ARLIS/NA Board Conference Call
Feb. 22, 2011, 2:30-3:30 pm CST


Regrets: Laurel Bliss, Tony White

AGENDA:

Unfinished business
One week ago Mari asked Chris to get an extension on the special hotel rate, which he did. Mari sent an announcement to ARLIS-L on this today. Chris states that we need 80% of our 1395 room nights, which is 1116, but at current 1250 number we’re a little too close to the bone for his taste. We need to provide the hotel $188,604- $211,250 currently.
Maureen Burns asks if we want to allow MN library school students and faculty to attend a plenary session for free. Is there any seating constraint? Chris says it’s a very big room. The students would go on the day that they volunteer- two separate issues. If we open it to everyone they are clearly not volunteering. How do we identify these people? Volunteers will have badges. Amy asks Mari to ask Maureen for more details.
Kim reports that when VRA was in Atlanta they did open up the plenary, just opened the doors. Our consensus to just go along with the proposal; it’s not worth discussing further, but just for the plenary. Let all library school students come, not just those who are volunteering.

President’s announcements
Please send updated action items to Heidi. March 1 deadline for Executive Board reports; copies to Nedda and HQ. Mari and Maureen sent a joint message to both memberships on Feb. 11. Please send Mari any additions to the Membership meeting agenda asap. She reiterates the invitation to the social event on Wed. Feb. 23 at 6 pm.
Mari signed the 2011 SEI contract and sent it to UNM.
Last week Mari had questions on the joint contract from the local planning committee. They were to meet yesterday, but due to weather they’ll meet next week.

Financial report
Tom gave a conference update: advertising, exhibitor and sponsorships total $82,000, which is $5,000 ahead of Boston and this year’s budget. He reiterates that we’ve hit our room nights.
70%-30% split query, vis-à-vis tax donations, since ARLIS is a 501c3 and VRA a 501c6. Give this information to folks and let them figure out their individual situation. The audit is underway; Liz is working on December financials.
SIG request
Fashion and Textile SIG group meets all the requirements. The board approves. No vote required.

Liaison reports
L-Soft for the chapters. Background: some chapters expressed a desire for additional functionality, particularly archiving and automated management. MD-DC-VA, Tex-Mex, and both California (one joint list) chapters were interested. Chris gave us pricing for points in Santa Fe; would cost $600 for 5 points, which is the minimum. 297 people so we’re a bit under the limit; Vanessa is waiting to hear from Western NY as well. Does ARLIS/NA pay this $600/year or should chapters pay? Mari asks if we can wait until end of March to decide this? Yes, but they have been waiting since Vanessa contacted them in November, so she would prefer to resolve sooner rather than later. It’s taken a while to compile the numbers for all divisions, committees, etc., but we just decided to focus on Chapters for now. Amy thinks we should get the chapters to pay for at least some of it: it would be $150 for each to split evenly. Heidi points out that if NA pays we are privileging some chapters over others. Jon asks how it grows in the future? Chris points out that we have to buy in 5 point/$600 increments. We do have some capacity for growth at current numbers of lists/members. Vanessa states that we didn’t budget for this so we could ask them for donations. Tom thinks a subsidy sounds reasonable; especially since we didn’t budget for this year that would be helpful. A sliding scale might be more complex than we want to get into. Vanessa and Tom will get together to determine fees that we’ll charge for discussion on next board conference call.

James is going to be doing a marketing piece for ARLIS to library schools in Canada. He wants to encourage students to join. Kim encourages James to contact Bryan Loar, since Membership has been working on this a lot. James reports that four library schools haven’t received anything from ARLIS, but Membership hasn’t completed their marketing kit yet.

Kim is waiting for Liz to report on renewals from the dashboard. (Total renewals: 1,035 including institutions). Chris will report on the costs of accepting American Express at the March meeting. Members’ original join dates might not have been entered into or transferred from Memberclicks, but now even if you haven’t renewed within the 90 day grace period your start date will be your original date. Chris is testing a blast with this data, asking members to update their information, in case they care. It can be important for awards, tracking memberships over time. Development received a spreadsheet noting $44,150 raised, which exceeds the budget; we’re very happy with these results.

Sandy reports that a CPC subcommittee has been formed for replacing the Professional Resources Editor. Kraig Binkowski will step down after the
Minneapolis conference. The position description has been written and will go out on the ARLIS/NA listserv Feb. 23; the deadline is March 15. Candidates will be interviewed at Minneapolis, or by phone after the conference. The subcommittee will make a recommendation to the Board by April 8. Chris is working on the memorandum of agreement with Univ. of Chicago.

Tony received a disclaimer statement from John Hazard (our legal counsel) for use with the GoToMeeting webinars (see below). He submitted a request from Sarah Falls to add a year-long term or new position to manage the GoToMeeting webinar software and all related requests that come from the membership. She estimates it could take 2-5 hours per week. The board wonders, among other things, why this couldn’t be a PDC task, and asked to get clarification from Sarah. (Tom later suggested via email that in view of the time commitment perhaps this was something TEI could perform.)

Heidi reported that CAC continues to create cataloging examples using RDA.

Strategic Planning Task Force update
The survey closed Friday, and received 160 completed responses, or about 14-15% of our members. This was twice the number of responses to the 2005 survey. Jon thanked Mari & Pat for their reminders, which provoked 95± responses. The March 4 recommendation deadline will slide a bit, but the task force wants to get responses from the Membership Meeting, do focus groups in April, and issue the final plan in May.

Joint Conference Updates – registration & hotel figures, etc.
Chris reported that the call scheduled for yesterday was rescheduled for the 28th; he attends via Skype.
As of last Sat we had 415 actual conference attendees + 20 additional, and we’ve picked up a few since then. It seems low, but he sees good trends. Tom says our target for early bird was 425. We are not checking VRA vs. ARLIS/NA registrants because the different codes for registration were scrapped. (We were going to let our members use their emails and logins, and give VRA members a code, but the latter felt it singled them out.) Chris can do a check with our database to compare members list vs. conference list. Mari announced her call with Chris, Scott, and Jon and invited any interested Board members. Chris will send one more email message with the registration code- he last sent it out a week ago.

TEI Updates
TEI hired Association Specialist Karen Olsen last week. AWS contact info will be updated soon. Scott, Chris, Amy, Bryan Loar, and Nedda Ahmed had a conference call on Collection Management Systems. They tried to determine our needs, and why we would move to a CMS. Nedda and Bryan will put together a wish list and then solutions will be assigned. AWS does need a re-design as well. TEI is researching CMSs for another client, so Chris will share the results of that report (due in March).
Amy said you don’t jump in lightly, they’re hard to back out of, not necessarily easy to use, and also expensive. So, we’ll take a step backwards and assess our needs. Nedda and Bryan will take it to the AWS subcommittee in Minneapolis and Chris will attend that meeting.

Additional appointments
Jon reports that there are still four open slots. He’s working with Eumie and Jennifer Parker on the DSA subcommittee chair. He has contacted the co-chairs of Minneapolis conference about the Wittenborn. Ed Teague’s recommendation hasn’t been back to Jon, Allison Schulte hasn’t responded either. Jon is inclined to ask ARLIS-L for interested parties. The Board approves the new appointees.

TEI Evaluation committee report
(Chris withdraws from the call)
Amy states that originally we had thought about going through the RFP point-by-point, but we decided on a more narrative approach. Amy, Kim & Heidi ask what more is to be said? Mari emphasizes unacceptable communication, but she thinks that Scott and Chris have come full circle in the past month; it shouldn’t have taken Mari getting “hot” to bring it to that. We are trying to be positive but not gloss over the communications and Boston conference support problems. We did contact all chairs and should include that information in the report. Mari wasn’t contacted; she and others may feel that they want to add more comments. Jon wants to emphasize the assistance we’ve received in financial affairs and should tout this as a big advantage. He has reminded others who have complaints that our finances are being handled in a professional manner. Should there be action items at the end of the report? Amy reminds Jon that they contacted us for this a while ago; her understanding is that TEI will respond and then we’ll work together. Perhaps we should add at the end that we expect action items as a result of the process. Amy solicits additional comments by March 4, she’ll incorporate them, and get another draft out the following week. Mari thanks Amy, Heidi and Kim for their work.

New Action Items
Heidi asks for completed statuses and new dates.
We'll have one more call, in mid-March. Send Membership meeting agenda items to Mari asap.

Adjourned 3:35 pm CST

Statement that will be accepted by members before they can participate in GoToMeeting webinars:

I understand and acknowledge that this Webinar will be recorded by ARLIS/NA and/or those designated by ARLIS/NA. ARLIS/NA may record my name and questions I ask during the course of the Webinar presentation. As a condition of my participation in the Webinar, I
agree to irrevocably grant to ARLIS/NA, its assigns, licensees and
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reproduce, edit or otherwise use perpetually throughout the world, in
all media now and hereafter known or devised, in whole or in part, my
name, questions, quotes and material otherwise provided by me
(collectively, the “Material”) during my participation in the Webinar. I
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