ARLIS/NA Post-Conference Executive Board Meeting Agenda  
Sheraton Centre, Toronto  
Peel Room  
Monday, April 2, 10:00 a.m. – 1:00 p.m.

Present: Melanie, Debbie B-S., Sarah, Rina, Gregg, Laurel, Debbie K., Jon, Daniel, Alan

1. Welcome and Meeting Logistics (Debbie Kempe)

Debbie K. called the meeting to order 10:10 a.m. EST, reviews agenda and use of Robert’s Rules of Order.

Debbie K. asked, whenever possible, that Executive Board (EB) members write up motions in advance.

2. CPAC Toronto Debriefing Report (Carol Ann Fabian and Stephanie Frontz, Kari Horowicz) (10:30)

Carol Ann Fabian indicated that Paul Rossman was very responsive, and helped fill in for Chris Roper for TEI. Representatives of the Toronto CPAC met with Pasadena and Washington reps just before this meeting.

Executive Session.

Debbie K. asked what Carol Ann felt was the most beneficial timing for CPAC conference calls. She replied that the Toronto committee relied heavily on the wiki for shared knowledge; using it, they pushed documents that all CPAC members edited quickly and responsibly. Conference calls, including TEI’s Conference were held at a set time every Friday morning. The time was always set aside, unless cancelled. A timeline was reviewed every week. She felt that the ARLIS/NA President should check in at least once a month with the CPAC call and as needed at other times. They also felt the need for the Treasurer to be in on at least some of the calls. Toronto’s CPAC also felt that the Exhibitions coordinator should be considered a leader of the conference and included in the decision-making. She reiterated from her Pre-conference EB meeting comments that a group other than the local CPAC should be put in charge of distributing Alternative Voices funding. All agreed that Kari did a spectacular job working with
vendors in Toronto. Carol Ann said that Pasadena should be careful to match the event with the space; the Toronto conference had a number of sessions in rooms too small for the number of seats needed. The dimensions of the exhibit hall were great. They tried to get sponsors to pay for meals twice daily (breakfast, lunch or snack) during the conference. With more events compressed in two days, provided meals saved time for conference attendees.

Jon made a motion to commend each member of Toronto CPAC for their tremendous work and dedication to this conference. Laurel seconded. Motion passed 9-0-0. Motion #1

3. Update on ARLIS/NA 2012 Conference in Pasadena (Cathy Billings, Alyssa Resnick, Sarah Sherman)
Cathy Billings and Sarah Sherman are the Pasadena Co-program Coordinators and Alyssa Resnick is one of two Co-development Coordinators (with Lynda Bunting). Dates of the conference are from April 25-29, 2013. The Pasadena CPAC Meeting will be July 26-27, 2012. The ARLIS/NA President, Vice-President, Past President and Treasurer will all attend this event.

Alterations to the conference web page need to be handled directly by the CPAC, not funneled through TEI. The Toronto CPAC underscored the importance of establishing a regular schedule for conference calls, and that the President and Treasurer needed to be on these calls at least once a month. Debbie K. wants to work on a call schedule with the CPAC for regular planning updates. Action Item #1

The Pasadena team is looking for a site for receptions that are affordable and large enough. They hoped for the Huntington Library, but this was not available. They are working through a list to find an appropriate venue, such as the Caltech Athenaeum or the Museum of California Art. They want to keep events in Pasadena, not in Los Angeles. They are seeking to finalize tours within Pasadena, and then going outside the city. Exhibitor Lawrence McGilvray of San Diego will meet with the exhibit coordinators to review spaces for exhibits.

The Pasadena CPAC had a connection with a docent at the Gamble House and they were working on possibly staging a reception there, perhaps the Society Circle event. The Society Circle event should be an incentive to become a member.
Cathy reported that the Program Co-chairs created a Google docs account to share information. They will move to a wiki product as per the comments of the Toronto CPAC. They’ve prepared a survey for the Toronto conference, based on the one done for Minneapolis. It will ask about internet access in the meeting rooms, increased registration costs, tour venues. The survey will ask about programming; which areas were of most interest: information literacy/education, cataloging/metadata, collection development, and others. The survey will be sent out around April 3, 2012, with a deadline of April 13, 2012. Then they will create a call for proposals, which will be sent out at the end of April. The proposal deadline will be June 15, 2012. Pasadena will have sessions and individual papers.

Alyssa asked what the budget parameters for the conference were; Debbie B.-S. was not sure, but she counseled the Pasadena CPAC to obtain clear estimates of what the food costs would be as soon as possible. In Boston, there was a $65,000 minimum budget for food, because the hotel costs were very high. Food costs could eat up the entire budget, so to speak. Jon indicated that the Pasadena CPAC should put together all of the budget options for everyone to review at the July meeting. Preliminary numbers will be sent to Debbie B-S.

Debbie K. will determine which TEI Association Manager will be the Pasadena CPAC’s contact. Action Item #2

Jon asked the Pasadena CPAC to add Debbie K. and Debbie B.-S. as readers and editors to their conference wiki.

4. Liaison Reports on Conference Activity (Committees, Divisions, SIGs) (Alan, Sarah, Melanie, Daniel, Laurel, and Rina)

Alan (Secretary-CAC Liaison) reported that Sherman Clarke was stepping down as Chair of CAC, and Maria Oldal of the Morgan Library would take his place. The CAC Liaison structure would remain the same. Daniel Starr will leave the committee, to be replaced by Tamara Fultz of the Watson Library, Metropolitan Museum of Art will replace him. She will be NACO Coordinator. It decided to go ahead with its Genre Forms Subcommittee Art Project. They discussed uniform titles in relation to RDA. Sherman discussed holding an RNACO Workshop in Pasadena, and a panel discussion for public services librarians regarding relevant changes in RDA. They mentioned posting RDA
records to their own wiki, putting 6 months of examples and workflow up during the coming year.

Sarah (Education Liaison-SEI and PDC Liaison) indicated that SEI chose not to meet at Toronto, but did have a social event. Sarah attended the PDC meeting, and indicated that her job will be to connect them with other committees and groups within ARLIS/NA, including the Pasadena CPAC, ArLISNAP, and others. Cross-communications will be especially important over the next year, vertical and lateral. Sarah hoped that others would be able to use ARLIS/NA’s licensed GotoMeeting and GotoWebinar software. Debbie K. asked all liaisons to inform their groups of tools like GotoMeeting and GotoWebinar. Action Item #3 Jon observed that GotoMeeting and GotoWebinar could be mentioned to the entire membership for use. Melanie will look into the terms of use, fees and current license structure for the Goto products with TEI, and will also look into the central hosting of wikis for ARLIS/NA. Action Item #4

Debbie K. asked Sarah to check into using Basecamp rather than Wiggio, What would an appropriate size package be for the EB and/or ARLIS/NA? How easy would it be to migrate the documents from Wiggio to Basecamp? Action Item #5

Melanie (CPC Liaison) was asked by Amy Lucker, past ARLIS/NA President, if an Ebsco contract had been signed that covered publication of Occasional Papers and Reviews? Jon did not recall signing one. Jon will look into the status of a contract with Ebsco regarding Occasional Papers and Reviews. Action Item #6

Kari Roane said to Melanie that the UCP did not have a full membership list for subscriptions to *Art Documentation* (AD). She will talk to TEI about getting the list to UCP by April 21, 2012. Action Item #7

Melanie asked about the Administrative Document Editor position editing the Policy Manual (PM). Currently, the Document Advisory Committee (DAC) is editing the PM, but in the future, the Administrative Document Editor will supervise its updating.

Daniel sat in on the Public Policy Committee (PPC) and International Relations Committee (IRC). IRC brought up efforts to bring librarians from abroad to North America. Jon brought up the idea of having an award to send an ARLIS/NA member to ARLIS/UK and Ireland conference and perhaps other international conferences. Debbie K. mentioned the 5-year Kress Library Fellowship program (until 2013 or 2014) as being something of this sort. Debbie K. asked Daniel to mention to the IRC to make a special
funding request for a reception at the Pasadena conference for international librarians. **Action Item #8** Daniel will mention to the IRC about coordinating with the Development Committee (DC) to raise money for a foreign conference travel award for ARLIS/NA members. Katie Keller, Chair of the IRC, also serves on the DC. **Action Item #9**

PPC is concerned with producing statements that are current regarding government legislation, and is looking at ways of streamlining its procedures. PPC also asked about Basecamp software. The PPC was concerned with adding a museum librarian to its group and was wondering about revising its Bylaws section to make this diversity statement clear. *Debbie K. and Gregg* both thought that diversity (geographical, cultural backgrounds, gender, sexual orientation, and professional settings) was a fundamental need for all of ARLIS/NA’s components and did not require the PPC to rewrite anything.

**Debbie K.** wanted the PPC statements approved by the EB to be widely distributed and publicized beyond the AWS.

Adjourned for a break at 11:20 EST, resumed at 11:35.

5. **Task Force to update Bylaws and Policy** (Heidi Hass and Jennifer Friedman)

Heidi summarized the Documentation Advisory Committee’s (DAC) progress over 2011-2012. All pre-conference revisions have been incorporated into the PM. Heidi and Jennifer will focus their work on the PM, while Tony White and Jennifer will work on revision of the Conference Planning Manual (CPM). In April 2012, Heidi will use the updated roster to contact all committee chairs again to get their revisions to the PM. Alan will send Heidi an updated committee chairs roster. **Action Item #10** Heidi indicated that she will take out the committee chair history data and put it on the AWS, and has included a table of contents in the PM. She indicated that the EB needs to look at the PM sections relevant to them for revision. She intends to compile the revisions during June, July and August 2012 and complete them by the EB’s Mid-year Board Meeting on September 13-14, 2012 in New York, NY.

Heidi indicated that she did not think that the bylaws needed to be changed to reflect electronic voting. *Debbie K. and Jon* agreed. She did note that the ARLIS/NA membership will have to vote on membership category changes due to the new AD contract with the University of Chicago Press (UCP). She suggested that the EB consider this bylaws change at the Mid-year Board Meeting.
Originally, Chris Roper was going to revise the CPM, but in the wake of his resignation, Tony White volunteered to do it, assisted by Jennifer Friedman, who worked on the Boston conference. Tony will consult with Rachel Resnik, Ted Goodman and others. Debbie K. needs to send to Heidi a revised DAC charge so that it can be incorporated into the PM. **Action Item #11**

Debbie K. made a motion to renew the charge of the DAC at the March 30 Pre-conference Meeting that was tabled. She withdrew that motion. Jon made a motion to renew the Document Advisory Committee’s (DAC) charge for 2012-2013, a committee composed of Heidi Hass, Jennifer Friedman and Tony White. Heidi and Jennifer Will revise the ARLIS/NA Policy Manual and Bylaws; Tony and Jennifer will revise the Conference Planning Manual. Gregg seconded. Motion passed 9-0-0. **Motion #2**

6. **Liaison Reports on Conference Activity (Committees, Divisions, SIGs) Continued**

   (Laurel and Rina)

Laurel (Chapters Liaison) met with the chapter chairs who are eager to be working with the MC on recruitment efforts. She indicated that the self-scheduling of the chapter meetings at Toronto was unpopular, so she will recommend to the Pasadena CPAC that they be at set times. Janine Henri spoke at the Leadership Breakfast, and Laurel will work with her to transcribe her comments for the AWS and/or the Chapter Success Book. **Action Item #12**

Rina (DC & MC Liaison) will work with MC Chair Jamie Lausch Vander Broek and TEI to figure out how current members who recruit new members can be rewarded. The MC indicated that it wanted to work closely with chapter chairs to encourage lapsed members and first-time attendees to join. Rina and Laurel will work closely on that. They felt that it would be a more personal way of engaging new members and that it would be more economical if they did the work rather than TEI. The MC will come up with talking points that chapters can use to entice potential members.

The DC has restructured itself organizing task forces to raise funds for specific purposes. Jennifer Friedman and Suz Massen are working on raising money for the Society Circle. Fran Scott will work on special funds and awards. Darin Murphy will focus on conference fund-raising. The MC will also find a sponsor for an award recognizing mid-career professionals as per the Strategic Plan. Debbie K. thought that perhaps the MC could consider applying for an IMLS grant to fund development workshops for ARLIS/NA DC members.
Jennifer Friedman discussed highlighting the Society Circle more in online registration materials, and will discuss this with TEI. The EB wants giving to the Society Circle to be very easy and clear. Gregg wondered if we might be able to get some information from lapsed members about why they left. Debbie K. wondered if there should be a Society Circle membership table in the Pasadena exhibits hall.

Jon asked Rina if the DC had considered planned giving, perhaps as a task force. Rina will follow up with the DC. **Action Item #13**

The DC needs to know who the TEI contact is.

Debbie K. and Gregg met with the DC and Rina to assure them that the President will be available to perform important asks. The DC has been wildly successful this year. She also considered that the Chair of DC could be on CPAC.

**Jon** indicated that chapters can choose to have their dues funneled through TEI. ARLIS/NW would like to do this. **Laurel** will contact the chapters and TEI about this. **Action Item #14**

Jill Patrick has drawn up a list of people who need to be acknowledged for the Toronto Conference. **Jon, Debbie and Gregg** will thank Gold, Silver and Bronze members. **Action Item #15**

Adjourned for lunch 11:35 EST.

7. **ARLIS/NA Archives** (Jon)

**Jon** noted that he did not complete Action Item #50, but would undertake it soon. He also will discuss if some documents of a sensitive nature should have restricted access. **Debbie K.** indicated that she will work on Action Item #51. **Jon** praised the responsiveness of the University of Illinois archivists who maintain ARLIS/NA’s Archive. ARLIS/NA members should be encouraged to share their material with the University of Illinois depository. He thought that chapter materials could go to Illinois but he would follow up with them about this to clarify. **Action Item #16**

8. **Making Financial Reports More Accessible** (Debbie K.)
Debbie K. will work toward putting ARLIS/NA’s financial records on the AWS. Jon made a motion that the EB post its current financial documents to a public place on the AWS. Debbie B.-S. seconded. Motion passed 9-0-0. **Motion #2**

9. **Follow-up and Action Items for the Executive Board** (Alan Michelson)

Debbie K. asked that all EB complete the action items before next meeting. **Action Item #17**

10. **Unfinished Business** (Debbie K.)

Debbie K. noted that such issues as the TEI staff representative, TEI contract, AWS web advertising, revision of the management calendar, future conference in 2015, VRA Joint Conferences all need to be tackled.

11. **Conference Call Schedules** (Debbie K.)

Debbie K. set the EB conference call schedule to be for an hour and a half call on the second Thursday of each month. May 3rd will be the first call, 3:00 EST.

She adjourned the meeting at 1:00 PM EST.