ARLIS/NA Executive Board Meeting Minutes, April 29, 2013, 10:00-12:30

(Post Conference Meeting, Soleil Room, Pasadena Sheraton Hotel)

In Attendance: Officers: Gregory P.J. Most, Deborah Kempe, Carole Ann Fabian, Deborah Barlow Smedstad, Eric Wolf; Liaisons: Daniel Payne, Melanie Emerson, Sarah Sherman, Martha González Palacios, Sarah Falls (via Skype); TEI Representative: Robert Kopchinski

[N.B. Motion and Action Item numbering is starting from number 1 at this meeting]

Call to order—Gregg Most

Agenda

President’s Announcements:

- CPAC meetings scheduled in Washington July 11-12
- Midyear board meeting September 26-27
- Conference Call Schedule—May 2 cancelled

Discussion of scheduling next 3 conference calls do to lack of availability during regularly scheduled Thursday, 3:00 Eastern Time slot. Until August schedule irregular, with Gregg Most is Germany, etc.

Resolved that Gregg Most will send Doodle to determine next 3 calls.

D.C. Conference Planning Committee

Roger Lawson, Megan Halsband, Anne Simmons

- Chapter Meeting Update of Conference: to be held May 1-6; hotel at Metro Center transportation hub
- Reception at Dumbarton Oaks
- Library of Congress convocation
- May 10 Pasadena survey window
- Merchandizing for conference, logo in place
- Appointed member to represent on Virtual Conference
- Kathryn Wayne to contribute on Conference Fund Raising

Conference Fundraising and Development Discussion

Motion to repurpose Gregg’s travel stipend to bring Kathryn Wayne (designated lead conference fundraiser) to Washington for fund raising.

Motion #1

Deborah Kempe moves That the President's stipend be transferred to support the lead conference fundraiser’s travel to Washington

Eric Wolf seconds

Motioned carried unanimously.
Conference Fundraising Goal: $91,000 or more.

Carole Ann Fabian: is Kathryn grooming a successor?

Gregg Most: Anne Roll is now Chair of Development Committee; Kathryn Wayne has been designated lead fundraiser for Washington Conference.

Deborah Barlow Smedstad report on Conference budget:

FY 13 budget not a lot to report until Conference numbers are in

**Discussion on Payments of Board Travel Stipends vs. Reimbursement**

Stipends—money not spent—more for CPAC, less for New York

Set amount for year that can be used for everybody

If not used for meeting, excess must be sent back.

Accounting—lump sum for each member at beginning of year (total)

Carole Ann Fabian—easier to get receipts? Annualized accounts? Bookkeeping advantages?

Deborah Kempe—twice a year receipt submittal? Deadlines, etc.

Robert Kopchinski question—stipend—give check and end. No receipts needed.

Deborah Barlow Smedstad—This would require IRS 1099 forms; Difficult for young members to pay upfront

Sarah Sherman—issued check

Martha González Palacios—not allowed stipend (immigration status)

Robert Kopchinski—policy for airfare—headquarters pay airfares

Gregg Most—level of complexity to high

Deborah Kempe one week after event

Deborah Barlow Smedstad—Prefer no money upfront rather submit expense reports for reimbursement (Deborah Barlow Smedstad)

Gregg Most—Deborah Barlow Smedstad send budget for year to board members; 2 weeks to submit receipts

Deborah Kempe—Policy manual states they are advances prior to meeting.

Gregg Most—Deborah Barlow Smedstad to check policy manual. Any changes to policy should take effect next FY

**Action Item #1: Deborah Barlow Smedstad to consult policy manual regarding stipends**

Deborah Barlow Smedstad—look at FY budget and get back w/ questions.
Stipends not enough? Tom Riedel’s opinion that Stipends needed to be increased due to lack of resources for younger members

Deborah Kempe—if accounts permit

Gregg Most—What is size of stipends for liaisons?

Gregg Most—Not opposed to increasing

Total EB expenses $19,000

Gregg Most—suggests to Deborah Kempe propose adjustment for next conference call

Deborah Barlow Smedstad—Presidential discretionary fund—how much?

Deborah Kempe—Invoices for conference: Deborah Kempe and Deborah Barlow Smedstad both to look at them to prevent problems like last year. Deborah Barlow Smedstad must get credit card and bank statements.

**Financials and TEI Contract**

Gregg Most Requested Executive Session—Meeting Enters Executive Session

**Motion #2**

*Carole Ann Fabian moves That ARLIS/NA Executive Board engage with TEI to negotiate two-year contract with flat rate and one free month and specify a dedicated Association Manager and web services*  

*Seconded by Deborah Barlow Smedstad*

*Carried Unanimously*

**Motion #3**

*Carole Ann Fabian moves That ARLIS/NA Executive Board establish a task group for development of specifications, RFP and review of executive management services for a two-year period*

*Seconded by Deborah Kempe*

*Carried Unanimously*

Executive Session Ended

**2016 Annual Conference**

The New York Chapter withdraws proposals to host 2016 annual conference and will resubmit for 2017, Leaving Northwest Chapter proposal for joint Conference with Visual Resources Association in Seattle, Washington

Ann Whiteside—VRA has strong desire for Seattle (strong VRA representation)

Motion to approve Seattle

**Motion #4**
Eric Wolf moves That the VRA/ARLIS Pacific Northwest Joint Conference Committee proposal to host the 2016 joint conference in Seattle be approved

Seconded by Deborah Kempe

Discuss language—VRA name first?

Carried unanimously

Action Item #2: Notify committee that proposal is accepted

Action Item #3: Gregg Most to notify VRA of acceptance

Carole Ann Fabia—how is committee constituted?

Proposed chairs from VRA and ARLIS both chosen (Alan Michelson put himself forward)

2015 Conference in Fort Worth, Texas

Appointment of co-chairs for Fort Worth conference (Deborah Kempe)

Action Item #4: Debbie Kempe in consultation with Texas chapter will appoint co-chairs of Fort Worth conference

New ARLIS/NA logo and graphic identity

pro bono graphic designer found (Gregg Most)

Virtual Conference Update—Sarah Falls

- Yearly virtual conference, maintain infrastructure and content
- Sustainable, workflow and financial
- International in scope Strategic Plan section 2 item 2 professional development
- More inclusive of other chapters (Minneapolis institute of art) Canadian member at large changed to Canadian at regular core level
- Strong fund raising and working with Development committee
- Funding opportunities Mark Pompelia received IMLS grant for conference in past

Implementation team would develop and implement the first of what is intended to be a continuing series of Virtual Conferences (Deborah Kempe)

Motion #5

Sarah Falls moves That the Charge be accepted by ARLIS/NA Executive Board to accept the Virtual Conference proposal for the Fall of 2013; charge is for the first Virtual Conference, terms of office and members of the team to be adjusted after first Virtual Conference

Seconded Carole Ann Fabian

Deborah Barlow Smedstad should it be put in budget? Yes—Gregg Most

Amendment—members of team would change—terms for members on Team—charge for First Virtual Conference only
Daniel Payne—Hold Canadian member for now.

Carried unanimously

Public Policy Committee—Daniel Payne

Of 14 Canadian institutions only 1 was not feeling budgetary pressure

Statement concerning museum libraries, etc. in Canada and US

Online form and list of citations, etc.; opening PPC to membership

Advertising

Gregg Most—Melanie Emerson book dealers advertising on ARLIS-L

Melanie Emerson—Folded into marketplace discussion

Base Camp

Sarah Falls—Base Camp implemented by TEI, can Sarah have access for PDC and Virtual Conference, etc.

Robert Kopchinski will supply

IRC and PPC also will want access to Base Camp

Action Item #5: Sarah Falls will work with Robert Kopchinski to implement Base Camp

40 projects license

Other Business

Daniel Payne—ARLIS Canada web presence—hosted from Banff center, subpages for chapters on ARLIS/NA website.

Deborah Kempe moves to adjourn, Deborah Barlow Smedstad seconds
List of Motions and Action Items

Motions:

#1: That the President’s stipend be transferred to support the lead conference fundraiser’s travel to Washington

  • M: Deborah Kempe/S: Eric Wolf/V: Carried Unanimously

#2: That ARLIS/NA Executive Board engage with TEI to negotiate two-year contract with flat rate and one free month and specify a dedicated Association Manager and web services

  • M: Carole Ann Fabian/S: Deborah Barlow Smedstad/V: Carried Unanimously

#3: That ARLIS/NA Executive Board establish a task group for development of specifications, RFP and review of executive management services for a two-year period

  • M: Carole Ann Fabian/S: Deborah Kempe/V: Carried Unanimously

#4: That the VRA/ARLIS Pacific Northwest Joint Conference Committee proposal to host the 2016 joint conference in Seattle be approved

  • M: Eric Wolf/S: Deborah Kempe/V: Carried Unanimously

#5: That the Charge be accepted by ARLIS/NA Executive Board to accept the Virtual Conference proposal for the Fall of 2013; charge is for the first Virtual Conference, terms of office and members of the team to be adjusted after first Virtual Conference

  • M: Sarah Falls/S: Carole Ann Fabian/V: Carried Unanimously

Action Items:

#1: Deborah Barlow Smedstad to consult policy manual regarding stipends

#2: Notify VRA/ARLIS Northeast Joint Conference Committee that proposal is accepted

#3: Gregg Most to notify VRA of acceptance of Joint Conference Committee proposal

#4: Debbie Kempe in consultation with Texas chapter will appoint co-chairs of Fort Worth conference

#5: Sarah Falls will work with Robert Kopchinski to implement Base Camp