ARLIS/NA Executive Board Meeting Agenda
Conference Call using GoToMeeting™
July 5, 2012, 3:00-4:30 p.m. EDT

1. **Call to Order and Roll Call**

   Present: Debbie K., Debbie B-S, Gregg, Laurel, Rina, Daniel, Scott Scherer and Karen Olsen, Alan

   Absent: Jon, Sarah, Melanie

   Debbie K. called the meeting to order at 3:03 EDT.

2. **President’s Announcements (DK)**

   Debbie K. formally welcomed Guadalupe Rodriguez to the ARLIS/NA Executive Board (EB) Meeting, the new TEI Conference and Association Manager for ARLIS/NA.

   She indicated that Guadalupe had been busy assisting her with new meeting schedules and communications plans for the EB and the TEI staff. She reiterated the importance of implementing the new content management system (CMS) with TEI.

   Debbie K. reported that TEI is working on creating a link to Art Documentation (AD) on the ARLIS/NA Web Site (AWS) for members. This link will take members to the JSTOR repository of AD back issues. She would like to build up a roster of members-only perks (such as webinars, discounts, etc.) on the AWS to make membership more appealing.

   She mentioned that efforts at revising documentation in the Bylaws, Conference Planning Manual (CPM) and Policy Manual (PM) continue, and that she will provide an update from Heidi Hass, Chair of the Documentation Advisory Committee (DAC), when she has one. She was not sure of the DAC’s current timeline for completion. She wrote a charge for Tony White and two others to revise the CPM. He will consult past conference planners to develop a best practices document for future meetings. His timeline will be January 2013.

   Debbie K. noted that talks continued with the Visual Resources Association (VRA) on the next joint conference, and that VRA was to check on its dates about scheduling it. The EB has a task force of Debbie K., Jon, Debbie B.S., and Gregg, working on this scheduling.
Alan noted that he had discussed with the Chair of VRA’s Pacific Northwest Chapter, and that they indicated that a meeting was still being planned for Seattle in 2014. Debbie K. will follow up with VRA about the scheduling of their meeting in Seattle, and will clarify VRA’s upcoming conference site preferences. **Action Item #1**

Guadalupe had a conference call with the Washington, DC, Conference Planning Committee (CPAC) on June 29, 2012, and they are recommending the Grand Hyatt Hotel, located at 1000 H Street Northwest, to host the 2014 ARLIS/NA Conference. Dates selected will be May 1-6, 2014, and rooms will be priced at $219 per night. The Grand Hyatt was selected for its size, amenities and favorable location, close to the subway. Debbie K. will respond to Roger Lawson agreeing with the choice of the Grand Hyatt and the dates of the conference. **Action Item #2**

Debbie K. and Guadalupe are creating a working document for the EB, a management calendar on Wiggio; they have been using the 2008 management calendar as a model. Guadalupe can show the EB what the management calendar is each month, and will have the EB examine it to see if there are things that do not look right. Gregg noted that older ARLIS/NA Management Calendars included committee agendas and deadlines. Debbie K. thought that this Management Calendar could help EB members to cue their liaison groups about yearly agendas and upcoming deadlines.

3. **Approval of Minutes (Alan)**

   Gregg moved that the EB approve the meeting minutes of April 2, 2012. Debbie B.-S. seconded. The motion passed 6-0-0. **Motion #1**

4. **Liaison Reports**

   Melanie posted her report to the EB email list:

   “Communications and Publications Committee (CAC) Report:

   Judy Dyki has initiated a conversation with the *Art Documentation* Editorial Board to set up a schedule for meetings. She has also verified (or will in the next day or so) all members of the group have complete access the online content as well as receiving their print copy of *Art Doc*.

   The CPC has started discussions about making all copyright policies and author agreement forms consistent. They will continue to work on this and present the changes for final approval when the work is complete.

   As the work to the AWS will not be complete this summer, the committee feels it is very important that this be a priority for next year. TEI will need to complete the transfer of content
to the CMS by the beginning of next summer in order for Nedda to complete her work throughout the summer. At that time they will also investigate redesign options to present to the Board.”

Daniel emailed part of his report from Holly Hatheway of the International Relations Committee (IRC):

“Holly’s mention of the material I sent earlier is in reference to the exciting plans for promoting the IRC at the Pasadena conference as we discussed in the post-conference EB meeting on 2 April. Holly sends on the following:

‘Hello Daniel,

I have not focused on the items that you sent me concerning the Strategic Plan and Pasadena Conference due to Study Trip planning. I will look over your emails before I leave for Scandinavia in August and communicate with others in the IRC and get back to you before September. Current events include the Scandinavia itinerary being finalized and posted on the ARLIS/NA site; waivers and emergency contacts collected for all 12 traveling in August; a travel guide for participants; and a face book with contact info, and photos of participants and their venues for hosts. I have also started planning for the Russia trip in 2013. We will spend about days visiting Moscow and St. Petersburg beginning on June 15th, 2013. There are already 4 people who are planning to go and interest from a few more....’

I will discuss the most impressive document produced by the PPC (recommending setting up an institutional membership with the CIP) in the meeting later today. “

Daniel sent out the Public Policy Committee (PPC) Chair Carmen Orth-Alfie’s rationale for joining the Center for Intellectual Property (CIP) at the University of Maryland. Carmen’s document was signed by the Membership Committee (MC) and the Professional Development Committee (PDC). Debbie K. noted that the post-conference survey indicated that interest in copyright issues is high among the membership; she also noted PDC and MC’s support of joining as significant evidence of support.

Daniel moved that the EB accept the recommendation of the PPC to join the Center for Intellectual Property (CIP) as an Institutional Member for $500. The membership was pro-rated. Alan seconded. Gregg felt that after a year or so, the EB should consider how much the membership has been used by the PPC and others. Debbie B.-S. had a question about which budget line the expenditure would fall under. Motion passed 6-0-0. **Motion #2** Daniel will convey the acceptance to Carmen and have her contact Debbie B.-S. about payment. Debbie B.-S. will contact TEI about payment. **Action Item #3**
Debbie K. asked Daniel about the status of the Florence Declaration. PPC was going to consider the issue again even though the EB had already issued a statement approving it. Gregg had asked if institutions were meant to sign the document or whether it was meant solely for individuals to accept. Gregg and Debbie K. felt that it was fine to offer an institutional endorsement.

Alan mentioned that Dan Lipcan of the CAC sent out a message on ARLIS-L, June 30, 2012, with a great deal of new cataloging information on Resource Description and Access (RDA).

Laurel wrote: “I do not have anything to report as the chapters’ liaison. As a member of the Pasadena program committee, I do want to mention that we have started reviewing the proposals for workshops, papers, and sessions, and everything is on schedule to be ready for the CPAC meeting later this month.”

Rina wrote:

“Membership

Membership Committee now has a Canadian member, Victoria Sigurdson. They are continuing to work on a letter to be sent to lapsed members. They will begin having monthly conference calls. Jamie Vander Broek has begun accepting membership requests to the ARLIS/NA LinkedIn group and writing to each person who's requested to invite them to join the society.

Development

Development Committee Task Forces are: year round philanthropic efforts, special funds (Travel and Speaker Awards, the Alternative Voices Speakers Fund, the new Mid-Career Leadership Training Fellowship, etc), and annual conference.

The Philanthropy Task Force is currently focused on website changes which will enable Society members to more easily make contributions online throughout the year. Other topics they will focus on will be Society Circle, planned giving, and tiered levels of Society donations.

The Special Funds Task Force will assist immediately following CPAC in late July and August.

Regarding the Alternative Voices Speakers Fund, Darin Murphy will be in contact with the Program Chairs before CPAC to see this award has appropriate recipients.”

5. Treasurer’s Report (Debbie B.-S.)

Debbie B.-S. provided fuller numbers regarding the Toronto conference’s financial performance. The current budget shows that the Society made $31,000 at the event, against a
projection of $35,396, and adjustments are still being made. The Art Gallery of Ontario’s sponsorship of $17,750 proved particularly salutary. Registration was lower than expected. Debbie B.-S. asked that Guadalupe follow up with Paul Rossman about transportation costs at the conference. Action Item #4

She noted that she is beginning to set up a budget for the Pasadena conference, but she lacks real cost information. Debbie K. suggested that Debbie B.-S. contact previous Treasurer Tom Reidel about the process. She has been using projections from last year as a rough basis.

Debbie B.-S. is starting a comparative study of professional organization conference registration fees, to have some basis on which to set our fees in Pasadena. Action Item #5

6. ARLIS/NA Policy No.: R-12. : Copyright Follow-Up (Debbie K.)

Debbie K. wanted to address the following issue raised during the June 7, 2012, EB Conference Call:

“Alan suggested that we have our lawyer look over the statement. Debbie K. will forward it to our legal counsel. Daniel questioned whether the copyright statement applied to electronic downloads and as well as print copies. Debbie K. asked Daniel to email his concerns about the copyright statement to her for the lawyer’s review.”

She contacted the University of Chicago Press (UCP) about the copyright issue; they replied that their contract would supercede any issues that we may have. Debbie K. will check her email and share its content with the EB. Action Item #6

ARLIS/NA POLICY NO.: R-12. SUBJECT: COPYRIGHT [suggested revision from UCP]

ARLIS/NA maintains the copyright on all ARLIS/NA publications. However, authors and editors retain the following rights, provided that proper credit is given to the publication:

(i) the rights to reproduce the Article, in whole or in part, in any book, article, or other scholarly work of which you are the author or editor;

(ii) the right to use the Article for teaching purposes in your classes, including making multiple copies for all students, either as individual copies or as part of a printed course pack, provided that these are to be used solely for classes you teach;

(iii) the right to post a copy of the Article on your personal or institutional Web server, provided that the server is non-commercial and there are no charges for access, and
(iii) the right to deposit a copy of the Article in a non-commercial data repository maintained by an institution of which you are a member.

Authors are required to sign and submit the publication agreement form which grants copyright to the Society prior to publication of the Article.

7. **Strategic Plan** (Debbie K.)

Debbie K. has been participating in the calls with the Strategic Plan Committee (SPC) as they try to follow-up with other groups to make the current plan a living document. There are a few points that Hannah Bennett felt needed discussion directly with the EB. Debbie K. has invited her to appear at the Mid-year Board Meeting.

8. **Conference Activity** (Debbie K.)

Debbie K. noted that she, Jon, Gregg and Debbie B.-S. will be attending the Pasadena CPAC Meeting later in July which will have at least 26 attending. Gaudalupe has negotiated free wi-fi service for Pasadena.

She reminded everyone that conference proposals for 2015 and 2016 needed to be solicited. She led a discussion about potential conference locations. Cleveland, Seattle, Chicago, Ann Arbor, New Orleans, New Mexico, Salt Lake City, Portland, OR, and Milwaukee all were mentioned. Gregg felt that the Midwest should follow conferences in the East and West. New York/Brooklyn has been mentioned for 2016. Laurel offered to contact the ARLIS/Ohio Valley and ARLIS Mountain West Chapters about Cleveland or Salt Lake City conferences for 2015.

**Action Item #7**

9. **Archiving Digital Files** (Debbie K.)

Debbie K. contacted Wiggio to confirm that they do make multiple back-ups of data, safeguarding our EB information. She wants to contact the University of Illinois Library to determine their best practices for archiving our digital files. This might include putting a plan in place to print documents once a year, for example. Debbie K. or Jon will contact University of Illinois Library about archiving our digital data.

10. **August 2012 Conference Call** (Debbie K.)

Debbie K. asked the EB if members were going to be around on August 2, 2012. All said yes. She also discussed accommodations for the upcoming Mid-year EB Meeting in New York, asking Guadalupe to look into the Roosevelt Hotel and Jolly Hotel as potential lodging sites. Debbie K.
asked that, within the week, EB members send Guadalupe the dates that they might want to stay in New York, and she will inquire about availability and cost. **Action Item #8**

Debbie K. asked EB members to consider ways in which we can encourage a larger international presence at the Pasadena conference. **Action Item #9**

11. **Adjournment**

   Debbie K. adjourned the meeting at 4:32 EDT.