ARLIS/NA EXECUTIVE BOARD MEETING

Congress Board room in the Seaport World Trade Center

April 26, 2010, 9:30 a.m. – 1 p.m.

Introductions, gift to Amy

Boston Conference Overview and Thanks

Mari and Jon will attend a post-conference de-briefing with co-chairs and Darin Tuesday morning. Jessica McIntyre will be sending out a survey monkey for conference evaluation. Sandy reports that people couldn't hear at the meetings where multiple meetings happened in one room. No floating mikes in membership meeting or in amphitheatre sessions with questions. Vanessa asks if there’s any way to label basic, intermediate and advanced sessions. Tom states that that information should have been available on the web site, because the paper abstracts were fully formed. Heidi said they weren’t available there, only on the Google calendar. Amy mentioned that cancelled sessions weren’t announced effectively.

Report from 2011 ARLIS/NA & VRA CPAC meeting – Tom

Brian Shelburne and Billy Kwan attended – co-chair for conference planning and Treasurer respectively for VRA, as did Elisa Lanzi from VRAF.

1. Financial document needs to be crafted. Awaiting results of conference income.

2. Areas of ownership for events our members are used to. Something different for 2011. Use GoToMeeting for meetings before the conference. Mari and Maureen will decide on the drop-dead necessary events, such as board and business meetings.

3. Follow-up on state of hotel contract with TEI. Paul was at the meeting so will take that back.

4. VRA model for conference planning includes Brian and an on-the ground person hired for ca. $2,600 for the week of the conference. That has not been set yet.

5. This year's models for paper solicitation is a good one for next year; will allow for VRA and ARLIS members to jointly present.

6. Mari and Maureen will create a conference organizational chart.
CPAC will be in July, during/after VRA board meeting. Chris Roper will attend.

Update and questions on ARLIS/NA & VRA conference 2011 – Jessica McIntyre

Evaluations and call for papers will go out. There will be a Friday night event at the Walker; mini-walking tours in the Skyways in the mornings, and multiple art center tours. VRA wonders if tours are break-even or income-generating. The latter, overall, but successful tours can subsidize under-subscribed ones. Can’t cancel tours that bring people in a day early or have them stay a day later.

City Experience, combined tour/session. Some tours were quite inexpensive. Discuss further at CPAC.

TEI Web form issues were problematic, and we need to remember that MN is a month earlier than Boston. Roy says the more lead time the better, but this has been a transition year; he doesn’t anticipate the same problems occurring next year.

Registration mechanism hasn’t been sorted out for next year. Roy says we could load VRA members into the database, but would need to get lots of updates from VRA. Or, give VRA members a coupon code, but they could circulate that widely. Roy thinks it’s a minor issue.

Sandy asked why there was no keynote speaker. It’s usually the DSA winner, and we didn’t have one this year, and a last minute attempt to find a speaker failed. However, people do like a short convocation. Need to balance speakers and award winners. It’s hard for MN planning to have to wait for DSA winner announcement.

We’re not hamstrung by the hotel contract so we can go to the Walker. Food & beverage minimum is $30,000.

Mid-year board meeting

The mid-year board meeting will be in Santa Fe, Sept. 23-24. Eumie Imm-Stroukoff will host us at the Georgia O’Keefe Museum; she and the curator will give us a tour Friday afternoon and we are invited to an opening that evening. Joan Benedetti has invited us to her home Thursday evening for dinner. Fly in to Albuquerque, take the shuttle from the airport, or there’s a light rail, but it doesn’t go to the airport. Mari distributed information on hotel and bed & breakfast availability. There is a wine and chili festival the weekend after the meeting.

Brief discussion on conference calls. GoToMeeting, UBC has Wimba classroom. Amy and Heidi will meet with Sarah Falls to get trained on GoToMeeting.

Reports from Liaisons

Tony – Education

No report (N.b. Tony was a presenter on the Providence city experience tour; his report was in Mari’s email inbox, and was distributed subsequently.)

James – Canadian Member-at-Large
ARLIS/NA Canada had 28 members here in Boston, which is great. Ontario is working on 2012 conference. Karen McKenzie and Margaret English are local arrangements co-chairs, Jill Patrick and Stephanie Frontz are program co-chairs. Kim received a pdf of the membership brochure but there were mistakes. The chapter requests French (and Spanish) language presence on the AWS. Liv gave updates from regions. MOQ increased their travel award from $800-$1,000. They are looking for an update editor for MOQ/doc.

Deborah Kempe is the incoming chair of the International Relations Committee. Discussion on eligibility for study trips; has been first-come first-serve, which should continue. Few committee members are interested in the upcoming UK trip, but the hotel rate is so cheap that they expect a fair amount of interest. The German trip was very successful due to Evelin Morgenstern.

There was a bit of confusion in the committee receiving emails identifying new/renewing members expressing interest in committee membership. Roy explains that emails are automatically sent, without differentiating between someone who has already expressed interest versus someone who is newly expressing interest. Amy doesn't see that this is an issue and it's great to send the email. Kristen doesn't have a problem but worries for other, larger committees.

Suggestions: include country or language stickers on conference badges? Roy says TEI could look into it, but Amy wonders if we want to. Do the Europeans want this? Labeling minorities versus a welcoming gesture and orientation. Vanessa suggests that IRC could receive a list of international attendees and arrange to meet them.

Ted attended the Public Policy Committee meeting. The Board approved the committee’s “Statement on Reliance on Electronic Versions of Printed Texts in the Arts.” We are not going to issue the statement on not firing people. James will communicate this to Roger. The committee asks if TEI has wiki capability; Roy believes that it is available. Public Policy also plans to use GoToMeeting. Jennifer Parker is Awards coordinator, replacing Susan Moon, who had the position for many years and did a great job. The Board was pleased with the convocation presentations; there were few applications for the Wittenborn award. TEI could support lists of library schools, etc in the long-term. One timing issue is that sponsors want to know the winners before they’re decided. The Awards Coordinator and the IRC Chair will become at-large members of the Development Committee.

ARLIS sponsors awards a year in advance and then the funding is secured. Jon reports that the awards funding is pretty well locked in. The challenge for awards is in timing and timelines. Putting Jennifer on the Development committee should help.

Should we have ribbons for mentors and mentees?

Sandy – Communications & Publications

Prior to the Communications and Publications Committee meeting a small meeting of Art Documentation editor and Webmaster was held, discussing relationship with TEI. Things have gone surprisingly well, but there are concerns with the in-house designer’s skills. We’ll add to the TEI assessment process. Cover design; discussion of uniform branding; need for
task force on “e-only” publishing, including Art Doc editor and a Membership Committee member. Chris Roper has a good background for this.

The Art Doc peer review process is working very well; quality has improved, and they have more reviewers than they can use.

It is hoped that AWS content management system and distributed updating will relieve Nedda of some of her burden.

CPC will issue list of desired Web 2.0 functionality. Roy reports that Community Server now Telligent is TEI’s no. 1 contender. It’s used by Microsoft, NFL, MySpace, etc. Roy needs to perform infrastructure upgrades before implementation, the decision will probably be made by the fall. All committees should be considering what features they want.

Two reviews editors for Art Doc is working well, resulting in more frequent reviews.

Professional Resources page content will be reviewed by Kraig & Nedda, dividing up areas of responsibility. Kraig will stay on as editor through this year, allowing time for development of the job description and interviews at MN conference.

Jonathan will think about continuing on as CPC chair, but he’s concerned about his responsibilities for the Toronto conference. If he stays another year both he and Sandy will go off at the same time; he’ll need to groom someone or decide to stay on.

Co-publishing agreements: Ebsco runs until it is cancelled; Scarecrow has expired and want to renew but the e-publishing issue needs to be decided. We should be getting royalties from Ebsco; Ted will look into this.

Discussion on volume of postings to ARLIS-L, and whether some content (e.g., serials offers) could be placed on a database or a wiki. This comes up every few years; we should look into tools, such as RSS feeds, others.

Jon returns to the topic of unified branding, on AWS and more broadly. Board had discussed in the past, but its on hold while we have the “e-only” discussion. Membership Committee has also discussed the latter, and the Strategic plan may address it as well. Jon think the board should start pursuing this more aggressively. Marketing, advertising models: have the strategic plan create a goal. Why do you brand, what do you want to accomplish? How we present ourselves to the world. Question of the implementation of the Strategic plan; we should be more pro-active, rather than waiting until we get the plan. What are the sites that we want to brand? Should we create a task force? Yes, lots of groups need to be involved. Agenda item on a coming call; in the meantime be thinking about this.

**Vanessa – Chapters**

The Chapter chairs meeting was not on the conference schedule, so she organized a lunch with 10 chairs, 5 others went to wrong place. There was lots of discussion on the transition to TEI, including transferred Web sites. One chapter had formatting issues. This led to the idea of a TEI template for chapters— is it a good one? Roy says they’ve done this before; provided 2-3 different templates, similar to, but distinct from the main organization’s Web site.
Currently there is a wide variety in the design of chapter web sites. Vanessa will look at compliance issues, and Jon remembers Membership looking this a few years ago. Vanessa will check with Shalimar and Rachel Resnik.

There was a strong request for archiving of chapter lists, but we knew going in that TEI’s Imail program did not do this. Roy says that list-soft can handle more than one list, but we only paid for one license. We could look into costs; if chapters want to pay it perhaps they could. Since chapter lists depend on host institutions and staff change it would be preferable to have a stable environment.

Dues collection for chapters by TEI is not being implemented. The board is not pressuring chapters to use TEI for this.

We need a more efficient, distributed way of updating web site. Chapter officers change every year; it’s a lot of work for Vanessa and she wonders how we can do this better? Currently she has to badger people. Jon states that many individuals don’t know what their role is unless the previous person is very good at communicating, particularly for liaisons to outside groups. We’ll put this on a conference call as we are running short of time.

The Chapter success book now has a section for new chapter chairs.

TEI should provide members’ geographical location for new chapter member recruitment.

Chapter leaders attend the Leadership breakfast; there will be a membership table with info on chapters, which should also be posted on AWS

Chairs are very excited about the dashboard idea, they would be able to check member statistics.

We should give our committees the schedule of board conference calls.

**Kim – Development & Membership**

Kim wants to encourage good communication about membership statistics via ARLIS-L. The Development Committee has Policy manual items that need editing, and IRC members-at-large should be added.

Relationship cultivation should go up to the strategic level. Development will hone their message to sponsors, exhibitors. Discussion of the somewhat unsuccessful approach using Don McMurray to initiate contacts; it was partly a timing issue, and the personal touch of committee members can be required. They will assign prospects to committee members, and Don, and may use GoToMeeting so they get to know him.

Development wonders whether “Society Circle” is the best name; they want to make members of it feel special all year long. They didn’t make their goal of 100 this year, but came close, and invited 7 mentees to the reception, who were very excited about that. Perhaps we should have a first year introductory rate of $50.
We need to make absolutely sure that we get a snapshot of the Membership directory for archival purposes every year.

Heidi – Cataloging Advisory Committee

CAC has finished *Cataloging Exhibition Publications: Best practices, Name and title headings* and will submit it to CPC after the conference. The earlier sections on Title and statement of responsibility, Subjects and Notes were added to Cataloger’s Desktop, which is quite a coup for ARLIS/NA.

Heidi reminded everyone to review AWS information relating to their positions and the committees they liaise with, and to review the Policy manual as well. She asked about the Board dashboard: Roy reports that it is available at board.arlis.org using your arlis/na members side name and password.

James remembered that Kristen Regina has roped in Clayton Kirking to work on the trip to Mexico next year, which will coincide with the IFLA Arts section meeting.

Update & IT issues from TEI – Roy Smith

Items in his queue:

- move of ARLIS-L with Judy Dyki
- Developing a mechanism for handling Society Circle at any time without relation to renewal period
- reducing emails to chairs when members update their profiles with interest area
- updated functionality on member search & profile display
- up to date printable directory & capturing snapshot for archiving, right before the conference. A printable page in html is problematic; Roy needs to find a format where information isn't cut off on a page; he’s working with Jonathan.
- Registration technical issues: a problem between servers and two vendors, which is affecting every online application
- Renewing and registering for the conference currently need to be done some days apart, so the database registers member status

Other items:

Strategic Planning Committee report: Jon is the liaison, Pat Barnett chair, members are Eric Wolf, Hannah Bennett, Jamie Lausch, Eumie Imm-Stroukoff. A Canadian member will be recruited. Time frame will be 2011-2016. The committee will report to the board at mid-year meeting, and produce a plan for comments by the end of November. It will have a timeline, smart goals, and actionable items.

The following items will be tabled:
Criteria for Hiring & Retention of VRA Professionals revised document

- Approve changes to document & approve new time table
- Approve appointment of a Chair and two representatives from ARLIS/NA

BHA/CLOCKSS report and update – Amy

Monthly Meeting schedule – Conference calls

Follow-up and Action Items for the Executive Board – Heidi

The meeting was adjourned at 12:50 pm