ARLIS/NA Executive Board Meeting Agenda
Conference Call using GoToMeeting™
February 7, 2013, 3:00-4:30 p.m. EDT

1. Call to Order and Roll Call (DK)
   Present: Gregg, DK, DBS, Laurel, Sarah Carter (SC), Melanie, Daniel, Alan, Jon, Rina, Guadalupe; Carole Ann, Jon, Eric, Martha, Sarah Sherman
   Excused: None

2. President’s Announcements (DK)
   DK said that programming for the Pasadena conference was falling into place. At this time, over 100 people had registered for it, and the local group was hoping for at least 500. A convocation speaker from the Google Art Project was being finalized.

   She reported that sponsors are rolling in and that Development Committee (DC) Chair Kathryn Wayne has done a terrific job along with local Development Chair, Ann Roll; she was sure that they would exceed the $50,000 target that they had. They have secured at least partial support for every single special event. Statewide in California, ten universities have agreed to donate $1,000.

   The Kress Foundation approved two grants for which DK had applied, one for $17,000 to subsidize travel to Pasadena for European conference speakers and Presidents of ARLIS European Affiliates. The Getty grant program to pay travel expenses for 15 Latin American librarians is well under way. Work is ongoing to select from within a large pool of Latin American librarians who are seeking to attend. Some will need visas. The local chapter has stepped up to help facilitate the arrangements of our Latin American visitors.

   DK is preparing to give Carol Graney an e-blast to the membership containing some news already on the ARLIS/NA Web Site (AWS) and some new information. Action Item #1
Guadalupe had heard from a group called Breakthroughs Public Television, and she will discuss this further in another meeting. This is a television show with Martin Sheen.

DK and Carol Graney have formalized a press contact list, and they have received some positive response particularly regarding the presence of our Latin American colleagues.

3. **Approval of EB Call Minutes 11/8/2012 and 12/6/2012.** (Alan)
   Alan moved for approval of the EB Meeting Minutes of 11/8/2012. Laurel seconded. Motion passed 9-0-0. **Motion #1**

   Alan moved for approval of the EB Meeting Minutes of 12/6/2012. Melanie seconded. Motion passed 9-0-0. **Motion #2**

4. **Liaison Reports**

   **Gregg:** Sent in this report on 02/06/2013:

   **“February 2013 Liaison report for Divisions, Sections, & SIGs**

   **Academic Division:**
   The Academic Division is planning a virtual Division meeting using the Society’s GoToMeeting subscription.

   **Museum Division:**
   At the end of January, the Museum Division released a survey of its members to evaluate the future direction of the Division and how it can best serve its constituents.

   **Architecture Section:**
   The Architecture Section is in the midst of discussing the strategic plan and how the section can best support it.

   No other reports from Sections or Divisions. SIGs are not required to report except annually for the conference.

   **Proposals for New Special Interest Groups (SIGs)**
Members have asked permission to form three new SIGs. None of the proposed SIGs duplicate other groups and conform to the guidelines and bylaws of the Society.

**Provenance Special Interest Group Proposal:**

An awareness of the many complex issues surrounding Nazi-looted art has been growing steadily since 1998, when the American Association of Museums (AAM) and the American Association of Art Museum Directors (AAMD) issued updated guidelines concerning the theft of cultural objects during the Nazi era.

The Canadian Art Museum Directors Organization (CAMDO) followed with a similar set of recommendations the following year and in 2001, along with the Canadian Museums Association and the Canadian Jewish Congress, they organized the Canadian Symposium on Holocaust-era Cultural Property at the National Gallery of Canada in Ottawa.

Acting upon recommendations of the AAM and CAMDO, museums throughout the United States and Canada posted information on their websites regarding works in their collections that had provenance gaps for the years in which the Nazis held power in Germany, 1933-1945. The libraries of various institutions played key roles in supporting these projects and a few, including the Frick Art Reference Library and the Getty Research Institute, went on to develop other valuable provenance resources.

The proposed Provenance Special Interest Group (SIG) will serve to keep art librarians aware of current issues surrounding provenance research and to act as a forum for launching provenance-related projects, including future ARLIS/NA sessions and workshops. While the main focus will be provenance research as it relates to Nazi-looted cultural objects, the SIG will also be open to discussing provenance in a broader context, including its application to the history of books. All members of ARLIS/NA are invited to join the SIG and the inaugural meeting of the group will take place at the upcoming ARLIS/NA conference in Pasadena, California in April 2013.
ARLIS/NA members who have expressed interest in a Provenance Special Interest Group:

Erin Elliott, Sotheby’s Institute of Art, New York
Deborah Kempe, Frick Art Reference Library, New York
Larry Pfaff, Edward P. Taylor, Library and Archives Collection of the Art Gallery of Ontario

Philip Dombowsky is an archivist at the National Gallery of Canada and for the past ten years has additionally worked as a researcher and consultant on the Max Stern Art Restitution Project based in Montreal. In June 2012 he attended the inaugural Provenance Research Training Program in Magdeburg, Germany. Philip has been a member of ARLIS/NA since 2006 and has served on committees for Travel Awards (2010-2011), the Internship Award (2011-date), and the Gerd Muehsam Award (2011-date). He currently serves as Chair of the Gerd Muehsam Award Committee.
Creative Information Professionals SIGRATIVE Proposal:

January 15, 2013

Gregory P.J. Most
Vice-President/President-Elect
ARLIS/NA
Chief, Department of Image Collections
Library
National Gallery of Art
Washington, DC 20565

Dear Gregg:

I would like to put forth to you and the Board a request to form an ARLIS/NA Special Interest Group for creative information professionals. ARLIS/NA has always had creative members who are artists in their own right, but increasingly our work as information professionals demands us to employ creative solutions to our ever-changing environments. The Creative Information Professionals SIG would allow people to come together and explore ideas about how workplace creativity applies to art information professionals. Some ideas that we may explore include: ways to make time in our workday for nurturing our creativity, how our personal artistic practices enhance our work as information professionals, setting creative goals and learning effective ways to foster creativity in others. The group would also serve as an ongoing community to help motivate one another throughout the year. Members may also plan events such as ARLIS/NA-member art exhibits, conference sessions and workshops.

I recently put out a call on ARLIS-L for people who might be interested in such a SIG and received a good response from 19 people expressing interest in joining the group and 2 who supported the group, but could not join it for one reason or another. Here are some of the comments members had:

"I am fairly new to ARLIS and have been looking for more opportunities to get involved. I think . . . involving more creative outlets for information professionals is great way to start acting on some of those ideas." – Peter Klubek, Baton Rouge Community College

"I've had a real struggle finding a good place to fit in within the ARLIS organization, and have found myself leaning more towards ACRL, but I wonder if perhaps this is a group that I could potentially have a lot to offer. " Megan Lotts, Rutgers

"It seems like a very worthwhile initiative. " – Robert Lobe, School of Visual Arts

"This SIG sounds like a great idea, with topics that greatly interest me as a practicing artist and MLS student." – Elizabeth Hollenbeck, Texas Women’s University

" . . . I think it’s a great idea and fits right into several points in the strategic plan (ARLIS, that is). So bravol" – Hannah Bennett, Princeton

"Although I am lamentably lacking in creative outlets at the moment, what you said has set my resolve to get my juices going in 2013. I definitely would be interested in a Special Interest Group such as you propose." Leigh Gates, Harrington College of Design
"I'd be very interested if this was a group that corresponded during the year, since I don't often get to the annual conference." – Karen Lightner, Free Library of Philadelphia

Enclosed is a list of the people who are interested in joining such a group

I am hoping to get the Board's approval before the annual conference in Pasadena so that I can announce it officially on ARLIS-L and plan our first meeting to take place during the conference. I am happy to provide further information if needed.

Sincerely,

Annette Haines
Art & Design Field Librarian
University of Michigan Library
February 5, 2013

Gregg P.J. Most
Vice-President/President Elect
ARLIS/NA
Chief, Department of Image Collections
Library
National Gallery of Art
Washington DC 20565

Dear Gregg:

I would like to request the formation of an ARLIS/NA Special Interest Group for Graphic Novels. Because graphic novels are becoming a more prevalent topic of study in art and design schools, graphic novel collections are starting to be more common in academic libraries. This creates a need for discussion and sharing of ideas related to graphic novels and graphic novel collections.

The numerous responses I have received from my informal call for interest on this topic have been very positive and enthusiastic. Topics for discussion and/or presentation in this SIG would cover collection development issues, circulation, processing and display of graphic novels, statistics for support of the collection, preservation, conservation, library related instruction and any other issues that come up with this type of collection or other similar collections.

Examples of other collections include comics or other types of sequential art and zines. A small group of interested members have volunteered to help me initiate this SIG if approved. The members interested in doing so are Abigail Sweeney (Massachusetts College of Art and Design), Richard Minsky (Artist and Bibliographer), and myself. Once approved, the intent would be to announce the formation of the SIG on the ARLIS-L listserv so that all members that have expressed interest and others that may be interested may join.

Sincerely yours,
Tara Spies Smith
Reference/Instruction Librarian
School of Art & Design Librarian
Communication Studies Librarian
Albert B. Alkek Library
Texas State University – San Marcos
Gregg forwarded proposals from three groups to create new Special Interest Groups (SIGs)--Provenance, Creative Information Professionals, and Graphic Novels--which he did not think duplicated other current ARLIS/NA groups. Sarah Carter (SC) moved that the EB approve the creation of 3 new SIGs, Provenance, Creative Information Professionals, and Graphic Novels. DBS seconded.

DK found the title of the “Creative Information Professionals” somewhat confusing. She felt that it should be renamed to something like “Creative Solutions” or “Creative Informatics.” She advocated passage, pending a name change and/or proposal clarification. Carole Ann felt that the proposal dealt with librarians who were also artists, who hoped to foster artistic creativity in their jobs. The EB agreed that the three SIGs could be okayed contingent on a clarified proposal from Annette Haines.

Sarah suggested that the EB consider an amended motion to accept the provenance and graphic novel SIGs and approve “Creative Librarian” proposal contingent on Annette Haines clarifying her proposal. DBS seconded the amended motion. Sarah Sherman will make efforts to schedule meeting space for them in Pasadena. She needs to know if they will not be meeting, in order to save space. Motion passed 9-0-0 Motion #3 Gregg will notify two SIG nominators of their approval, and one of their tentative approval pending description clarification and a new name. Action Item #2

Sarah: Sarah sent in the following report on 02/06/2013:
“The Professional Development Committee met via conference call on January 31st.

- They are working hard on the Emerging Technology Forum which will be presented at Pasadena, which is an activity that relates to the Strategic Plan goals.
- The committee continues to attempt to identify a solution for organizing the internship roster so that it may be easily updated.
- Papers have been accepted for the New Voices panel. Selection was done in conjunction with ArLiSNAP co-moderators.
- Conference Networking is being planned for Pasadena as it has been for past programs.
The Education Subcommittee reported on their joint webinar which was offered to ACRL members. Of the 80 registrants, 50 people attended; only 5 were ACRL-only members. The Education Subcommittee continues to plan chats and webinars for the Spring. Regarding a webinar which was in the planning stages last fall, but ultimately not scheduled, Heather Koopmans explained that the presenters did not want to reprise their ARLIS presentation from the Toronto conference. Board members were curious about the reasoning for cancelation.

The Mentoring Subcommittee reported that they are continuing to take sign-ups for the Career Mentoring workshop at Pasadena. They anticipate it may be hard to recruit because so many ARLIS members are involved in the virtual mentoring program already. All feedback for current virtual program participants is positive thus far. The subcommittee is planning a reunion for past participants in Pasadena. They continue to need a more robust solution for managing profiles, communications, and documents for their participants.

The Summer Educational Institute (SEI) reports that other than initial issues with registration, everything is rolling along smoothly. They don't have any requests for the Board. SEI 2013 is filling up nicely, with only about 15 slots remaining to fill when including anticipated Kress scholars (unless some of those registered receive Kress scholarships). The publicity specialist position is working out well in terms of reaching a wider audience, and many registrants are coming from outside of ARLIS and VRA. They are updating the alumni contact lists in order to do an alumni survey and better capture what past SEI students are doing professionally. They will wait to send alumni solicitations until after the survey has been launched."

SC sent out the Education Liaison report that discusses updates on their current projects; SC wanted to answer a question raised in an earlier EB meeting in which someone asked why a recent webinar had been hastily cancelled. The person set to give the webinar was not interested in reprising her session talks.
SEI currently has 15 slots to fill. DK was surprised that SEI had many registrants who were neither ARLIS/NA nor VRA members. Betha Whitlow attributed this to SEI’s new publicity coordinator position.

Laurel: She had nothing to add to her report of 02/06/2013.

“Here's my report:

The past month marked the annual changeover of chapter chairs/presidents. I thanked the outgoing chairs and welcomed the incoming chairs. In several messages to the new chairs, I reminded them that annual reports are due March 1 and they need to send in their chapter's donation to the Welcome Party if they haven't already, informed them of chapter-related events at the annual conference, discussed the possibility of creating an SEI travel award, introduced Sarah Sherman as the incoming chapters liaison, and passed along a message from Diversity Committee about promoting art librarianship at local library schools. In addition, I coordinated with Nedda Ahmed about updating chapter leader roster on the AWS (most are now current).

On-going issues: I am still working with several chapters on changes to their bylaws and will bring them to the Board for a vote when they are ready.”

Melanie: Melanie sent out the following report on 02/05/2013:

“I thought I would pass along my liaison report as I have a fair amount to cover. There are only a couple things that need to be addressed, so I will bring those up for discussion during our call on Thursday. I'm hoping this will give you some background information. Please let me know if you have any questions before our meeting.

UCP in Pasadena: Kari Roane (Acquisitions Manager, Journals) and Marsha Ross (Marketing Manager, Journals) will be able to provide an Art Documentation (AD) Report at the pre-conference board meeting on Friday morning in Pasadena. They will also attend the CPC meeting on
Saturday. Marsha will be at the UCP table in the exhibit hall for the duration of the conference.

AWS:
IM has presented wireframes and initial designs to the committee, which have been updated based on feedback from the group. In the next couple weeks IM plans to provide interactive designs for us to review. At that point I be able to provide access to the board to review.

Art Documentation Updates:

The Spring 2013 issue of AD is currently in production at the University of Chicago Press, a couple of weeks ahead of schedule. First proofs of the articles are presently in the hands of the authors, copy editor Eileen Markson, and myself for review. The table of contents is attached and on Wiggio. Cover images for this issue were secured with no fees. Scheduled distribution dates are April 12 for posting the electronic edition and April 19 for mailing the print edition.

For the Fall 2013 issue, Bill Walker and Betty Jo Irvine are preparing a tribute article for the late Wolfgang Freitag. However they have incurred some fees (postage, etc.) working with the archives. Can they submit the receipts for reimbursement?

Judy is also in the early stages of discussion with Arezoo Moseni and Ian McDermott for an article based on the panel discussion “The Future of Art Book Publishing,” sponsored by the New York Public Library, ARTBOOK|D.A.P., and ARLIS/NY. The panel will take place February 12 at the NYPL. The winning 2013 Gerd Muehsam paper will be published in this issue as well, and many other articles are in the works.

The University of Chicago Press is planning a larger roll-out for AD at this year’s College Art Association conference (February 13–16, 2013, in New York) since there are now two issues published by UCP that will be available at their booth in the exhibits area. Marsha Ross will schedule a “Meet the Editor” session with Judy at the UCP booth during
the conference. She was also invited to a reception at the Morgan Library to celebrate the new relationship between UCP and the International Center of Medieval Art and their publication *Gesta*. All of the editors of the art-related UCP journals are invited, so it will be an opportunity to meet and network with that group.

Judy started an e-mail discussion with Clive Phillpot concerning a more effective way to use the *AD* Editorial Board. Initial efforts at engaging them in discussion have not been terribly successful--only Clive and Inge Reist (two librarians)--have responded. Different countries, different time zones, and different professions (art librarians, studio art faculty, art history faculty, art museum director) are all contributing to the challenge. Although they are due to appoint another two or three Editorial Board members at this time, Judy would rather wait until we have better defined their role. If any Executive Board members have thoughts to contribute to this discussion, it could be very helpful.

ARLIS-L Request:

Judy would like us to revisit the policy of prohibiting job postings on ARLIS-L unless the position has first gone through ARLIS/NA JobNet. There are usually 5-10 attempted job posts each week. Some people graciously acknowledge the policy when informed it won’t be posted; others get quite upset. Sometimes the positions are part-time or temporary, so there is no advertising budget. Other times subscribers forward positions they see on other listservs that they think would be of interest to ARLIS/NA members. Judy suggested many more positions would get posted to ARLIS-L if this policy were reversed, which would be a greater service to ARLIS/NA members. She wondered if the JobNet fee could still apply for postings on the ARLIS/NA website, but ARLIS-L could be opened up to all postings.”

Jon thought Hannah produced a strong assessment outlining some of the subjects for potential ARLIS/NA electronic reviews. She has discussed whether the reviews would exist as their own publication category and given equal billing with reviews of print publications. Jon thinks that e-reviews should be seen as a separate but equal entity. He thinks that there should
be a small editorial group, particularly to get it launched. After its launch, two people might be able to edit it, much like Doug Litts and Terrie Wilson do it now, but he was not sure what kind of stipend would be paid.

Melanie thought that Hannah might come back with a proposal that one person serve as the paid editor. Hannah was working with the Reference and Information Services Section (RISS) and she was waiting for their feedback before making any final decisions. Jon felt that the e-reviews could provide RISS a strong mission focus. DK agreed with this.

DK thinks that the e-reviews should stand on their own, having equal weight with print reviews. She thought that Hannah should have a statement linking how the e-reviews would relate to the strategic plan. She felt that the suggestion that there be no more than 8 every other month was a good one. She wondered whether the e-reviews would exist as a stand-alone publication category or within the ARLIS/NA Reviews as a sub-category. This distinction might determine stipend levels. DK thought that they should be alternated every other month with reviews of print materials under the heading of ARLIS/NA Reviews, at least initially.

DK thought the descriptions of the e-reviews editorial positions sounded good and that these reviews deserve the same level of prominence as other reviews. DBS indicated that AD Reviews Editors receive $250 each/$500 total.

Melanie indicated that there was not a lot of enthusiasm within the Communications and Publications Committee (CPC) for the e-reviews idea, but Hannah felt that with EB backing, the CPC might become more flexible. When Hannah asked Terrie and Doug about the e-reviews, they indicated that they had enough to do with editing the print reviews and did not want to take these on. Hannah said that she would do it. No one on CPC said that they could take on additional responsibilities. DK asked if Hannah could draft some position descriptions and recommend if the position should receive a stipend. Melanie will ask her about this. Action Item #3

Melanie said that Judy Dyki wanted the EB to reassess the policy on ARLIS-L job postings. For some part-time or temporary jobs, Judy felt that many organizations had no advertising budget, and that ARLIS-L should still
provide these listings free to society members as a service. She felt that forcing organizations to pay to put listings on the ARLIS/NA JobNet was not always best for members. Gregg felt that free notices on ARLIS-L was fine for temporary or part-time postings, but for permanent, full-time positions listed on ARLIS/NA JobNet, we should still require payment. DBS noted that the EB estimated $3,000 total income from JobNet postings, but we actually took in $6,100.

Gregg still felt that a two-tier system—free for temporary or part-time positions and paid for professional, full-time ones—would work. DK agreed it could be done. Judy should not have to be the deliverer of bad news, and we need to assist to make her job easier. Additionally, we want to help members who are seeking part-time and temporary work, so a two-tiered system would be a good compromise. Gregg also noted that book dealers who are members use ARLIS-L to advertise, which is not supposed to occur. DK agreed that this issue also needed to be resolved. Action Item #4

DK asked if the proposed change to job posting fees would also require a bylaws change? Melanie will check and also talk to Judy about the EB’s decision regarding the two-tier job ad fee structure. Action Item #5

Melanie indicated that Bill Walker and Betty Jo Irvine were working on a tribute article for Wolfgang Freitag, and that they had incurred some expenses working with the ARLIS/NA Archives at the University of Illinois. They hoped to be reimbursed for the postage costs. Melanie will find out the exact cost, which she expected to be minimal, and will notify DK and DBS. Action Item #6

Jon asked if Judy has had a conference call with the AD Editorial Board? Melanie thought not. She thought that Judy had tried twice to set something up, with no success. DK thought that Judy might try talking to each of them individually. Jon suggested that Judy speak with Sandy Brooke about contacting board members. Melanie will suggest this to Judy and Sandy. Action Item #7

DK asked Melanie to thank the UCP representatives for their willingness to attend the Pasadena conference. Action Item #8
Daniel: He sent in the following report on 2/7/2013:

“PPC Report (7 Feb. EB meeting)

PPC Teleconference meetings held 18 and 29 Jan 2013

• Center for Intellectual Property membership:
  o Policies and procedures regarding password access to CIP web resources was discussed and will be explored by committee.
    ▪ action item status: on-going
  o Membership renewal is required as the terms of participation follow the calendar year.
    ▪ action item status: on-going

• Florence Declaration
  o Cochair Patrick Tomlin volunteered to explore options for submitting institutional endorsement on the Florence Declaration site.
    ▪ action item status: on-going
  o In lieu of institutional presence on the FD website; Daniel inquired whether the committee would encourage individual ARLIS/NA members to consider signing, using ARLIS-L or a press release to notify colleagues. The committee will discuss this proposal.
    ▪ action item status: on-going

• OCLC Bylaw Amendments
  o Debbie Kempe contacted co-chair Carmen Orth-Alfie regarding proposed changes that are currently up for a vote by the OCLC membership. Of concern are changes to the required diversity of membership minimums for OCLC Americas Regional Council (ARC), which would drop from the current “two delegates from museums, archives, and other cultural heritage institutions” to only a required minimum of one. The specific excerpt is below with proposed changes in red font:
Article VIII, B. Delegate Allocation to the Global Council. In the proposed bylaw changes the required diversity of membership type minimum would drop the current “two delegates form museums, archives, and other cultural heritage institutions” to only a required minimum of one.

- Three (3) Delegates from Canada.
- Two (2) Delegates from Central America, South America or the Latin America/Caribbean.
- Twelve (12) Delegates from the United States.
- One (1) Two (2) Delegates from museums, archives, and other cultural heritage institutions.
- One (1) Delegate from corporate, medical, or law libraries.


Carmen proposes the following DRAFT response:

To OCLC Americas Regional Council (ARC):

The ARLIS/NA _____ supports diverse membership of the Delegation to the OCLC Global Council as defined in the The OCLC Americas Regional Council Bylaws, Article VIII, B., “The Nominating Committee will endeavor to ensure that the slate of Global Council nominees is representative of the diversity of member types and sizes within the ARC, and will ensure that geographic distribution is maintained“. To meet the stated goals for diversity of ARC delegates, ARLIS/NA _____ supports the additional minimum requirement for “One (1) Delegate from corporate, medical, or law libraries.”

However, ARLIS/NA _____ does not find this additional minimum requirement must be done as the expense of minimum of “Two (2) Delegates from museums, archives, and other cultural heritage institutions.” In review of the available summary of the minutes from OCLC Americas Regional Council Nov 2012 meeting there is no explanation provided to the proposed minimal diversity requirements
for the membership of the Delegates to the Global Council. Thus the rational for this change is not apparent and in turn raises concerns on behalf of the ARLIS/NA membership. It is regrettable that this change of membership requirements was contained within a comprehensive voting process which contains mostly editorial changes, when two separate questions could have been posed to the ARC’s membership.

ARLIS/NA ______ concern has been shared with the ARLIS/NA membership, noting that ARLIS/NA does not support the reduction from two (2) to one (1) as the minimum. ARLIS/NA suggests its members consider a vote against the proposed bylaw changes as stated, [http://www.oclc.org/councils/americas/ARCBylaws2013ProposedChangesMarkedUp.pdf](http://www.oclc.org/councils/americas/ARCBylaws2013ProposedChangesMarkedUp.pdf).”

Daniel sent out a message on ARLIS-L and posted the same information on the ARLIS/NA Canada web site regarding the Melva Dwyer Award nominations this year. One of the publishers represented in the nominated group has gone out of business.

Daniel indicated that those involved in the History of Art Libraries in Canada project may be interested in publishing it as an ARLIS/NA Occasional Paper, and this will be discussed in Pasadena.

He had nothing new from the International Relations Committee (IRC).

He was pleased to report that the Public Policy Committee (PPC) had two meetings in January, and that the issue of the Florence Declaration has been discussed. Patrick Tomlin has found out that the Florence Declaration group will post ARLIS/NA’s institutional name as a signatory. Daniel suggested that an ARLIS/NA press release might encourage individual ARLIS/NA members to add their names to the declaration; Gregg noted that individuals already have.

ARLIS/NA’s membership with the Center for Intellectual Property (CIP) has lapsed. Daniel indicated that we have to renew each year and that the membership starts with the calendar year. DBS noted that it was paid for a
year and a half in 8/2012. PPC Chair Carmen Orth-Alfie thought that it had been paid only through 12/2012.

DK mentioned to Carmen about OCLC’s American Regional Council composition bylaw amendments. (OCLC was proposing to reduce from two to one the number of council members from museums, archives and cultural heritage organizations. This was to make new slots for medical and legal representatives.) DK forwarded this notice to Carmen for PPC consideration; she felt that ARLIS/NA should advocate maintaining the current two representatives, either formally or informally with OCLC. Jon agreed that a significant subset of ARLIS/NA members would be interested in this issue, and that we should make a statement. DK asked Daniel to follow up with PPC and forward a formal motion for the EB to review. **Action Item #9**

5. **CPAC Manual Revisions** (See 1/8/13 in an email from DK)
DK wanted the EB to approve the document that Tony White had submitted, a revision of the ARLIS/NA CPAC Manual, thank him for doing it, and to insure an on-going method of its revision. Carole Ann felt that the CPAC Manual should be a live document reflecting the current conditions in which conferences were staged. SC suggested using a wiki format; Gregg and DK agreed. Carole Ann thought that the CPAC Planning Manual wiki and the current CPAC’s operational wiki should use the same software.

Gregg moved that the ARLIS/NA Executive Board approve the revised CPAC Manual as submitted by Tony White. Alan seconded. 9-0-0 **Motion #4**

Gregg moved to extend the ARLIS/NA Executive Board’s gratitude to Tony White and his CPAC Manual Advisory Task Force for revising the CPAC Manual. Jon seconded. 9-0-0 **Motion #5** DK will express to Tony the EB’s acceptance of the document and its gratitude; she will also tell him of the EB’s desire to turn the manual into living wiki document, using the same software as that used by conference planners. **Action Item #10**

DK asked Jon and Sarah to institute a review process of TEI’s one-year contract. They will survey the whole society membership as well as the EB, CPAC and committee chairs. This survey will cover all TEI activity of 2012. Sarah will compose letters to all groups, and has made a Google form.
**Action Item #11** They will send out the initial blast to membership tomorrow, 02/08/2013. They have response deadline of 02/28/2013 and will submit their report to the EB by 03/10/2013. DK has asked that this process be as transparent as possible. A new contract will be finalized in 05/2013, after the Pasadena conference.

7. **Member Proposal Regarding Chapter Bylaws Amendment**

8. **Website Marketplace** (DK)

9. **Orientation for New EB Members** (DK)
   An orientation for incoming EB members has been scheduled for 02/14/2013 4:00 EDT.

10. **Approval of Motion #45, Creation of Joint Conference Task Force** (Jon)
    DK asked for a vote on EB Motion #45 for the creation of a Joint Conference Task Force. Motion passed 9-0-0 Motion #6

    DBS will send out the end of the Final Fiscal Year 2012 ARLIS/NA Budget before next meeting. **Action Item #12**

    Alan mentioned that the Seattle VRA and ARLIS/NA Chapters will forward a 2016 conference proposal before next March’s call.

    Next meeting: 03/07/2013

11. **Adjournment**
    Sarah moved to adjourn the meeting. Alan seconded. 9-0-0 Motion #7