ARLIS/NA Executive Board Conference Call Minutes
August 18, 2011 2:00-3:00 PM CST

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

Jon convened the meeting at 2:01 CST.

1. President’s Announcements (Jon)

Jon indicated that the call was being recorded by Chris at TEI Headquarters for the benefit of Alan who was taking the minutes.

Jon indicated that Elizabeth Schaub and Betha Witlow noted that the SEI trip was successful and that the group was very slightly overspent.

He also asked board members to give him their feedback regarding the VRA Post-Conference Report. Jon was to send out his initial draft of ARLIS’s response to the report the week of 8/22/2011.

2. Board Minutes: Executive Session & Update to Policy Manual (Jon, Alan, & Chris)

Jon mentioned a conference call with Chris and Alan about Board Minutes on 8/3/2011. Alan would use the recordings and continue to take “personal notes” of meeting decisions to create the Executive Board (EB) minutes. The personal notes could not be used in a legal situation. He also discussed the use of “executive session” in EB calls and meetings.

Chris indicated that during executive session, all non-voting members of the EB or others would need to leave the room for the duration of the session; the board, however, could exempt some individuals from leaving if their insights were deemed necessary during the executive session.

Alan indicated that he had recently sent out a memo outlining in more detail the duties of the ARLIS/NA Secretary for the Policy Manual. He discussed the memo and indicated that, following the EB’s discussion, he would add the alterations to ARLIS/NA Policy Manual Part C-7 Section D on "Secretary Duties." He also discussed in some detail the concept of “executive session.” As per EB discussion, it was decided that the board utilize the executive session concept, but would enter into it judiciously to retain
transparency for the membership. A simple majority would determine when executive session began and ended. Non-board and/or non-voting EB members could be asked to leave the room during executive session. Because the concept of executive session was included in Robert’s Rules of Order, the EB decided that no specific mention of it would be needed in the ARLIS/NA By-laws.

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

James noted that the Public Policy Committee (PPC) had drafted a set of advocacy guidelines for the EB. This would be a methodology through which the EB would endorse selected public policy perspectives. Jon asked that the guidelines spell out the PPC’s role a bit more, before it was added to Section N of the Public Policy Manual. He also felt that the PPC should not be the only committee that could bring forward policy issues to the EB. Sandy indicated that she thought that a procedure be put in place to detail how officially endorsed documents be released and archived.

Jon thought that the PPC guidelines ought to discuss what types of issues ARLIS/NA can address without jeopardizing its non-profit 501 C3 status. Some documents had already been created to guide the EB on these legal issues. Mari indicated that it would be very easy for John Hazard, Jr., of Webster, Chamberlain & Bean, ARLIS/NA Counsel, to look at the PP guidelines.

James noted that he would ask the PPC to revise its draft and bring it to the EB at its next meeting. Mari and Jon praised the PPC for a job well done.

James also noted that the International Relations Committee (IRC) Chair, Katie Keller, requested funds to support a German Art Librarians tour in 4/2012. Tom had been working with Katie on this.

James stated that Jon, Debbie, and Chris had worked with ARLIS/NA’s lawyers on a liability waiver for participants in study tours to sign. The waiver will be part of a package to be signed for all future study tour groups.

Laurel has posted to Wiggio fall chapter meetings for EB members to attend. All chapter meetings should have board members attend whenever possible; liaisons have funds to attend, although other board members are not reimbursed for attending chapter meetings. Laurel requested that she be informed when EB members attend a meeting.

Jon asked that Laurel send a out list of chapter meetings for which we still have gaps.
Sandy reported that Jonathan Franklin sent out letters to prospective members of the Editorial Board for Art Documentation, and had received four acceptances: Jonathan Brown, Clive Philpott, Inge Reist, and Jayne Wark. Some invitees had declined and three had not yet responded. Jonathan, Judy and Sandy were creating a short list of other candidates in case they were needed.

Sandy credited Judy and Jonathan for their fine efforts in working with UC Press on *Art Documentation*. Debbie commended Sandy for her leadership role, as well.

Nedda Ahmed and Carol Graney composed a wish list of technological enhancements to the ARLIS/NA web site and sent it to Chris at the end of July and were waiting to hear from him. Chris had a meeting scheduled within TEI to discuss the wish list. Chris wondered if some of the enhancements might be added by switching to a content management system (CMS) vs. the current static web site.

Rina addressed the membership categories discussion, but Jon tabled the discussion for this call due to a lack of time.

Sarah mentioned SEI site visits to Ann Arbor, MI. The Education Sub-Committee of the the Professional Development Committee (PDC) has been told that its Meebo software was being discontinued, but GotoMeeting, for which ARLIS/NA has already paid, might fill their needs. No updates on the Mentoring Sub-Committee as they had not met recently.

Alan had no news about the Cataloging Advisory Committee (CAC).

4. Approval of Minutes (Alan)

Alan made a motion to approve the revised minutes of the 6/9/2011 EB Call. Sandy seconded.

Motion #13 passed 8-0 with no abstentions.

Alan made a motion to approve the revised minutes of the 7/21/2011 EB Call. Laurel seconded.

Motion #14 passed 8-0 with no abstentions

5. Financial Report (submitted in writing by Tom)

Jon indicated that ARLIS/NA was $5,000 ahead of membership revenue projections for the year. Membership numbers had gone up to 1,255 members from a previous figure (a year or two ago) of 1,090.
6. ArLiSNAP Domain Integration Discussion & Potential Approval (Sarah)
Sarah got very positive feedback from the ArLiSNAP leadership regarding TEI’s hosting of its web site. ArLiSNAP could continue to style and edit the site as they wanted. TEI would migrate the current site and asked that any changes to the site occur after 9/1/2011. No new costs would be incurred in the hosting switch.

Sarah moved that TEI and ARLIS/NA host the ArLiSNAP blog. Debbie seconded. **Motion #15** passed 8-0 with no abstentions

7. 2014 Co-chair Discussion & Potential Approval (Laurel)

Laurel indicated that she had discussed with Jon and members of the ARLIS/DC-MD Chapter about co-chairs of the 2014 conference.

Laurel made a motion to approve the appointments of Roger Lawson and Megan Halsband to be Co-chairs of the 2014 ARLIS/NA Conference and Kathy Woodrell and Anne Simmons to be the Local Arrangements Co-chairs. Mari seconded. **Motion #16** passed 8-0 with no abstentions

8. Webinar Archiving (Sarah)

Sarah noted that Heather Koopmans, Stacy Brinkman and Chris had discussions about exporting high-quality video files from GotoMeeting and uploading them to Vimeo to allow for publically-available streaming content. The EB considered the question of whether to allow public access to the webinars to encourage ARLIS/NA membership or to password it to create exclusivity of access for ARLIS/NA members. Also, if there was a moratorium on public access, how long would that be? Chris will track access using Google Analytics.

Additionally, the EB thought that Chris should give a copy of the webinar to each non-ARLIS/NA presenter. The PDC wanted all public, non-ARLIS/NA webinar presenters to sign a waiver allowing the content to be streamed. The waiver would give the presenter three options: 1.) Permission to record the webinar and share with the public; 2.) Permission to record the webinar and store it on our ARLIS/NA server for internal use; 3.) Permission to record denied. The EB wanted the PDC to determine its preference about the waiver.

9. Strategic Plan Committee Update (Jon)

Tabled
10. **TEI Update and Priority List (Chris)**

Tabled.

*Jon concluded meeting at 3:06 CST*