke. Ken reminds us that in the early negotiation with TEI we emphasized the continuous assessment process; Amy did speak with Scott Sherer on a fairly regular basis. We have received a request for an assessment after the first year from TEI; Amy will work with a group to respond. Discussion ensued on positive and negative interactions over the past year. Ken suggests getting the quarterly assessment schedule set for the year. Amy thinks that by and large we are getting the support we need, particularly in the financial area. Liv points out that Nancy missed meetings; it will be good to have a replacement. It’s also desirable to have a Spanish and French presence on the web. Discussion on effective communication with TEI; assessment will be a good starting point with Chris Roper. Amy believes that TEI is still eager to make us happy, in response to a question from Ted. We are probably more complicated than TEI expected. Ken points out that the assessment process goes both ways, and that TEI will have the chance to communicate with us. Barbara had the same problem as Kim with the list of members; the old “handbook,” which required a call from Amy to Scott; we need to make it clear that we are a distributed organization.
Finances – Year in Review; other financial issues including comp registrations for conferences (Ted Goodman, Treasurer)

Ted distributes copies of the 2008 and 2009 audits to the Presidents and Secretary – he decided to order fewer copies since they cost money. He explained the need for two full audits as a result of the TEI transition, although they cost $12-$13K. Partial audits are $5,000-$6,000. The next full audit will be in two years.

Ted stated that the 2009 records received from McPherson-Clarke were a mess. Keith Joyce worked with TEI to review every bill, invoice etc. Two items totalling $2,000 were not found but Keith accepted that. Ted reviewed the various funds, activities, revenues, dues, and Conference income. There is a $15,000 payment for archival services to Illinois for the first three years, then it goes down. Review of Board expenses and stipends. The Nominating committee is always interested in this figure, because it is expensive to be a board member. We can discuss raising the stipends at the post-conference or mid-year meetings if we choose. They have been considered as a supplement, but the financial picture may encourage us to reconsider. Amy states that the members think the board has a lot of perks but we know that we and our institutions have out of pocket expenses. This past year we had the benefit of 5 board members from New York, but that’s no longer the case. The average of TEI hours for the past 3 months is averaged into the lesser use over the other months. Conference management is integrated into the TEI fee; it was an additional $20,000 extra to McPherson-Clarke, along with other extra charges such as Art Documentation and $500/month for MemberClicks. The TEI contract is all inclusive: we pay them $100,000+ but it is a good value. Ted then explained the structure of the Finance Committee. Our investments have done remarkably well through the crash; we are invested in Vanguard funds, indexed domestic stocks, bonds and a money market.

[Keith Joyce did send a letter in 2008 stating that McPherson were incompetent; Mari would like a copy of it.]

Discussion of finances and the annual budget. Because TEI was busy helping Keith do the audit in Jan. and Feb we didn't get monthly reports from them. Ted hasn’t received a report yet. Tom will prepare a budget for the calendar year 2011 for presentation at the mid-year meeting this fall. Last year's budget was facing a negative financial picture, we
projected a possible $88,428 deficit. We will not be that much in debt: membership is at
least at 98%, the conference is very successful, we met our room block, etc. Ted doesn’t
have any actual figures, but he is very optimistic. Treasurer gets a monthly electronic
“approval for payment” form from TEI. Ted has been copying Tom on all documents
received. Basically all financial documents are in good shape. Once the conference
expenses are processed by TEI we will have a more accurate view of our financial
situation. Ken worries that TEI can’t work with Keith and report monthly- they should
have been able to do this concurrently. He worries that excess work for conference could
provide an excuse for deferred reporting. We will expect TEI to maintain business as
usual during audit and other times. Kim asks what Ted will say at the Membership
meeting. He'll pass out a two sided summary of 2009 which has already been posted to
AWS, and a report on 2006-2008, and the investments. Ken asks for a discussion of the
Reserve fund. The fund is generated from the money that we build up with the
investments. Ideally it is supposed to 50% of one year’s operating budget; this year’s
operating budget is ca. $300,000; reserve fund should be $150,000 and in 2009 we had
$161,240. It’s a cushion in case something disastrous happens. There have been times that
it was used for extraordinary expenses, for example in the transfer of the Archives. Ted
doesn’t think we should use the Reserve fund; we should be able to generate enough
income to perform our activities. Last year we thought we might have extraordinary
expenses associated with the transition from McPherson-Clarke to TEI, but we were able
to avoid using Reserve Fund money for this. The fund must be used solely for one-time
expenses, not ongoing activity. As a not-for-profit we are limited in how much money we
can have in savings. Keith Joyce looks at everything; he found that we were over the
FDIC insured amount by $90,000, but we had to pay out $60,000 to the hotel, and by the
time the Conference is over we should be back under the FDIC-insured amount. The
Equity funds support various grants, for example the internship fund. It's in one big pot,
and Keith divides it up by percentages and adds them to the designated funds at the end
of the year.
Recapitulation of our lost and regained tax exempt status. Chapters are part of ARLIS,
but they have their own tax numbers. They have to file an IRS postcard if they made less
than $25,000. We had thought that the matter was straightened out, but it has not been. So
two chapters' postcards were rejected. Ted is waiting to hear from Keith; ARLIS/NA is straightened out, but the information has not filtered down about the chapters, however there are no late filing penalties. The issue doesn’t apply to Canadian chapters.

Amy emphasizes that we owe an enormous debt of gratitude to Ted for stepping into the breach after Rijn Templeton had to resign. A heartfelt round of applause for Ted.

Future Conference planning options – 2013 and Pasadena
In the past we have signed conference contracts 4 and 5 years in advance, which has proved very problematic in the past two years. Although we need to think about the 2013 conference, we are still not in a rush, and will get the process moving within the next year. We had asked both California chapters: Northern immediately declined, and Southern came back with Pasadena as a location. Our vendors weren’t thrilled, but we’ll make sure they understand that Pasadena for all intents and purposes is L.A. We have been considering bi-annual conferences, but it seems that the financial situation has stabilized. Vendors didn’t come to Indianapolis because it was hard to get a direct flight, but Pasadena is accessible via LAX. We will have to work with the chapter on the marketing issue. Amy asked if anyone has concerns about a southern California conference, all reply in the negative. There was no interest in pursuing an alternative location; the chapter doesn’t have any members in San Diego and hotel costs are prohibitive. The 2013 conference should be high on the agenda of the incoming board. Our by-laws and non-profit status require an annual membership meeting so we must meet. The Board will need to be very supportive as the chapter is small; however they are very active.

Mari moves that we accept the invitation of the SC chapter to host the 2013 annual conference in Pasadena which passed unanimously. Heidi will draft a letter of acceptance for Mari to send to the chapter.

Ted discussed complimentary registrations: the Treasurer's manual includes the statement that only the 4 co-chairs of the conference receive free registration but this information
isn’t included in the policy manual. Heidi states that the policy manual can updated without votes; Tom will send her the language.

Art Documentation in electronic format
Barbara Rominski presented Jonathan Franklin’s report on publishing options, which recommends that a subcommittee including representation from the membership committee be formed to investigate the issues. Tony mentions the Online Journal Systems, part of the Public Knowledge Project at Simon Fraser University for peer-reviewed journals. The Editor does the work and there is an $800 annual fee. He would be happy to be on the subcommittee as IU is using it. Jonathan thinks that it would be a 2-2 1/2 year transition. We received $2,000 in income from ads last year. Jonathan can create a Task Force, with no more than 5 people; Sandy is the incoming liaison. Chris Roper has been negotiating this type of contract for some of the other associations he manages. Liv mentions that Art Doc only got a C+ rating from an Australian University which ranked journals. Barbara stated that the committee has had difficulty dealing with the design side of TEI on Art Doc, and hopes it’s just a transition issue. The discussion of subscription to Art Doc without being a member (for institutions) is a separate issue, for the Membership committee.

2:00 – 2:45 Year in review. Actions, motions, votes. Open action items (V. Heidi Hass, Secretary)

Motion to approve April 12 minutes passes unan

1:30 – 2:00 Boston Conference Planning Co-Chairs
579 total registration. 2 workshops are full, the other 5 are 3/4 full. One tour was cancelled.
Not very much went well with TEI. Registration was late because back and forth . Oversold some workshops, undersold one. Our registration form was more complicated that they are used to. However, the issues were not particularly complicated- basic web forms. No sign ups, just basic information.
Resolution: begin all processes two months earlier. Many errors on name tags. Anne and Jennifer like the new model for papers, as people had to think about what they wanted to present. They’ve received positive feedback. Moderators worked with Program committee. Anne recommends that we use this model for the VRA joint. Hotel and World Trade Center folks are responsive. 394 seats in Convocation ballroom- overbooking of hotel was shocking. Nancy worked very hard to get extra rooms at the Renaissance, which was appreciated. Rachel – both parties are onsite because of our food & beverage contract- disappointing. Exhibit hall is oversold. Nancy worked on professionalizing the exhibit hall. Art Tea party should be amazing- video and performance artists.

Working on CPAC manual.

2:45 – 3:30 Reports from liaisons (Liv Valmestad, Canadian Member-at-Large; Vanessa Kam, Chapters Liaison; Barbara Rominski, Communications and Publications Liaison; Kim Collins, Development and Membership Liaison; Tony White, Education Liaison)

Liv, Chair of ARLIS/NA Canadian rep, international relations liaison, co-liaison to Public policy. 6 Canadian attendees in Indy, 27 here. We didn't get the logo for the Melva Dwyer from ion.

Public policy committee issued statement on print IRC has great interest . Renewing relations with Mexican art librarians. Jon Texas/Mexico chapter is interested in this. It's been difficult.

Question on eligibility for UK study trip; IRC will make a presentation at the Membership meeting.

VK: 18 chapters; updated success book

Software for virtual meetings a very big deal to chapters, PDC should follow up on usefulness in future. Wimba was very useful, Tom mentions that MW used Illuminate. Tony will ask PDC to do a follow up assessment in a year. Collection of dues by TEI- only one has signed up. Timing, non-NA members are barriers.
Resolving tax issue. Chapters continue to look for ways to attract new members. Any failing chapters? NW did get a vice-chair. MOQ doesn't have a vice chair, but Liv will make sure that they do

Barbara highlights Roger convened a group to review AWS content- list in annual report

John Taormina new member-at-large. Kraig Binkowski, Professional Resources editor, wants to step down, Sandy will need to work with Jonathan to find a replacement. It's Jonathan’s last year, Amy wonders if he wants to stay on, or at least groom his successor.

Art Doc as an electronic journal. Failed cover competition highlights AWS age – 5 years. Needs Web 2.0, updating. Do we want to re-brand AWS, Art Doc, ARLIS/NA?
A consultant did look at web site in FY 08; if we decide to do this we'll have to budget for it. A conversation to have with Roy vis-à-vis IT issues.
Kim – a blog or wiki space on the AWS would have been useful for the BHA discussion; Barbara reports that a wiki is underway, however, TEI is looking into a new Content Management System, so some decisions will be deferred until that is done. Discussing secure online ordering for publications. Past conference programs, occasional and technical papers need to be scanned by HQ. Archiving AWS, SEI and conference websites. Facilities standards will be revised late 2010.

Kim both chairs are rotating off Bryan and Sonja Staum for Barbara Retention and promotion of members- need the dashboard. 1082 members. Looking at categories, will report back. Anger at fact that brochure isn't here. Thanks to Shalimar.
Dev coordinate fundraising. Barbara has done a great job of professionalizing working with Don McMurray at TEI. New items, Society Circle- make it more inviting, marketing the committee more, prospect list. Working with TEI to maintain information; planned giving. $36K raised rather than goal of 39K, but in this economy they did a great job. Joint conference fundraising for VRA question. Discussion of TEI v ARLIS asks.
Tony: PDC Mentoring Education SEI, Sarah Falls, Heather and Sarah Carter are all continuing. PDC- contract with Meebo for chats, webinar s/w. Questions on content provision and charges.


Education chats have been successful. Will change over to GoToMeeting. PDC is developing a manual on using the s/w.


CAC report.

3:00 – 3:30 Procedural questions and answers and orientation for incoming board members (Jon Evans, Vice-President/President Elect; Tom Riedel, Treasurer; James Rout, Canadian Member-at-large; Sandy Brooke, Communications and Publications Liaison)

Sit down with your predecessor, have a phone call shortly after the conference
Ask liaison groups what they need from TEI and the board; thanks them for attending.
Thank conference organizers. Board doesn't need to sit together at Convocation, but sit near front of room for Membership meeting.

Ken thanks outgoing board members, thinks that although the appearance wasn't the best, it worked very well to have so many New Yorkers on the board. Make sure we all visit the exhibitors, and drag people in. Speak with vendors you don't know. And speak with first time attendees, buy them drinks.

Adjourned at 3:52
3:30 – 4:00 Other business, final thoughts and thanks.