ARLIS/NA Board Conference Call
Feb. 4, 2011, 2:30-3:30 pm CST

Attending: Sandy Brooke, Sarah Carter, Jon Evans, Heidi Hass, Vanessa Kam, Debbie Kempe, Amy Lucker, Alan Michelson, Tom Riedel, Chris Roper, Mari Russell, Rina Vecchiola, Tony White

Regrets: Laurel Bliss, Kim Collins, James Rout

AGENDA:
Unfinished business
Reminder: annual reports are due for current EB members, see http://www.arlisna.org/organization/admindocs/admindocs_index.html#rep. Nedda prefers pdf format; deadline is March 1. Board members should update Action items with Heidi, with completed status or new deadlines no later than the end of March.
TEI communications: Scott, Chris, Mari and Jon have had calls which will continue every other week. The next one is Feb. 14 at 10 am CST; let Mari know if you are interested in attending.
Mari and Maureen sent a joint letter to the two lists on Jan. 18. They will send another joint letter in a week or so, and a final one in early March. Chris reported that we had 594 room nights out of 1350 that we need (see update below). Encourage your colleagues to book their rooms at the hotel. Amy thinks a reminder on this wouldn't go amiss. Hotel booking deadline is Feb. 21. Alan points out that the cost is much lower than the Seaport in Boston.
Amy sent Mari last year's membership meeting agenda; reports from Mari, Tom, Heidi, Chris, MN co-chairs and Toronto co-chairs. Mari thinks Pat Barnett should be included; Jon gives a report at the end of the meeting and conducts the open forum. Sandy would like to report on Art Doc changes; send any more agenda items to Mari. Amy asks if the open forum includes the Strategic Plan, but Mari says that hasn’t been decided. Jon thinks it could go before he gives his report, although it could go later. He'll discuss with Pat and get back to Mari.
Membership numbers: 943 renewals/new members, 426 are not paid/not renewed.
Mari sent 58 Society Circle invites.
Mari suggest 2 more board conference calls, one in late Feb. and another in March before the conference.

Approval of minutes from mid-year thru December: 9/23-24, 10/18, 11/19, 12/22. Amy moves that we approve the minutes and Sandy seconds. Approved unanimously. Heidi will circulate a copy of open action items next week; she is working on a Table of Contents for the policy manual.

Financial report
Tom is waiting for corrected financials for Dec. The auditor review is scheduled for Feb. 10-March 10. Archives contract renewal is July 1; Jon will sign it. Tom
reports that we’re doing really well on sponsorships and exhibitors, so we need to focus on registrations and hotel. We targeted $42,000 for exhibitors and are at about $46,000. Chris says the list of opportunities from VRA wasn’t long, so Don has reached out to VRA Development. They are going to go after the exhibitors who haven’t signed up yet. We have until the end of the month to get people locked in.

Jon asked us to approve new appointments; many chairs have chosen to stay on. Daniel Starr to Nominating, Meredith Kahn will be solo chair of Diversity. Waiting for Kathie Keller to confirm as IRC chair. A few blanks in awards subcommittees but Jennifer Parker is working on this. The Wittenborn traditionally goes to previous conference hosts, so it should go to Twin Cities chapter. Liaisons - ALA Diversity is open. Biggest turnover is on PDC, but Jon is confident of a smooth transition. Jonathan Franklin has put together a timeline to recruit a Professional Resources editor to take over from Kraig Binkowski. The EB informally approves the appointments. Jon thinks it will be another week before the blanks are filled in; he’ll send another email.

ArLiSNAP has submitted a request to change their status from a SIG to a Section by petition. Bryan Loar has asked to use electronic petition; discussion ensues. We think they need to submit a written list of 30 names, but we should review a change in the by-laws. The signatures should be sent to Heidi. Jon will let Bryan know.

Liaison reports
Tony reports that seven registrations for SEI have been made: 2 ARLIS, 3 VRA and 2 non-members. They’ll send a blast to library schools next week. There’s now an SEI page under Career Resources on AWS with information from past teams. Kathy Albrecht sent the University of New Mexico contract to Mari and Maureen for their signatures. Betha Whillow (Washington University, Saint Louis) is the incoming VRAF Co-chair/Faculty Liaison. On behalf of the PDC Tony will send language on electronic releases that Heidi pulled from an ALA webinar to Mari and Jon for review by our legal counsel.

Sandy, Jonathan, Chris and Tom are organizing to review and sign the contract with Univ. of Chicago Press.

Vanessa is mainly working on outstanding action items.

Rina reports that Membership is sending emails directly to inactive members. They are also updating flyers and brochures with the TEI designers, will announce their availability on AWS in early March to ARLIS-L. ARLIS visual identity guidelines should be ready by early March. The committee is also finalizing an electronic recruitment packet. The e-kit will include ARLIS/NA flyers in French, English, and Spanish; the draft visual identity guidelines (until replaced by the approved guidelines); suggestions for successful recruiting; a template for
any group to promote themselves & ARLIS/NA in a professional and appealing manner; and information on acquiring ARLIS/NA merchandise such as buttons, magnets, etc. Jamie Lausch, incoming chair, has begun the recruitment process for the next year's members.

**Strategic Planning committee update**
Jon reports that Pat sent out the survey. They'll have a conference call in another week, and will finalize how they want to communicate with members. Probably focus groups. No numbers on the survey yet.

**TEI updates**
Chris confirms that they're very close to hiring an association management specialist. The Content Management System discussion is waiting for the conference call from Scott and Roy Strong. He had a great conversation with the University of Chicago today. A draft contract should be ready by mid-February. Chris reports that they will start producing Art Doc in Spring 2012 (not Fall 2011) for a few different reasons. He didn’t realize Dec. financials weren’t circulated; he'll check with Liz and get them to Tom.

**TEI-Timelines for MSP conference**
A guest option to the Welcome Party for $40 has been added; it’s still free for registrants. Conference and Career Mentoring signup is available on the website, also volunteering for registration and hospitality desks and silent auction. TEI designer is working on the first data dump of program information. CPAC and VRA people had a Skype call. Update: We have booked 686 room nights vs. 1350 that we need. We have 251 registrations so far. Chris is working with Brian Shelburne on room allocation. By the end of February menus, a/v, and rooms should be done; all program data for sessions finalized by Feb 11. Chris needs to firm up TEI staffing; it looks like he’ll be able to get three staffers to the conference.

We’re moving workshops to MCAD from the hotel to free up hotel rooms for SIG meetings on Thursday. MCAD is tech enabled without a fee vs. hotel rooms. Looking at possible transportation costs to get attendees to MCAD. Tom says we have budgeted money for workshops and have low costs, so this shouldn’t be a problem. We budgeted for about 500 registrants. So our number is a bit low; Vanessa thinks people are waiting for the early bird deadline to get closer.

**Toronto Conference questions**
Jon states that the meeting with Toronto planners was very helpful for them, mainly to meet Chris and understand the support they can expect from TEI. At mid-year we determined that it should be a Thurs.-Mon. conference. CHIN is proposing a post-conference all day workshop on the Tuesday; do we object? Planners are confident about the content; Tom thinks it would help hotel block, Sandy and Amy thinks it would be a positive. Amy asks would CHIN pick up the costs? Jon thinks so, and that it’s a win-win. Make sure it’s a stand-alone so as
not to irk Pasadena planners. It was pitched as a post-conference event to Jon, CHIN would cover costs of ca. $5,000. Don’t know if the event would be held at the hotel. Steered them from pre- to post-conference to fill room block. Toronto don’t yet have a local development chair; Jill Patrick has experience as development chair, but she’ll be busy on other fronts. It may get bumped back to Sonja. Discussion about SIGs and space; why are some groups like ArtSTOR, RLG, etc. not charged for rooms? Amy thinks because they are members. Tony remembers it was a problem in Indianapolis: they would have gone out of the hotel to suit themselves. ArtSTOR and RLG do buy hotel food & beverage which helps us. Tom remembers a snafu in Denver with RLG. Toronto asks why the Society Circle event costs come out of conference bottom line? Tom thinks we try to get sponsorships or donations to underwrite the event. Boston was donated; Indianapolis was a $2,600 expense. Amy states that it’s not out of their bottom line; part of the issue is that the Society Circle donations go into the general fund. Tom says we could remove it from the budget, but then it’s thrown back to local Development.

Adjourned 3:30 pm CST