ALRIS/NA Executive Board Conference Call Agenda
December 15, 2011 2:00-3:30 PM CST

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

1. **President’s Announcements (Jon)**
   Jon convened the meeting at 2:03 PM CST.

   Jon asked that the Executive Board (EB) go into executive session to discuss recent developments regarding a new TEI contract.

   Out of executive session.

   Jon thanked members of the EB that provided feedback about his first video message.

   He did not realize that ARLIS/NA had a Vimeo account, but will upload it to the ARLIS account and get a link on the ARLIS/NA Web Site (AWS). Jon was willing to create a summary of points raised in the video, but was not sure that a transcript was necessary. Jon will create a summary of points made in his inaugural video. **Action Item #1**

   He noted that he had 15-20 responses to the first video, all of which were positive.

   Jon also asked the EB about how much ARLIS/NA should do for those who did not have up-to-date technology to view Jon’s video or to participate in future webinars.

   Jon asked the EB if it had any ideas for future video messages. Sandy and Mari felt that messages could be made on the following: Toronto conference planning progress, Membership Committee (MC) seasonal information, and Development Committee (DC) invitations to the Society Circle event in Toronto, and Mentoring Sub-Committee information. Jon will follow up with the Toronto organizers to create a video message. **Action Item #2**

2. **Approval of Minutes (Alan)**
Alan asked for the approval of the August 8, 2011 EB Minutes. Mari made the motion to approve, Tom seconded. A friendly amendment was made requesting a revision of wording in the SEI section of the minutes. Motion passed 9-0. **Motion #1**

Debbie moved for the approval of the EB Minutes of the September 29-30, 2011 EB Mid-Year Minutes. A friendly amendment was made requesting grammatical clean-up. Rina seconded. Motion passed 9-0. **Motion #2**

Sarah moved for approval of minutes for 10/20/2011. Debbie seconded. A friendly amendment was made requesting revision of vote count when one abstention was made. Motion passed 9-0. **Motion #3**

Approval of minutes for 11/17/2011 was tabled until the January 19, 2011 meeting.

Alan asked that future EB minutes revisions be sent to him. He indicated that EB members may update the latest Action Items List on Wiggio themselves; he asked that if Action Items were changed, to please let him know.

Jon asked that the Action Items List be discussed and updated at the next EB meeting. **Action Item #3**

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

James was absent.

Laurel asked chapters for donations for the ARLIS/NA Conference Welcome Party. She sent a request to all chapter chairs to send in their annual reports by February 1, 2012, and a request to chapter treasurers to report their non-profit status to the Internal Revenue Service.

Laurel was contacted by Tony White who asked about procedures for students at Indiana University who wanted to form a student chapter. Sarah indicated that this idea was mentioned in the past and not supported. Debbie raised the idea of the student SIG. She thought that it made sense for students to work within their regional chapters. Jon indicated that the By-Laws stated that a chapter needed to be formed in a geographically discrete region. There would be legal hurdles (creation of by-laws and non-profit tax ID numbers, for example) that could be onerous for student chapters. Jon worried about continuity and turnover in potential student chapters.
Sandy attended the ARLIS/Delaware Valley Chapter meeting; they discussed mentoring and growing their chapter. The ARLIS/NA Communications and Publications Web Site Sub-Committee (Jonathan Franklin, Nedda Ahmed, Carol Graney, Hannah Bennett, Terrie Wilson, Amy Lucker, Chris Roper and Sandy Brooke met and voted to convert the AWS to the JOOMLA! Content Management System (CMS) that TEI was already using. The team wanted to create a timeline for the change. Chris will provide TEI costs to ARLIS/NA, the number of contractual hours dedicated to the project plus any out-of-contract expenses. The EB will be asked in January to decide on this conversion plan.

A sub-group (Nedda, Hannah, Amy and Carol) of the above sub-committee will be assembled to organize the information architecture of the new AWS. Nedda will then make the structural changes to AWS by March or April of 2012. During the summer of 2012, TEI will convert the site to Joomla! Nedda will build out the new AWS during summer of 2012. The team is intending to roll out the new AWS by September 2012. Chris had no TEI cost estimates yet. Sandy will post the Sub-Committee document on the AWS conversion on Wiggio for the EB.

Rina noted that the Development Committee (DC) met this week and she would write up details for the minutes. Membership Committee (MC) Chair Jamie Lausch Vander Broek requested that the ARLIS/NA Membership Form be modified to query members if they would be willing to be a mentor or mentee (either year-round or at the annual conference). Rina will pursue adding mentor and mentee boxes on the membership form with Jamie and Chris. Action Item #4

Jamie met via telephone with Chris and Scott, the head of TEI, about three membership recruitment and retention initiatives. Chris noted that Jamie would work on two initiatives with her committee first, and then discuss the third at a later date. These initiatives would be rolled out gradually by the MC. Some changes will need money.

Sarah: SEI has launched its web site, registration was projected to go live on January 18th. The SEI group is reviewing contracts to send to EBs of ARLIS and VRA for their approval. (Jon asked what kinds of contracts these would be; Sarah was not sure.) They are also working on the Kress Foundation Scholarship Application. Elizabeth Schaub will submit a mid-year SEI report in January 2012.

The Professional Development Committee (PDC) is working on the New Voices Panel for the Toronto Conference; they’ve gotten a moderator. PDC will be announcing a conference networking program, and is updating an internship roster. Heather
Koopmans and the Education Sub-Committee (ESC) found a substitute for the discontinued Meebo chat room called “Speeque.” This is not perfect, and they are hoping that a new CMS will have an option for chat. The ESC announced to ARLIS members via the list-serv that the webinars have been produced and are available on the AWS. They are planning at this point for 2-3 chats in development for early 2012.

The Mentoring Sub-Committee (MSC) is hoping to provide richer content on both their AWS page and the “Career Resources” link on the AWS. They are including a bibliography, faqs, and testimonials. They are also working on creating a virtual mentoring program, for which an announcement will be made at the Toronto Conference. Mentor training continues in preparation for Toronto and the MSC is following up with last year’s mentors and mentees.

The MSC has two requests for the ESB: 1.) they are wondering what the EB thinks about online project management/document sharing systems. They wondered if there was an ARLIS-supported document management system. (The EB uses Wiggio.) Also, will the new CMS have Project Management capabilities? Chris suggested Base Camp for project management, although ARLIS/NA has no subscription to it. 2.) They are encouraging EB members to considering becoming mentors for next year.

Tom asked about the status of the special funds for the MSC? The check was destroyed by Sarah.

Alan had no news from the Cataloging Advisory Committee, but noted his attendance at the ARLIS/NW Fall Virtual Meeting on 12/13/2012. He described efforts at creating a chapter mentoring committee and a survey that will be done of chapter members to determine their programming priorities that could fit in with the larger ARLIS/NA Strategic Plan. The chapter also voted to donate $150 to the Toronto Welcome Party.

4. Financial report (Tom)

Tom noted that he signed a letter of engagement with Keith Joyce for a full financial audit. Joyce reviews all of the year’s minutes. He also will be visiting TEI on the week of January 23, 2012. The auditor did not think that revenue taken in for the Society Circle event would pose a tax liability.

Tom mentioned that ARLIS/NA’s $100,000 CD matured on 11/23/2011, and he purchased a new 3-year CD from the American Express Centurion Bank of Salt Lake City, UT, at a rate of 1.55 per cent. The maturity date is 12/15/2014.
5. Toronto conference planning update (Chris)
Chris reported that the launch of the Toronto Conference web site (including registration) would be done the week of December 15-22, 2011. The registration form would be somewhat abbreviated compared to previous years. He detailed conference tour options and the need for volunteers to act as tour shepherds, exhibit booth sitters, registration desk greeters. Hotel registration capabilities have been up for several weeks.

Chris meets with the Toronto Planning Committee each Friday.

Sandy reminded Jon that Kari Roane. Acquisitions Manager--Journals at University of Chicago Press would meet with the EB during its Friday conference meeting. (She will also meet with the CPC on Saturday at Toronto.) Sandy asked Jon to invite her to EB meeting, to which he agreed. **Action Item #5**

Jon noted that Jill Patrick has had great success in fund raising; she raised over $10,000 from local university funds that will go to underwriting the convocation reception.

6. Joint conference financial model update (Jon, Tom, Mari, Debbie)
Jon noted that Jon, Mari, Tom and Debbie had a conference call with their VRA counterparts on December 6, 2011. He noted that occasionally there was some contention but overall was very positive and fruitful. We continue to move forward. Tom put forth a good proposal, and VRA made one of their own. Debbie observed that the two models were not all that far apart.

Tom’s model looks at net conference revenue figures over a 5-year average for ARLIS and VRA: this would help to determine what kind of split there would be. TEI and any VRA management costs would be built into this arrangement. VRA put forth a 70-30 split, the same breakdown as used at the Minneapolis conference, with some money set aside to pay for each organization’s management costs.

VRA Treasurer Billy Kwan will massage the split and management costs and report figures by December 16. A follow-up call was scheduled for December 21. Jon felt that we were in a good place to move forward. He felt as though some agreement might be made by January 2012 assuming that we stay on the same track.

7. Virtual Conference Advisory Committee Proposal (Jon)
Jon mentioned that a “tweaked version” of Sarah Falls’s earlier Virtual Conference Advisory Committee Proposal has been made. Sarah Carter had some concerns that the committee’s size (10 people) might be a bit too large. She felt that this would introduce scheduling difficulties. Jon felt that the primary core group of the committee would be 5 individuals with whom Sarah Falls could work most closely.

Mari moved to go forward with the formation Virtual Conference Advisory Committee in January 2012. Rina seconded. Motion passed 9-0  Motion #4

8. TEI update and priority list (Chris)

Chris stated that he sent out the monthly HQ update report and hours. TEI hourly costs have balanced out over the whole year. Membership renewals and Society Circle pledges have been coming in. He also sent out the project priority list.

He reported that the ArLiSNAP web site should be ready to go by December 16, 2011. The ArLiSNAP web site will be brought into the ARLIS/NA domain (like hosted chapters), but it will continue to use Word Press.

Chris reported getting 3 hotel bids for the 2014 conference, but would like 2 more before a choice is made.

He was also working with the Management Calendar formatting it into an Excel spreadsheet; Chris was not sure of the information’s origin. For example, he was not clear who set award committee deadlines. Differing deadlines relate to changing conference dates. Chris would meet with Tom, Jon and Debbie to iron out Management Calendar issues.

9. Conference attendance underwritten for Internship Award recipients (Debbie)

Debbie had been in contact with Greta Bahneman, Chair of the Internship Award Sub-Committee, who wondered whether the Internship Award ever came with complimentary conference registration for the awardee? Greta recalled, as an awardee herself, that she got complimentary registration. Given that this award is funded by ARLIS/NA itself, should we write this into the award?

Tom was concerned that this would open the door to other award committees who would want the same perk. Debbie felt that this was an unusual case as this was a student award.
Rina noted that in the past, we have encouraged students to apply for travel awards from the chapters to cover the $100 student registration costs.

Tom noted that there are 7 awards that ARLIS/NA actually sponsors. These are specifically travel awards to cover travel and registration costs.

Debbie moved that the compensation criteria for the ARLIS/NA Internship Award include complimentary registration. Alan seconded. Motion passed 9-0.  

Motion #5 Debbie will let Greta Bahneman know that the Internship Award will include complimentary registration beginning with the Toronto Conference. Action Item #6

10. Communications audit exploration update (Jon)
   Tabled

11. Annual report consideration (Jon)
   Tabled

Jon adjourned the meeting at 3:39 CST.