ARLIS/NA Executive Board Conference Call
07/19/2011 Draft

1. President’s Announcements (Jon)

Present: Jon, Tom, James, Rina, Laurel, Sandy, Alan, Debbie, Chris
Absent: Sarah, Mari

Jon Evans convened the meeting at 2:04 CDT

He thanked the Executive Board (EB) for their diligence and hard work. He noted the large number of proposals and motions that required their attention in the previous few weeks.

All TEI priority list preferences should be sent to Chris by July 27th.

2. Liaison Reports (James, Laurel, Sandy, Rina, Sarah, Alan)

A. James made a Public Policy Committee (PPC) request; he asked if one member of the PPC could obtain support for a one-year membership to the Centre for Intellectual Property Policy on a permanent basis. This would cost $60/year. Sonja Staum-Kuniej, would like to know if the EB could allocate on-going money for a member of the PP Committee.

Tom asked if this was an individual or institutional membership? James replied, “individual.” Tom wondered about precedent for doing this. Do we usually do this?

Sandy said that the Policy Manual stated that we don’t subsidize institutional memberships. She thought the issue came up before; James will check the Policy Manual.

The PP Committee web site was updated in June, and it hoped to have a poster session in Toronto.

James noted that the International Relations Committee awarded the Kress Travel Award to Debbie Kempe who would deliver a paper at the IFLA Arts section in Mexico. A UK Study Tour was being considered for 2013.

***ACTION ITEM: Debbie wondered whether ARLIS should have attendees of IRC study trips sign a liability waiver. This would be an official waiver release form that would limit ARLIS/NA’s liability. Debbie and IR will follow up on that. Jon noted that we have no general liability
insurance. Chris mentioned that he could give Debbie guidelines on liability from other groups with whom he works.

*** ACTION ITEM: Jon asked James if the PP Committee had established advocacy guidelines for the EB to consider per the Board’s discussion from last year? James said it was not yet on their docket, but he would put the issue on the agenda at the autumn PP conference call.

B. Laurel noted that ARLIS/SC met on Monday in Pasadena to consider a conference logo and had decided on a venue, the Sheraton. The ARLIS/DC chapter was to meet to gather volunteers for its conference committee. The ARLIS/MW would hold its virtual conf in 11/2011, and had already made a call for papers.

Jon noted that we had not announced to ARLIS members of the choice of Washington DC for the 2014 conference. He said that had not announced it pending discussions with VRA representatives.

Jon mentioned that he had had a good call with Maureen Burns and others from VRA’s EB and mutually came to conclusion that it was okay not to have a joint conference in Washington, DC in 2014. Jon noted that ARLIS did not think that all hotel contracts could be finalized in time. Jon mentioned that boards of both groups would exchange Minneapolis post-conference reports. Following this, both boards would consider future financial issues, most notably costs associated with TEI.

Laurel mentioned that she had heard from Cathy Billings of the 2013 conference committee; could the SC group have a nationally-known graphic designer create a conference logo in exchange for booth space? Do we need EB approval about this? This sounded fine to Sandy and Tom. Chris would like more information about the swap.

C. Sandy indicated that a subgroup of the Communications and Publications Committee (CPC) had agreed on a graphic for Art Documentation. The group was also preparing a wish list for the redesign of the ARLIS Web Site (AWS). Sandy was not sure when the group would make its recommendations about the AWS.

D. Rina noted that the Development and Membership Committee (DMC) distributed the new membership brochures at ALA.

A subcommittee of Membership is analyzing the Minneapolis post-conference survey for information on what the membership wants or needs.

The Nominating Committee has been removed from the list of volunteer opportunities on the online membership form.
Changes to the membership categories to include a place for business affiliates are still ongoing.

The Development Committee and Headquarters are finalizing changes to the Development database.

The Toronto Local Development Coordinator has shared her list of local prospects with the Development Committee chairs.

E. Sarah was absent.

F. Alan had nothing new to report.

G. Approval of May 19 and June 9 Minutes [see Alan’s messages from 6/8 and 7/19] (Alan)

*** NEW MOTION
Alan made Motion #10 Approval of May 19th Conference Call Minutes
Debbie seconded. 7 approved 0 opposed.

Some were concerned about mentioning specific individuals in the June 9th minutes and other sensitive subjects discussed. Debbie asked for a summary of conclusions with not so much detail.

Chris mentioned that ARLIS/NA EB meetings were governed by Robert’s Rules of Order, and that the EB can go into “Executive Session” during sensitive issues. Minutes would not be recorded for such sessions. All must agree to imposition of the Executive Session. All must agree to suspension of Executive Session.

Discussion followed about the desire for slight revisions to the June 9 minutes. Alan will make changes and send out. Another motion at the August 18th call will approve those revised minutes.

3. Financial Report (Tom)
Tom complimented Liz and Marty at the TEI Office for getting June financial information out on timely and regular basis. Adjustments were fine-tuned to the Minneapolis post-conference financial report.

Tom attended the Toronto CPAC meeting with Jon, Mari, and Debbie. The Local Arrangements Chair for the Toronto Conference needs to finalize a budget.

Tom made a call for liaisons’ special funding requests but did not receive overwhelming response.
Preparations for the 2012 budget are on-going. Tom sent a check to the University of Chicago Press for Art Documentation production. He also mailed stipend checks to all on the EB for the midyear meeting in Houston.

Chris underscored that all EB members must make their own hotel reservations.

4. Ratification of **Motion #4**: Art Doc Name Change (Sandy & Jon)
   Jon asked to move to continue with the Art Documentation name change.
   Sandy made the motion.
   Seconded. 7 approved 0 opposed.

5. Ratification of **Motion #6**: SEI Pre-conference Planning Funding (Jon)
   Jon asked for a motion to fund Elizabeth Schaub’s to travel to UM for the SEI conference in 2012.
   Motion made.
   Seconded. 9 approved 0 opposed.

6. Ratification of **Motion #7**: Library Copyright Statement (James)
   James briefly discussed the EB’s approval of support for the Public Policy Copyright Statement.
   The EB supported the Copyright Alliance statement on Copyright.
   James moved that the ARLIS/NA EB formally approve the statement.
   Seconded. 7 approved, 0 opposed.

7. Ratification of **Motion #8**: Art Documentation Editorial Board Creation (Sandy)
   Sandy said that the Creation of the Art Documentation (AD) Editorial Board was considered by UC Press as important for AD’s cachet. Creating the mix of ARLIS members and outside experts needs to be worked out. Academics, museum professionals and other art professionals from various parts of the country should be included. Editorial Board members will have no real editorial authority, but will participate on an annual conference call to discuss the Art Doc’s progress.

Because of time constraints, Jon and Sandy called for the creation of a one-year temporary board while all of the details were worked out. Outside experts would be solicited, and offered a free two-year membership to ARLIS/NA. Current ARLIS members named to the board could elect to donate membership money back to ARLIS/NA.

EB approved Art Documentation Editorial Board Creation 7 approved 0 opposed.

Some, however, had a problem with ARLIS/NA Editorial Board members receiving free memberships. In the end, the EB decided that only non-members of the Editorial Board should get free membership.
Sandy made a revised motion to provide each non-ARLIS/NA Editorial Board member with a free honorary membership for two years or however long that s/he served. Tom seconded. 7 approved 0 opposed.

8. Ratification of Motion #9 Strategic Plan Document Discussion and Potential Approval (Jon) Jon has sent out the final draft of the Strategic Plan in early May. Revisions were made by late May. He asked that a motion be made to approve the Strategic Plan document. Debbie made the motion. James seconded. 7 approved 0 opposed.

Jon also asked that the EB acknowledge Pat Barnett and her committee for her tremendous work and diligence.

9. Ratification of Motion #11: Nominating Committee Slate Discussion and Approval (Jon) No previous discussion had been made of the Nominating Committee’s slate. Tom asked if this could be officially approved at midyear meeting? Jon emphasized that it needed to be made today as the Chair wanted to speak to candidates soon.

Alan called for Executive Session. None opposed. Executive Session suspended. None opposed.

Jon asked for Motion #11 Approval of the Nominating Committee’s Slate of Officers. Debbie made motion to approve the slate. James seconded. 7 approved 0 opposed.

10. Ratification of Motion #12: American Express (AMEX) Credit Card Approval (Chris) Chris discussed details of ARLIS/NA accepting the American Express Card for payment. Chris asked that a motion be made that ARLIS/NA begin to accept the AMEX on September 1, 2011. Debbie made the motion. Tom seconded. 7 approved 0 opposed.

11. ArLiSNAP Domain Integration Discussion and Potential Approval (Jon in Sarah’s absence) This issue was tabled until Sarah’s return.

12. Debbie sought EB approval of SEI’s two co-chairs and one junior. The EB approved the revised structure last year. Debbie noted that SEI Implementation Team Co-chair Elizabeth Schaub and SEI Curriculum Specialist Sarah Falls nominated Amy Trendler to serve on the SEI Board. EB provided its unofficial approval. Debbie would communicate this to Elizabeth and Sarah.

13. TEI Update and Priority List (Chris)
Chris attended the Toronto CPAC Conference with Mari, Debbie, Jon and Tom. Chris noted that he had Skype meetings monthly with the whole committee and bi-weekly meetings with the Co-chairs for Development. All seemed to be going well.

Sarah Falls organized the first ARLIS Webinar, with Chris operating the software. All worked seamlessly.

Jon sent out the TEI project list, and wanted the EB to provide feedback and to prioritize its preferences.

Chris wanted to align Listsoft license fee payments for ARLIS/NA and its chapters on the same day, so all will have the same renewal period.

TEI added search functionality to the Prospect Database it was to provide the Development Committee. The entire database is exportable as a spreadsheet and was to be delivered to the Development Committee the following week.

Chris was pursuing renegotiation of the Toronto hotel contract based on CPAC feedback. He was firming up room arrangements. Cost would be $209 CN for room. For this high price, he hoped to wheedle free internet out of the hotel.

Jon asked Chris for an average of TEI hours per year. Chris mentioned that there were no rollover minutes. Overage was always charged. Chris has tried to manage the number to be $0 by the end of the year. The EB needs to weigh what it wants TEI to do and when it should do it.

14. Meeting adjourned at 3:28 CDT.