ARLIS/NA Executive Board Meeting
September 5, 2013 Conference Call

MINUTES

Call to Order, Roll Call

Present—Gregory P.J. Most, Carole Ann Fabian, Deborah Kempe, Deborah Barlow Smedstad, Eric Wolf, Daniel Payne, Sarah Sherman, Melanie Emerson, Martha González Palacios, Sarah Falls, Robert Kopchinski

Announcements

October Conference Call – Cancelled; resume regular schedule in November
Mid-year Executive Board meeting -- Tour of National Gallery conservation lab or other part of collection; Conservation lab tour will be offered at conference, so maybe a good choice.

Approval of pre-Conference minutes

Motion #16: Deborah Kempe moves to approve pre-conference board minutes, Martha seconds; carried unanimously

Approval of July minutes

Motion #17: Melanie Emerson moves we approve July conference call minutes, Deborah Barlow seconds; carried unanimously

Approval of August minutes

Motion #18: Melanie Emerson moves that we approve August conference call minutes; Daniel Payne seconds; carried unanimously

Treasurer’s report

Deborah Barlow Smedstad—received financials yesterday. Working on 2014 budget. Special funding requests from Mentoring, Virtual Conference Committee; requests from Chapters, Twin Cities and Montreal, Ontario, Quebec; expecting another from Texas/Mexico for conference swag. Deadline was the 1st, but I extended deadline to next week. I have posted preliminary draft budget; please contact me with any questions.

Gregg Most—Please look at budget before board meeting to be prepared for discussion

Deborah Barlow Smedstad—I can post special funding proposals to the board before board meeting for better discussion and voting.
Martha González Palacios —Membership Committee mentioned some guidelines have changed and there is no funding for printing things.

Deborah Barlow Smedstad—I did not change the guidelines at all, just the date

Gregg Most—we were not turning them down, we were just putting it in a regular budget, not special funding request

**Liaison reports**

**Approval of SIGs**

Carole Ann Fabian—we received to requests for new SIGs. We now have 19 and these are two more: Cinema and Media Studies and Auction Catalogues; an interest group that needs to provide their own space—the society does not provide much infrastructure so there is not a problem creating more.

Gregg Most—ensure that there is no overlap with existing SIGs. How does Auction catalogues differ from SCIPIO Users Group

Deborah Kempe—OCLC is no longer funding and sending representatives to the SCIPIO group. Also auction catalogue discussion has gone beyond cataloguing. Does have some overlap with provenance interest group. It does have a strong following. I thought they did get rooms at the conference, what else does ARLIS do for them?

Carole Ann Fabian—they are allowed to apply for special funding; SIGS are encouraged to use self-scheduled rooms

Sarah Falls—on the Assessment Task Force we discussed SIGs and meeting spaces. We looked at ACRL as a model

**Motion #19** Carole Ann Fabian moves that the proposal for the Auction catalogue SIG be approved; Deborah Kempe seconds; carried unanimously

**Action Item #22** (Carole Ann Fabian) please inform the proposers that the Auction Catalogue SIG has been approved

Martha González Palacios—Membership Committee; to work on redesign of brochure they would like to see new website.

Gregg Most—Melanie what do you think?

Melanie Emerson—definitely
Martha González Palacios — is a new logo being developed?

Gregg Most — yes, hopefully we can discuss at mid-year; I will send to the board when I receive. You may ask Anne Roll; please ask groups

**Action item #23 (All liaisons) all board members should have the groups they liaise with submit their midyear reports ahead of the meeting.**

Sarah Falls — Maggie Portis has asked if there are any specific charges for the PDC, like updating competencies, library school lists, etc.; since assuming the chair she wants to know update schedules, etc.

**Action item #24 Sarah Falls to look at schedule of updates, etc.**

Daniel Payne — revised form and fee proposal

Gregg Most — put this on mid-year agenda, as it hasn’t been widely distributed yet

Daniel Payne — I sent out a summation of PPC documentation but have not heard feedback or response yet, but will try to have it by mid-year board meeting

**HQ report**

Robert Kopchinski — I wanted to remind you that the management monthly report is posted on Wiggio, including membership numbers, staff hours, etc. First week of October some groups have asked for online web submission forms, Society Circle, Study Tour application, mentor/mentee program application. Databases—include prospects database (already exists); we are developing web interface for this, to track sponsors, exhibitors and prospective supporters. Another database we have been asked about is for mentor/mentee program to facilitate matching mentors with mentees. We have developed a media wiki; started as an effort to make conference planning more dynamic; eventually a good format for policy manual for society and maybe other manuals.

Website conversion update — we should have all content copied in house to new site by end of the month. Nedda thinks beta launch by end of October.

On August 26-27 I was in Fort Worth with Beverly Carver and Beverly Mitchell and toured hotels and museums for potential venues for convocation and welcome party. I posted a spreadsheet to Wiggio listing the 4 hotels with available dates, room rates, food and beverage minimums; arranged by preference of meeting space. I need from board 1st and 2nd choices. Our first choice was Omni Fort Worth but it is only available in March. They would lower room rates if they raise food and beverage rate (meaning host one major event at hotel).
Carole Ann Fabian—I would favor the hotels with exhibition space—we want to keep exhibitors satisfied, particularly now that numbers are up and exhibitors are content

Gregg Most—what do we feel about March availability date—a month before DC (May 1st)

Martha González Palacios—looking at schedules of other conferences (Association of Architecture Librarians, concurrent with SAH and other architecture conferences); but weather in Texas is better in March.

**Action Item #25— Martha González Palacios to check conflicts with architecture conferences.**

Gregg Most—I think Sheraton and Hilton can be struck due to problems with exhibition spaces.

Robert Kopchinski—goal to have final selection by end of September. Kimbell has new addition including 300 person auditorium (minimum $5000 for space).

**Old Business**

**TEI Contract**

Gregg Mostt—we signed new 2 year contract effective August 12th.

**ARLIS-L Advertising policy**

Gregg Most- We currently have a no advertising policy on ARLIS-L which has not always been followed and caused problems with some of our vendor sponsors. I will write a new policy and bring it to mid-year board meeting that can be enforced. Idea carried over from Deborah Kempe’s presidency to ARLIS Market Place

**AWS Market Place**

Deborah Kempe—charge to a task force with deliverables. Hopefully task force will be established by the Mid-Year meeting. Proposed charge and deliverables and 4 members which I will send to board. We need to figure TEI’s role. Would it be appropriate to include Robert on task force or would that be a separate matter?

Gregg Most—I think it would be useful to have Robert and his expertise.

Carole Ann—I am afraid it might take too much or Robert’s hours, maybe an advisory role instead

Deborah Kempe—I will continue to recruit and I will circulate charge
Virtual Conference

Sarah Falls—I’ve been looking for a new chair. We need both leadership skills and tech skills. Stephanie Grimm has been mentioned. Elizabeth Schabb recommend Mark Pompeila. Budget; working with Learning Times, a nonprofit that runs virtual conferences. $9,300; $7,000 for one day conference, archiving, training, lots that they handle for us. $250 per session for closed captioning. Over $18,000 to launch; this is for 300 people. We could use Goto Meeting, but this limits number of participants, and more work for implementation. Mountain West used Goto Meeting for their virtual conference.

New Business

Chapter Bylaws revision for approval

Sarah Sherman—Ohio Valley Chapter deleted language about Chapters Liaison as ex-ufficio members should not be deleted.

Deborah Kempe—Institutional Members no longer exists for ARLIS/NA

Gregg Most—ask them to revisit by-laws and correct issues identified by Deborah Kempe and Carole Ann Fabian

Sarah Falls—can I ask that this be conveyed to New York Chapter, as we have similar issues with our bylaws

Gregg Most—Maybe all the chapters should look at their bylaws. It is about time that we should make sure all are aligned with language in ARLIS/NA.

Action Item #26: Sarah Sherman, to go back to Ohio Valley chapter with suggested changes

Bylaws and Policy Manual changes

Deborah Kempe—will defer to midyear meeting

Adjournment

Motion #20: Deborah Kempe moves the meeting be adjourned, Carole Ann Fabian seconds; carried unanimously
Motions

#16: That the Post Conference Board Minutes be approved  
(M: Deborah Kempe; S: Martha González Palacios; V: Carried Unanimously)

#17: That the July Conference Call minutes be approved  
(M: Melanie Emerson; S: Deborah Barlow Smedstad; V: Carried Unanimously)

#18: That the August Conference Call minutes be approved  
(M: Melanie Emerson; S: Daniel Payne; V: Carried Unanimously)

#19: That the proposal for the Auction Catalogue SIG be approved  
(M: Carole Ann Fabian; S: Deborah Kempe; V: Carried Unanimously)

#20: That the Conference Call be adjourned  
(M: Deborah Kempe; S: Carole Ann Fabian; V: Carried Unanimously)

Action Items

#22: (Carole Ann Fabian) please inform the proposers that the Auction Catalogue SIG has been approved

#23: (All liaisons) all board members should have the groups they liaise with submit their midyear reports ahead of the meeting

#24: Sarah Falls to look at schedule of updates, etc., for Maggie Portis, PDC Chair

#25: Martha González Palacios to check conflicts with architecture conferences

#26: Sarah Sherman, to go back to Ohio Valley chapter with suggested changes to Chapter bylaws