Thursday, September 23

Coffee and Welcome - Meeting logistics
Welcome to Chris Roper, thanks to Eumie Imm-Stroukoff for setting up our meeting. Spouses are welcome to attend the Friday afternoon talks at the O’Keeffe. Gerald Peters Gallery has a Wayne Thiebauld show. Mari recommends Museum Hill and Site Santa Fe, a contemporary art venue. Tony relates his O’Keeffe/Manhattan project family story.

Review Agenda - any additions
Vanessa needs to add a small by-laws change and Tom needs to add a Finance committee item on Vanguard funds. These will be discussed tomorrow under business items not covered. A short discussion ensued on the provision of the list of Southern California chapter members’ institutions to IFAR for the ArtLaw database. SC chair’s concern was that the chapter doesn’t usually provide such a list, and she thought ARLIS/NA should decide.

Approval of minutes and review of motions and open action items – Heidi
A motion was made to approve minutes as amended. It was seconded and passed unanimously. Motions were reviewed. Action items were reviewed and amended.

Approval of budgets (ARLIS/NA & Minneapolis Conference) and Special Funding requests – Tom
Tom began by stating that renewals received from Oct. Sept.-Dec. are disbursed throughout the next year, which is confusing. The good news is that we had projected a $90,000 shortfall last year, which isn’t going to happen, because Boston conference was successful, and other items. We’re in the black $13,000 through August. We still have to pay TEI and honoraria through the end of the year. Chris notes that the auditor determines the deferred accruals; we only accrue 1/12 of a paid membership each month. Algorithm spreadsheets at TEI do this automatically and a journal entry is made each month, according to Generally Approved Accounting Principles (GAAP). Example: payment for a venue in Minneapolis in 2012 is a deferred expense. If the conference doesn’t happen, we get the money back. Likewise, when we receive conference registrations in Nov., we can’t spend the money, because the event hasn’t happened, and we might have to refund the money. Accrual accounting was decided when the Association was formed.

Review of individual budget lines. Memberships, gifts, internship funds. Tom changed the way restricted funds display in the budget this year. In past years, the amounts available for awards such as travel and internship did not show on the revenue side, so any expenses showed as a deficit rather than an expenditure of available funds. They are not endowed, however, as there isn’t enough money to throw off interest to fund awards. The Conference
speakers fund is joint with VRA this year. Conference revenue will be split 70%-30%
ARLIS/VRA after a lot of discussion over the summer. The entire VRA board was at CPAC; it
helped that the programming was so strong. Conference highlights: Founders' Fete is at the
Gale Mansion on the same evening as openings at MIA. There will be a visual presentation,
$40 tickets, Deborah Ultan Boudewyns secured a UMinn donation of $10,000. 250 tickets to
be sold, the limit for the venue. VRA insisted on silent auction and they're very good at
conducting them. Development committee is concerned about the lack of a Society Circle
event. Tom states that the Society Circle supports the Society, and the model is just different
this year. Language such as "Hope you'll still consider donating" should be considered. Can
new members still be sponsored? We'll postpone discussion until later today.

There's no free internet or wireless at hotel. Minneapolis has $12.95/three days hot spots
which Chris thought worked well, but if you have a hotel room on an upper floor it might not
work so well.

Should Peter Bernett be asked for more support for the leadership breakfast, because it will
be bigger with VRA? Jon wants Development to re-examine all costs and sponsorships. If
Peter doesn't want to give more money, then maybe there's a co-sponsorship opportunity? To
be discussed further. Both sets of chapters will support the Welcome party and Convocation.
This budget reflects a higher total of revenue: joint ARLIS/VRA conference income and
expenses, with split reflected at the bottom of the spreadsheet.

Collections” should come out this year. Line 4519 reflects this anticipated income. Art
Documentation advertising was very good last year thanks to Don McMurray; Tom reduced
income in the new budget to hedge our bets. There is a line for web site advertising although
we haven't done this yet. Chris circulated sample banners, but we haven't done anything
further. He didn't circulate possible pricing (which would be based on hits); he'll turn on
Google Analytics to provide information to Don. Based on data we might choose not to
advertise. Chris explains that previous years income may be explained by “Unearned
business income” as part of a sponsorship of, for example, a $4,000 donation from Saskia
that included advertising.

Chris states that line 4308 unrealized gain/loss is problematic. Each month Board members
should not only look at the budget numbers but also all other supporting documents, since the
budget has the potential of not showing the whole financial picture or providing too much
information. The amount in #4308 was from a Vanguard fund loss, a totally different fund than
the day-to-day operating monies. Another example is that travel funds come out of Merrill
Lynch, we'll have to move money at some point and the money will disappear off this budget.
The budget shows all accounting transactions despite the accounts (Checking, Vanguard,
Merrill Lynch, etc.) those transactions affect. So if our Vanguard fund has a huge loss one
year it might make the overall budget look bad when in fact the loss was only isolated to that
fund and does not affect the overall operating budget. He recommends that the lines where
this will happen be highlighted in the budget for easy reference for Board members.

Expenditures. Standard honoraria, including Art Documentation. Latter may change in the
future, but it's safe to keep it there now. Occasional paper line for Facilities Standards rev. ed.
Sandy mentions that the responses from the three publishers for Art Doc were impossible to
assess without RFPs. The process will take 18 months - 2 years.

Board expenses are higher because meeting at hotels (e.g. CPAC) is very expensive. It’s a cost of doing business. We split cost with VRA, but it was still $3,200. This year it was too complicated to arrange a different venue, but it will be an anomaly. Mari was trying to be accommodating to VRA. In Toronto we will arrange something cheaper. The $5,000 figure will include Toronto.

Liaison and board travel are at standard figures. We still have monies for travel to chapter meetings. Please use the expense reporting sheet for reimbursement.

Discussion of travel awards ensued. The Gerd Muehsam award is not a special funding request. We'll discuss raising travel and research awards amounts later today. Chapter special funding is also subject to approval. Lines 5417 & 5418 (webinar pricing and start-up and hosting of ARLIS-L) will need to be approved by our auditor. Line 5419 (Archival services) is now down significantly, after three years of initial processing fees. We should review the contract for implications for chapter archives, and wonder if there is there a finding aid. We recall from the email from the archivist that there will be or is a finding aid; we need to follow through on this, retrieval and storage costs.

This year's conference expenses will look different due to the joint conference. Line 5509 is paid solely by ARLIS, so it's under administrative expenses. We have an artist lined up for the Alternative Voices speakers fund which we're all pleased about. Line 5520 for the SCHED program will make things easier. Line 5517 is tips for bus drivers, banquet servers. Chris prefers Visa gift cards to cash, and will try to build this into the contracts if possible. Line 5525, Welcome party, is typically expensive. Line 5529 for Founder's Fete is a steal; kudos to local planners and Allan Kohl. VRA has never had a Leadership Breakfast so they don't have a sponsor. More discussion about Bernett, again the consensus is to review all sources. We should explain to Peter and others the true costs including increases over the last ten years. VRA might identify a sponsor going forward.

The Minneapolis contract is $188,604 for room rental which equals 1,116 room nights. There aren't any penalties, we just need to make that fee. Sandy wonders if we exceed the block and people can't get a room. There are adjacent hotels, but Chris doesn't want to start discussing that too early. It's a nice area of town. We'll have a combined member lunch, but separate membership meetings, one before, one after. Line 5534 is for a first timers/new members breakfast which will probably be on Saturday. Line 5536 is separate from the conference budget this year, since VRA isn't responsible for Mari's discretionary expenses. Last year's event was a pizza party in Amy's hotel room. Hotel rate is $169 + taxes. VRA wanted $159; Chris used this as a bargaining chip with the hotel to reduce our room block from 1800+.

Special funding requests. Chapters. Amy had comments related to printed matter. AWS guidelines specifically state that we do fund printed documents; the posted example there is very close to the Twin Cities request. The guidelines are different for committees (no print) vs. chapters (print is ok). Twin Cities request is for postcards for outreach to library school students. Heidi doesn't have a problem with keeping guidelines separate for chapters vs. committees. Jon thinks that we should keep options open to hear out proposals. Kim reminds...
us about the branding sub-committee.

ARLIS/Ontario request $400 from ARLIS/NA in addition to their chapter’s $1,000 contribution to sponsor a panel discussion at their chapter meeting. They state that it's good preparation for the 2012 Toronto conference.

It is moved that both chapter proposals be accepted. Kim points out that Line 5350 should be amended from $1,400 to $400. The motion is seconded and passed unanimously. Vanessa will notify the chapters and Tom will remind them of reporting requirements.

**Special funding requests. Committees.** Vanessa asks if there’s a limit? AWS says $500, but there are many examples of larger requests, so there’s no incentive to ask for less. We should re-visit this.

International Relations Committee requests $750 to fund a Mexican attendee to the Minneapolis conference, but the Karno award covers this at $1,000, and $750 is not a lot of money. They state that it could be matched by a vendor, but there’s no mechanism to make this happen. Jon reports that the Tex-Mex chapter tried very hard to recruit Mexican members, but the initiatives fell flat. No return on the investment, no reciprocity, and attendees didn’t seem particularly appreciative. The Karnos have some insight as to why our efforts have failed. We need a more focused approach, perhaps it would be better to bring a lot of us to Mexico vs. bringing one Mexican librarian to Minneapolis. James thinks there might be an advantage in bringing a Mexican member up, but it all depends on who that person is, and whether they’re in a position to proselytize. We have brought some librarians up in the past, but they’re political appointees with fixed, finite terms.

The board recommends that IRC does spade work with Awards Committee, the Karnos, ARLIS/SC and Tex-Mex chapters. Coordinate support with the goal of cultivating participation, making our conference more relevant and attracting more Mexican colleagues. Craig Bunch, president of Tex/Mex chapter, is a good contact.

A motion was made to approve the International Relations Committee request of $750 Motion to fund a Mexican attendee to the Minneapolis conference. The motion was seconded and failed unanimously.

The Artists Files Working Group requests directory hosting fees of $119 for one year. Jon recuses himself from discussion. TEI may be able to host in 2011. A motion to support hosting the directory is seconded and passed unanimously.

The Mentoring Sub-committee requests funds to create a new Mentoring DVD. Tony and Heidi state that editing the existing DVD a second time isn't money well spent. Query: is DVD the proper format? Creation and editing of the content is the cost. Discussion of bids: If the DVD was re-edited it would cost $900, but there is a wide range of cost on the 3 quotes. Heidi thinks it's a waste of money to re-edit at $900. Heidi suggests a rounded up cost of $1,400 on the cheapest bid. Does Vigor Media allow us the license to stream? ARLIS ownership of content needs to be a non-negotiable in the contract; a work-for-hire contract is desirable. Chris should review the contract. Format discussion- footage shot in HD- James says we can sample a high quality version and he thinks that TEI can accommodate this. James moves
that we fund the initiative subject to review of contract by TEI and the President on understanding we have full rights to production material and to a high quality original and edited version. The motion was seconded and passed unanimously.

A motion was made to approve the 2011 budget with emendations and to thank Tom. The motion was seconded and passed unanimously.

**Approval of Nominating Committee Slate – Mari**
Deborah Kempe, Vice-President/President-Elect, Frick Art Reference Library. Alan Michelson, Secretary, University of Washington. Rina Vecchiola, Development & Membership liaison, Washington University. Sarah Carter, Education Liaison, Ringling College of Art & Design. Laurel Bliss, Chapter Liaison, UCSD.
A motion to move the nominated slate to the elective slate was seconded and passed unanimously.

A motion to give the Nominating committee the heartfelt gratitude and thanks from the Executive Board for creating an outstanding slate was seconded and passed unanimously.

**Strategic Plan – Jon**
Jon shared that the news is not great; he posted the preliminary goals (the previous document from July) on the Wiggio site. Jon shared EB comments with Pat Barnett, tried to get a revised timeline from her and failed. Tried to follow up with Eric Wolf but didn't get any new information. He called Pat last week but hasn't heard back from her. He is concerned: as incoming president he wants a strategic plan in place that can be shared with the membership by the Minneapolis conference. Tony wonders if the committee needs to be dissolved and re-constituted. There has been a conference call and shared documents, plans from other associations have been summarized and evaluated, but no further activity. Next step a targeted rather than traditional survey. Is it time to give Pat an out? Mari appointed her, and suggests that she follow up with a call to Pat. Sandy wonders if Pat's heart is in this or did she have her arm twisted? Mari thinks the former. Heidi urges a pointed discussion with Pat. Could they use fall chapter meetings? It's too late for some. Kim wonders if the preliminary goals document could be shared? Perhaps at her November chapter meeting. Yes, but Jon thinks that a lot more needs to happen in terms of surveying membership. Discussion identifying possible task force members who could replace Pat, should that prove necessary. Hannah Bennett and Barbara Rockenbach were mentioned. What should the new timeline be? Is there anything that TEI could provide to support the process? Probably not, but Chris knows someone through another organization who might be able to help. Emphasize to Pat that the board is quite concerned that the timeline has slipped and ask how she proposes to amend this. Sandy's experience is that 80% of the value of a strategic plan is the process of creating it. Tony states that Ted was a part of the last Strategic Plan – they received 3% response and 8 people commented at the Houston meeting. Sandy and Kim think that the chapters might be helpful here. Jon told the task force that they could identify members who have had experience, e.g. Lynda White. Chris' Literacy Research Association (LRA) is going through this process. Chris has identified someone to help them. If we did pay someone they would stick to the timeline, deliverables. LRA took money from their reserve fund -$15,000- to fund a retreat. Sandy thinks the task force should formally contact chapters, identify a point person. Mari will contact Pat, find out what she needs, create new timeline, contact chapters, tell her that the board values the process. Jon will be in on the call between Mari and Pat. Jon
states that strategic plan items should be our guideposts: as a committee chair he had to tie his activities to an action item in the plan. Last leadership breakfast had lots of good ideas-work on that.

**TEI Headquarters Project List – Chris**

Chris reviews the project list. He finally has L-Soft's response on TEI hosting list-servs. Buying points allows you to have more lists. 0-150 subscribers = 1 point, thus 5 points would allow you to run several small lists, or one large one. 5 point minimum purchase for $600. We don't know how big our lists might be. Discussion on possible models. Chapters vs. divisions, sections, committees, sigs. Would we be better off if we could search archives for smaller focused lists? Yes, but each point is one list only. Tony agrees with Jon that it's a benefit to provide this and to search the archives, particularly for incoming chairs. The larger chapters and divisions have their own lists, and might not want to move over. But Tony thinks we might want provide this service. Sandy says it's a good way to catch up and familiarize oneself with a division's activities. Mari thinks that the board owes it to committees and sections to provide list-serv software. Jon says that the artists files group has had a list for 6-7 years, growing slowly, but no one has dropped off. Erica Dowell at IU who's no longer active or indeed an ARLIS member manages that list.

This complex issue needs to be tabled as we gather more information. Vanessa would like to resolve the issue relating to chapters as soon as possible.

Transfer of ARLIS-L archives is in process.

**Printable directory.** There is a pdf that is available that's updated automatically daily. Kim states that we want a snapshot at the same point in the year. Jonathan stated that some members wanted a printable pdf which is now available. But it's not searchable and isn't updated, and he feels it's confusing to provide it on AWS. Membership Committee wants a snapshot of yearly membership, but it could be in a separate section titled "Archived membership directories." Chris could grab that every Feb. 1 and that could be the "archived" copy. We do not, contra Roy's understanding from Boston, need a single html page of the directory. Tony thinks he has BJ's archive of directories- who would digitize them? Kim will check on Emory's digitization services.

Chris reports that work is ongoing on the ability to donate separately to Society Circle. Carol Graney advises that there's work that needs to be done on RSS feeds.

Does Prospect database #17 need to be moved up to #1? The Development committee requires that the database be updatable. TEI envisions using something similar to Goldmine software to maintain prospects across all clients; It's used currently by Don. Jon suggests a GoToMeeting between Development and Don to work out details on how this would work.

Sandy asks about Content Management System using "Community Server," so that Nedda wouldn't have to update as frequently, and as a recruitment tool for Kraig Binkowski's replacement. It is database-driven; much easier to update. A real priority for ARLIS/NA; should Mari communicate this directly to Scott? We'll wait to hear Scott’s response on our next call. These capabilities, Web 2.0, etc., were part of many members’ expectations, but they are not in the contact.
Kim confirms that board dashboard can print reports on membership. We'll keep board info on Wiggio, the dashboard is not very robust. Bryan Loar can have access to dashboard/Wiggio.

#23 on Chris' project list is more searchable fields in member database. Committee membership needs to be populated – there are tables that just need to be filled in. Committee membership needs to be input, it should be not self-selecting on the membership form. TBD whether we want to populate entries as committee members, but Chris will ask Casey to make all current data fields searchable.

HQ wants to know if committee chairs want an email once per month of new members who express interest in committees or should they check via secure web site? Email reminder to check the secure server.

WordPress is not currently supportable- ability to blog would be part of a new content management system.

**Conference Updates and Concerns: Minneapolis Joint VRA & ARLIS**

Maureen Burns and Mari have become very well acquainted. Mari's goals were to be accommodating and collegial, and to make this a true joint conference. She was appreciative of Jon, Tom and Amy's as well as Jessica McIntyre's attendance. The program looks strong with new features such as case studies and shorter sessions. There will be three concurrent sessions. Conference is a day longer to accommodate VRA board's need for 2 day long meetings. We'll be meeting on Thursday March 24, all day. The Hilton is a large, grand hotel. Two plenary sessions; Founders Fete on Thursday, $40/ticket at the Gale Mansion, one block from MIA, which is open until and free until 9. The special exhibition will be “Titian and the Golden Age of Venetian Painting: Masterpieces from The National Galleries of Scotland.” Convocation starts 15 min. after the end of the last session. Welcome party at Walker, 6 blocks from hotel. Silent Auction Sat. evening with cash bar and hors d'oeuvres. Closing plenary is at 5 on Sunday. Tours on Thursday and Monday; highest price is $50. We hope that will bring in people on Wednesday, and keeps them over on Sunday night.

**Issues:** Do we have joint chapter meetings? Vanessa asks if the Chapter chairs meeting has been scheduled; it hasn't, but co-chairs will issue a call for meetings in the future, Vanessa should ask then. Mari is concerned about registration. Chris reports that a unique url has been purchased and a Twitter account has been set up. Chris will get a list of VRA members who'll be added to the list, and as new members are added they'll receive a generic password. TEI rolling out one client at a time with Payment Card Industry Data Security Standard (PCI DSS) compliance, which allows payment with multiple credit cards, for example for separate payments for registrations and tours. We won't have VRA and ARLIS ribbons. Tom is concerned that VRA and ARLIS will work well together on development, with exhibitors. ARLIS might have more experience, VRA eager to learn. Jon gives Mari a lot of credit for the positive tone of the meetings. Wing Young Huie, a socially-engaged photographer, will be the opening plenary speaker, honorarium via the Alternative Voices fund. Chris is still concerned about the timeline, and receiving information from VRA in a timely fashion. He'll be in touch with Maureen if this is still a problem.

**Toronto 2012**
Jon reports that he's in communication with Jill, Karen, Margaret, and Stephanie. Concerns on hotel contract, number of days: Boston model (short) or with an additional day, which is currently in the contract. They've selected a “Wow” Convocation venue– the Engineering Theatre at Ryerson University– with the approval of Jon, Tom, Amy and Chris. The only problem is that it can only hold 380 attendees; they suggested tickets first-come first-served, with an overflow room. They may be over-thinking the tickets. Atrium room above for the reception. It’s a 10-15 min. walk through downtown, and those who can’t walk can take a taxi-there will be grumbles at lack of busses. Chris wants to re-negotiate the contract; there’s not much meeting space. 793 room nights, $209 CDN rate, which is high, but we are making a commission; might use that as a bargaining chip. We have 2 rooms booked for Saturday. Welcome on Friday is booked properly, but only 2 rooms on Sunday as well. Straightforward room attrition cost; we pay the difference. $31,000 food & beverage minimum. Chris would be happy to take a trip up there. Currently we’re booked Wednesday through Wednesday, but small numbers at beginning and end. Chris will build some rapport before asking for the world. Jon wonders if it’s worth going up there now to build that, or should we work on the phone first. Chris thinks there is some value in face-to-face, he’s getting a lot more out of the Pasadena hotel after meeting them in person, and the chapter was very glad to meet him too. That being said, the Toronto folks are very experienced, although they don’t negotiate the hotel contract. The Minneapolis Hilton walked away from $36,000; Chris did know the man there from past Hilton events, which might have helped. Tom thinks the questions that are arising are things that are decided at CPAC, but Tony emphasizes that Indiana started planning far in advance of CPAC. Chris did have a very positive experience in Pasadena and it laid a great foundation for frank discussions. Jon proposes that he and Chris go together to Toronto, in late October or early November. Jan 12 deadline for hotel rooms. They’re currently charging for meeting rooms, face to face Chris would question this.

**Pasadena 2013**

We have a short list: 1) Westin, stay alone venue with meetings and guest rooms, with Sheraton as overflow. Cozy, best option. Back-up plan is that there was no RFP for this meeting. Chris created a retrospective RFP, if it doesn't fit in the Westin (he thinks it will- we'll know Friday afternoon) then #2 choice will be meetings in the Convention Center, with Sheraton as hotel, and Westin as back-up (similar to Boston set-up). The bid from the Convention Center was way off, so they need better information from us. If we do fit in the Westin that's the best choice. Tentative schedule: tours and workshops on Friday, full days of sessions on Saturday, Sunday AND Monday. Alyssa Resnick, Sarah Sherman, Cathy Billings are the committee. Mari sent them an appointment letter. Alyssa is receiving many inquiries on 2013 location; Chris made her realize that we don't have a contract and it's premature to announce it. We'll request space for Monday, whether we use it or not; The hotel won't mind if we give the space back. We need good enough program proposals to fill the time. We're going conservative on room block. Lots of board pushback on the Monday proposal. In view of the current economic climate, we strongly recommend that sessions be restricted to two full days on Saturday and Sunday; tours and workshops on Friday and Monday.

**2014 venue**

Wait to decide.

**SEI Update and DSA question – Mari**

University of Michigan will be 2012-2013 location. Keep confidential for now. Mari will sign the
contract, with proposed budget. Mari will circulate the proposed budget for 2011 in advance of our October conference call.

DSA committee chair Eumie Imm-Stroukoff states that currently documentation for unsuccessful candidates is destroyed to ensure confidentiality. She would like to change the procedure to 1) pass documents along to next chair or (recommended) to return them to submitters (without comments). The latter is approved by the board.

Question on HW Wilson award language. Grants have specific restrictions at universities. Sonja should contact Wilson to ask if name can be changed from “H.W. Wilson Foundation Research Grant” to “H.W. Wilson Foundation Research Award.”

Jennifer Parker thinks awards chair should be an ex officio member of the Development committee.

**Adjourned 4:22 MDT**
Friday, September 24

**Reports and issues from Liaisons**

**Tony – Education**
SEI implementation group is happy to get Sarah Falls on board as curriculum specialist. Sarah has been working hard on GoToMeeting. Heather and Sarah have been trying to hold a webinar a month. Consensus is that webinar attendance should be for members only, with content posted afterwards. Discussion on where the archive lives; need more information on this. Chris is now going to manage all requests outside of PDC – emails go to webinars@arlisna.org which are directed to Sarah now. Virtual conference ability, should PDC organize, or would that be CPAC? Look at this for Toronto, since there is an issue with content ownership with VRA in Minneapolis. Jon has been looking into this, and Elizabeth Schaub has been investigating ACRL policies, which are complicated. Sarah should contact Elizabeth, and Jon would like to be included. Also include Tom Caswell, ACRL Arts section liaison, and Jon will contact Toronto co-chairs. Jon wants Sarah to train incoming PDC chair; Chris will also be trained. There have been some problems with audio; some other problems. Development found that it wasn't an effective way to communicate amongst themselves; they found conference calls better.

**James - Canadian Member-at-Large**
MOQ and Ontario chapters will hold a joint meeting on Nov. 12; NW meets the same day. James has started to put the Melva Dwyer jury together. Public Policy used GoToMeeting in June; he agrees that unidirectional messages probably work better; he likes the text piece, but hasn't used it enough to give a full evaluation. Discussion on “Well-intentioned practice for putting digitized collections of unpublished materials online.” Roger sent James a link on museum catalogues shifting to print on demand and other forms. IRC study trip to Mexico in conjunction with the 2011 IFLA satellite Arts section meeting August 22-23. They met with the Mexican cultural attaché yesterday. Kristen submitted funding request; they'll also try to find a Karno awardee. They will post contact info of librarians they meet on the study trips, and they may start to compile contact info for librarians in other countries. Has IRC ever considered trips in reverse, of foreign librarians to the States? Discussion ensues on possible models; state dept. sponsored trips, coordinate Mexican librarians visit to Pasadena conference, work with consulate there, help offset costs. Vanessa knows a recent cultural attaché, an artist, so she's happy to be involved.

**Sandy - Communications and Publications**
Sandy summarized the recommendation of the Art Doc Task Force: undertake an RFP process for the publication of Art Documentation with Indiana University Press, University of
California Press, and University of Illinois Press to publish with JSTOR Current Scholarship program. The individual recommendations were then reviewed and made into motions which were all seconded and passed unanimously.

1. Recommendation: the Task Force recommends working with JSTOR Current Scholarship to provide functional electronic access to Art Documentation.

2. Recommendation: the Task Force recommends investigating partnering with a university press, to provide print fulfillment for Art Documentation, and to manage the relationship with JSTOR Current Scholarship to provide functional electronic access.


4. Recommendation: the Task Force recommends that ARLIS/NA permit non-member institutional subscriptions to Art Documentation at the appropriate time.

5. Recommendation: the Task Force recommends that ARLIS/NA implement, at the minimum, a 1-year embargo on the re-presentation of the content of Art Documentation in EBSCOHost, WilsonWeb, and any other aggregators.

Proposed outline timetable: Chris will share RFP template used by LRA and can manage the RFP process.

2010
SEPTEMBER
Consideration of Task Force Report at Executive Board Mid-Year meeting (23-24)

OCTOBER
Prepare RFP and send to university presses

NOVEMBER
University presses respond to RFP

DECEMBER
Decision and preparation of contract

2011
JANUARY
Start production schedule for volume 30, Spring 2011, with university press partner
Start procedures for backfile digitization by JSTOR (earliest)

JUNE
Start procedures for backfile digitization by JSTOR (latest)

?JULY?
JSTOR begins marketing 2012 subscriptions to Art Documentation in Current Scholarship

2012
JANUARY
Electronic version of Art Documentation available in JSTOR Current Scholarship
The Board commends the Task Force for its thorough report.

**Vanessa – Chapters**
DC/MD/VA proposed by-law change. Recently we approved changes to add newsletter editor and web editor. Now they’d like to change “newsletter” to “content.” A motion is made and seconded to accept this change to the by-laws and is approved unanimously.

Vanessa attended the annual conference, both board meetings, and she hosted the chapter leaders luncheon meeting. The Fall Chapter meetings are all covered by the board except for SC, which Vanessa may be able to cover, and Chris did visit there in August.

**Kim - Development and Membership**

**Membership:** Bryan wants to develop a recruitment membership kit, text, bookmarks available for chapters and others to re-purpose. Related but different is the Branding Task Force, which is working with some CPC members. They want to develop a set of recommendations, a style sheet, etc., that people can use for web sites. Membership category recommendation: eliminate the Overseas category, which is under-utilized and primarily for Art Documentation subscriptions. Sandy points out that it’s not worth a by-laws change, which must go to the Membership, if we will change categories in the next year or two.

A motion was made to merge the two membership categories Institutional and Business affiliate to one category named Institutional/Business affiliate.

After further discussion it was determined that the language would be changed on the AWS membership form alone; the motion wasn’t required and was withdrawn.

The board accepted the committee’s recommendation to extend the grace period on renewals from 60 to 90 days, to avoid problems with conference early-bird registrations and renewals.

Chris reports that his assistant, Nicole, has been moved to cover TEI’s membership desk in Carrie’s absence. He asks if we want a snail mail renewal reminder sent at some period? Consensus is no.

Committee recommends that we move with an anniversary renewal model, noting that the majority of renewals will for some time to come be on December 31. A motion is made and seconded to change to an anniversary renewal model with the stipulation that the 90 day grace period before and after the renewal date does not change. 4 Ayes 5 Nos. The motion does not pass.

Membership wants better searching and reporting with TEI member database. When Bryan gets board database access they’ll have it.

**Development:** Sonja is working with Jennifer and Barbara Rockenbach sending letters to donors asking for the language change from “grant” to “award. They’ve had lots of discussion on lack of a Society Circle event; have accepted this and they realize membership may drop temporarily. Sonja and Deborah Ultan Boudewyns (Minneapolis local development chair) are working together to get information to Chris. Question on how the asks are going to work; last year was a breeze because Don did all the work. Committee wants to split the work more evenly this year, and they still want the prospect list.
**Heidi - Cataloging**

Heidi reports that the Cataloging Advisory Committee’s latest publication “Cataloging Exhibition Publications: Best Practices: Name and Title Access Points,” is finished and will be announced on ARLIS-L, posted on AWS and will be added to Cataloger’s Desktop. Sherman Clarke will ask on ARLIS-L if anyone feels that there are additional areas that need to be addressed when cataloging exhibition publications, but it’s the sense of CAC members that they’re finished.

**Other business**

Tom & the Finance committee ask to transfer $100,000 from Vanguard Prime money market fund to a Vanguard one-year Certificate of Deposit. Tom will find out if there are fees, but he doesn't believe so. We have lost money on the indexed fund, but the Finance committee thinks that's coming back. A motion is made and seconded to approve the transfer, and is passed unanimously.

Request from Award committee to increase ARLIS-sponsored travel awards from $750 to $1,000, to bring them in line with other travel awards and to cover costs which have risen. These are drawn from restricted funds. Discussion of percentage drawn from the fund, which stands at $36,000. Tom will get more information and we'll discuss in a future conference call.

Jon presented new guidelines for the Alternative Voices Speakers Fund. The information needs to be integrated into the Conference Planning and Policy manuals. Jon will hand it off to Sonja, Diversity, Joan Benedetti and Heidi, Amy and Ted, and Kim. Sonja noticed some funds need to be mentioned more prominently on AWS.

**Discussion - business items not covered**

Jon leads a preliminary discussion on the location of next year’s mid-year board meeting location. Houston a possibility, Milwaukee to meet TEI staff, Marfa?

Chris has received feedback from Pasadena committee. They are still eager to have a 3 day conference, but want to acknowledge the board’s opinions. Chris points out that it's ARLIS/NA who’s on the hook financially for the conference. Don wants to keep 2011 ad rates for Art Doc at 2009-2010 schedule which is fine with the Board.

**Review of motions, new action items and follow-up reminders - Heidi**

The meeting adjourned at 1:20 p.m. MDT

Post-meeting: Jon will circulate a Strategic Plan update from Pat.