ARLIS/NA Executive Board Conference Call Meeting Minutes
February 16, 2012 2:00-3:30 PM CST

Present: Jon, Alan, Tom, Mari, Melanie, Laurel, James, Rina, Sarah, Debbie, Sandy, Gregg and Chris
Absent: Daniel Payne, Debbie B-S

1. **President's Announcements** (Jon)
The meeting started at 2:07 CST

One week ago, Chris Roper led the first-ever orientation for new Executive Board members, with Jon, Tom, Debbie, Greg, Melanie, Debbie B-S participating. He discussed parliamentary procedures, Wiggio, and other issues.

2. **Approval of Minutes** [December 15, 2011] (Alan)
Motion: Debbie moved to approve the Meeting Minutes from December 15, 2011. Sarah seconded. Motion passed 9-0. **Motion #1**

Meeting minutes from August-November 2011 were posted on the ARLIS/NA Web Site (AWS) recently.

3. **Liaison Reports** (James, Laurel, Sandy, Rina, Sarah, Alan)
   James discussed several Public Policy Committee (PPC) documents that were sent out to the Executive Board (EB). The first discussed was the revision of Policy Manual #G16 to establish the Public Policy Committee Vice-Chair position. Mari praised the document as “good and concrete.”

   James made a motion to alter ARLIS/NA Policy # G-16. Public Policy Committee (Standing) with Roger’s amendments. Tom seconded. Jon asked for clarification: could the Chair serve two terms as Chair, 1 as Vice-Chair and then two more terms as a member of the PPC for a total of 7 years in a row? James will refine the length of term limits and report back. Debbie will be involved in the revision of the PPC membership rules. She needed to know if the Document Advisory Committee working on Policy Manual/By-Laws revisions had considered the issue. James hoped to clarify the issue expeditiously, as Roger was already beyond his term limit. He will have the PPC draft language and have Debbie review it. **Action Item #1**

   **This motion was tabled until the March 15, 2012 EB Conference Call.**
James noted that the PPC has been reviewing the VRA Guidelines for the Fair Use of Images for Teaching, Research and Study, and has requested EB endorsement of them. James made a motion to endorse the VRA Guidelines. Debbie seconded. There was no discussion as neither Jon nor Sarah had seen it. This motion was tabled until the March 15, 2012 EB Conference Call.

James made a motion asking for EB endorsement of more balanced SOPA/PIPA legislation. Mari seconded. Debbie asked to whom this statement would be directed? James said that it wasn’t directed a particular organization, but was a broad public declaration of support for more balanced SOPA/PIPA legislation. Debbie thought that it was written as though it was directed at Congress or an individual within that body. It is not such a burning issue as it was in January 2012, as it was tabled then in Congress.

Mari noted that ARLIS would be joining with ALA and the American Association of Law Librarians (AALL) to support this. Sandy asked if we could issue these as press releases on the AWS and ARLIS-L? James indicated that this was past practice. Chris asked if we would notify ALA about this, as it expands their clout. James said that ARLIS’s affiliated organizations were notified. Tom had a wording change, “…thus restricting access” to “… thus potentially restricting access.” Friendly amendment. Motion passed 9-0.

Motion #2

James made a motion for EB endorsement of the Association of Research Libraries Code of Best Practices and Fair Use for Academic and Research Libraries. Rina seconded. This motion was tabled until the March 15, 2012 EB Conference Call.

James also indicated that the PPC is reviewing the ARL “Establish a Universal Open Library or Digital Data Commons” document and he wanted to let the EB know that this would be coming.

The International Relations Committee (IRC) sent out the news brief on the AWS and ARLIS-L for Helsinki and Stockholm Study Tour, August 12-17, 2012, following the IFLA Art Libraries Satellite Conference August 9-12, 2012. The study trip for German librarians to New York, New Haven and Washington, DC, has been finalized, April 14-22, 2012. IRC would like to invite more groups here; Katie Keller and ARLIS/NY put together the tour for the German contingent.

James also had a brief update on ARLIS/Canada; the Melva Dwyer Awards Jury had 12 nominations and made a unanimous decision.
The EB went into executive session at this time.

James did not want to publicize the winner before the Toronto Convocation. He thought that the criteria for the Melva Dwyer Award needed to be clarified, so that the jury has a better idea of how to judge disparate works. This work will be done before the conference, hopefully.

Laurel noted that chapter leaders have been updating their rosters, sending in chapter donations to the welcome party, and submitting their annual reports (due March 1).

Sandy indicated that the AWS was updated to lead people to the University of Chicago Press (UCP) rather than TEI for Art Documentation ordering or advertising information. The Communications and Publications Committee (CPC) was approached by EBSCO to publish occasional papers; all ARLIS publication efforts needed to go through UCP. Additionally, the committee was approached by Cambridge Scholars to publish a print version of the annual conference proceedings. The CPC felt that there would not be enough return for the amount of work it would take to collect all conference presentations. It felt that there were better venues for disseminating conference information.

Rina reported that the Membership Committee (MC) was working on an EB proposal for methods of building the ARLIS/NA membership. They will be done with a proposal for discussion at the Toronto conference. The Development Committee (DC) is meeting March 1. The Society Circle mailing will be going out this month. Darin Murphy will contact vendors about customs clearance information. Tom and Jon thought that the DC and Jill Patrick should be congratulated for their excellent fund-raising efforts for the Toronto conference. Rina will let them know. Action Item #2

Sarah reported that the Professional Development Committee’s (PDC) Mentoring Subcommittee (MS) is working on their pilot project for virtual mentoring. To this point, all mentoring programs have been in-person at the conference or chapter level. The kickoff will be at the annual conference. The MS is hoping to get some air time at the First- Time Attendees Meeting that Jon will run in Toronto. Jon will be in touch with the MS about scheduling them some time. They also might be able to present something at the Membership Meeting. Action Item #3

The MS worked with Chris to get a checkbox for interest in mentoring on the ARLIS/NA membership renewal form. This is working well. The Education Subcommittee (ES) will
host a chat on February 17, 2012 on space planning. The ES is moving forward with collaboration with the ACRL Arts Section to enable their members to attend two ARLIS/NA webinars per year, thereby meeting our strategic planning goals to draw in new members.

Alan noted that Cataloging Advisory Committee (CAC) Chair Sherman Clarke had been busy monitoring events at the ALA Midwinter Meeting, Dallas, Texas, January 22, 2012. These meetings included the Big Heads Meeting, Bibliographic Framework Transition Initiative Update Forum, the MARBI (Machine-Readable Bibliographic Information) Committee, Committee on Cataloging: Description and Access (CC:DA), the ALA LCSH Subject Analysis Committee, and the Copy Cataloging Discussion Group. He summarized events at all of the six meetings: http://artcataloging.net/ala/mw12/summary.html

Information on the Bibliographic Framework Transition Initiative Update Forum’s discussion on reexamining and reframing Resource Description and Access (RDA) Standards can be found here: http://www.loc.gov/marc/transition/news/minutes-alamw-2012.html

Information on the MARBI (Machine-Readable Bibliographic Information) Committee can be found here: http://www.loc.gov/marc/marbi/mw2012_age.html

Dan Lipcan’s notes on the Committee on Cataloging: Description and Access (CC: DA) member reports can be found here: http://artcataloging.net/ala/mw12/ccdalipcan.html

CC: DA members represent ALA, LC, MARBI, LC’s Program for Cooperative Cataloguing (PCC), and the PCC’s BIBCO/NACO Programs.

CAC members also discussed the appropriate venues for cataloging topics at the Toronto meeting. Catalogers have three venues: the ARLIS Cataloging Section, Cataloging Advisory Committee (CAC), and the Cataloging Problems Discussion Group (CPDG). CAC’s purpose is to advise the EB on cataloging policy issues.

4. Financial report (Tom)

Tom reported that January financials will be delivered the week of February 20th, as there was snag with getting a necessary financial statement from Vanguard. Tom received a draft of the ARLIS/NA audit from Keith Joyce. Audit information will be distributed to the EB; he would like to get EB approval of the audit at the March 15, 2012 meeting.
The 2011 audit showed that ARLIS/NA had a $55,000 net profit, which made for a healthy financial year overall.

Tom was working with the Toronto conference co-chairs to cut checks for various conference purposes.

Chris said that TEI caused a snag in the reporting of the monthly financials. In their records, TEI did not break down how registrants had spent their money at the conference. They had to go back through registrations from Dec-Feb to organize the registration financial data. One of the deposits was wrong because of this accounting problem.

5. Strategic Planning Committee Update (Jon)
The Strategic Planning Committee (SPC) is prepared to submit its action plan, and would like to submit it to various committee chairs and the EB for comment. Jon will forward the EB a Pat Barnett message about the action plan. **Action Item #4**
They want feedback on the plan’s proposed actions; they will consider the feedback and factor it into a final action plan for EB approval during the conference call of March 15, 2012. They have made a few changes to the original goals and these changes will need to be approved by the EB.

6. Toronto Conference Planning Update (Chris)
Chris indicated that the ARLIS/NA room block (793 rooms) for Toronto Sheraton was 95% full. We needed to meet 80% to obtain the negotiated concessions. The Sheraton will make rooms available over-and-above the allotted block. Chris does have a potential overflow hotel. For every room sold above our block, ARLIS/NA will earn a commission. These commissions will help offset high meeting room costs.

Status update for conference registration: 261 registrants; 30 gratis registrants (mostly exhibitors and vendors); 230 paid registrants. Tours and workshops are filling up. 225 people are registered for the 40th Anniversary Party, 227 for the Convocation Reception, and 190 for the Sunday Membership Meeting. 54.5 tables have been sold and Sponsor sales have been good. Jill Patrick is doing an excellent job of finding sponsors for each session. Chapters have sent in about $5000 for the 40th Anniversary Party. Crayola will be an in-kind sponsor. Air fares are high to Toronto.

Rina noted that Darin was asking if people were using the broker, Mendelssohn Customs Brokerage and Transportation Services, for customs clearance. Chris indicated that TEI
was advising every vendor registered about Mendelssohn. Mendelssohn will also contact each vendor.

Debbie said that she will meet with the Pasadena conference planners in Toronto; their CPAC meeting was already being planned.

7. **Documentation Advisory Committee Update (Jon)**
   At the Post-Conference EB Meeting in Minneapolis, The EB commissioned Heidi Hass and Tony White to serve as Co-Chairs of the Documentation Advisory Committee (DAC) to review and revise the ARLIS/NA Policy Manual, Conference Planning Manual and potentially any By-Laws changes affected by these revisions. Due to health issues their work is behind. They intend to complete their additions to the Policy Manual before the Toronto conference, if possible. Tony White will be leaving the committee, as he is changing jobs.

8. **Teaching Librarians and Artist Files SIG Proposals (Debbie)**
   Debbie indicated that individuals have contacted her about the creation of two new ARLIS/NA Special Interest Groups (SIGs). They must meet conditions set forth in the by-laws; a new SIG cannot overlap with any other existing SIG, section or division. These two groups—one for teaching librarians and the other on artists files—do meet the by-laws’ requirements. Debbie moved that the EB approve the two new SIGs. Sarah seconded. Motion passed 9-0. **Motion #3**
   Both SIGs formed first as discussion groups. Debbie also noted that there are other discussion groups—space planners, cataloging problems, conference planners, women in art—that she will encourage to become SIGs. **Action Item #5 Jon** encouraged this; he noted that conference planners had a hard time knowing which groups required space if they are not part of codified list.

9. **TEI Contract Update (Jon)**
   Jon sent a letter to Scott Scherer to inform TEI that ARLIS/NA will terminate its current contract with the intention of negotiating a revised contract with them. Jon confirmed this by phone with Scott. ARLIS/NA and TEI will address the negotiations in Mid-April 2012.

10. **SEI Solicitations to Chapters and SEI Alumni (Sarah)**
    Sarah received an email from the SEI Implementation Team Development Coordinator Liz Gushee who expressed a desire to begin fund-raising efforts targeting SEI alumni and ARLIS and VRA local chapters. (Sarah noted that SEI did receive some money from local
chapters in 2009-2011.) Sarah shared this email with Rina and Laurel, and Rina sent it to Darin Murphy and Sonja Staum of the DC. Sarah indicated that there was some concern among those consulted about taxing the chapters for an educational endeavor used by a relative few. Laurel had a concern that SEI might drain away money that would go to the conference welcome party; additionally, the Chapters’ Liaison has the responsibility to solicit funds from the chapters. Adding SEI to this would complicate fund-raising solicitation. Tom felt that SEI probably is not eligible for ARLIS/NA Special Funding, as it is only partly an ARLIS/NA program.

Rina suggested that it could be listed as a potential recipient of Society Circle funding. Society Circle members can select to which fund their money will go. Greg felt that it should not be added to the Society Circle choices. Tom observed that SEI was tuition-driven and made a profit; he wondered what this new development effort would fund? SEI made a profit of $4500 in 2011. (SEI has turned a profit of between $4,000-8,000 for ARLIS/NA alone each year.) Greg wanted better cost accounting data from SEI. Sarah will request better cost accounting data from the SEI Implementation Team. Action Item #6 Sarah also mentioned that an ex officio member of the SEI team was supposed to be on the DC, and she will discuss this with Sonja and Darin. Action Item #7

11. Virtual Conference Advisory Committee Update (Jon)  
   Tabled

   Pasadena Logo Feedback (Debbie)  
   Debbie asked if there was any EB feedback about the Pasadena logo or branding to please let her know. The EB thought that the conventional slash should replace the current dots after the word “ARLIS.” Debbie will let the Pasadena planners know. Action Item #8

12. Vimeo Professional Subscription (Chris)  
   Tabled

13. Joint conference Dialogue Update (Jon, Tom, Mari, Debbie)  
   Tabled

14. TEI Update and Priority List (Chris)  
   Chris confirmed that TEI did receive the ARLIS/NA termination letter and acknowledged its intention to negotiate a revised contract. He felt that some TEI staff time adjustments were justified given the new contract with UCP for Art Documentation.
He indicated that TEI added another account to his workload and will, therefore, get another fourth supporting team member to assist him. This person will be hired by the end of March.

Roy of TEI was having some issues with Word Press in the process of moving the ARLISnap web site to TEI’s servers.

Chris continues to try to solicit hotel bids for the 2014 Washington DC Conference. Getting bids from hotels in April in Washington DC is difficult, as demand is high. He indicated that in April room costs could go as high as $350 a night. He thinks that the conference may have to be rescheduled for March or May 2014.

Jon adjourned the meeting at 3:33.