Midyear Executive Board Meeting Minutes
National Gallery of Art East Building
4th floor Seminar Room

Thursday, September 26

Welcome and Call to order

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

Excused: Sarah Sherman, excused for family emergency

Announcements:

Thanks to CASVA for the use of their seminar room.

President’s Report:

Strategic Planning

GREGG MOST—Hannah Bennett submitted the Strategic Planning Committee report:

1) Diversity committee—Deborah Kempe raised the point that the Strategic Plan did not include diversity; this should be included as a goal and actions
2) Midcareer fellowship committee: Tom and Cara and one more member needed
3) Going back to committees that do not address Strategic Plan in annual report to get them to link to the Plan; we need to be more conscious of this.

CAROLE ANN FABIAN—we could reject reports

DEBORAH KEMPE—maybe a task of the standing SPC to make sure reports include this

GREGG MOST—we need to underline that reports must address how work reflects Strategic Plan; VP duty to call for reports 3-4 weeks before annual meeting

Action Item #29 Carole Ann to remind committee, division, section chairs to include how their work addresses the Strategic Plan

CAROLE ANN FABIAN—also for leadership breakfast; map goals at beginning of the year to the Strategic Plan

GREGG MOST—is it possible (Robert) to make list of leadership roles to push these types of messages to
MARTHA GONZALEZ PALACIOS—could liaisons also monitor and remind the leaders of the groups they liaise with?

**Action Item #30: Robert to create listserv of people with leadership roles**

CAROLE ANN FABIAN—maintaining this list is a VP duty, update before and after annual meeting and sends to Management Company

**Slate of Officers for next year**

Nominating Slate of Executive Board Candidates

**Motion #21: Eric Wolf moves that the Board approve the slate of candidates for the 2014/2015 ARLIS/NA Executive Board; Martha Gonzales-Palacios seconds**

Discussion:

CAROLE ANN FABIAN—editing of statement for Mark Pompeliea; it should be more general instead of mentioning future ARLIS initiatives

GREGG MOST—good location to meet with Deborah Barlow Smedstad

MARTHA GONZALEZ PALACIOS—this slate does have the problem of making four presidents in a row from the East

GREGG MOST—we all acknowledge and understand this problem but there are demographic issues involved

CAROLE ANN FABIAN—and geography needs to be balanced with diversity of institution types, size, etc.

SARAH FALLS—leadership cultivation overall is a problem in the society

GREGG MOST—Age demographics

SARAH FALLS—some are on multiple committees

DEBORAH KEMPE—board experience can help

GREGG MOST—Mid-career award; leadership

CAROLE ANN FABIAN—Mid-career mentoring is concentration in many discussions in ARLIS and library community at large; ARL fellows; cohorts—learn leadership skills; in addition to regular mentorship.
GREGG MOST—Judy Dyki—communications liaison, problem as editor/listserv – conflict of interest; she would have to choose editor/mod or EB; she was gracious

DEBORAH KEMPE—I have worked closely w/ Kristen and Holly

GREGG MOST—we did not get US/Russia grant to bring to conference; Holly and Kristin did great job

Vote: Carried unanimously

**Action Item #31**—Gregg Most to contact Kim Collins to approve slate with edits to Mark Pompelia’s statement suggested.

**Joint Conference Task Force report**

**Motion #22:** Deborah Kempe moves that the meeting enter executive session; Sarah Falls seconds

**Begin Executive session**
**End Executive Session**

GREGG MOST—I will contact Anne Whiteside and Jolene de Verge and have them compare their report with their initial charge (Action Item #31)

**Action Item #32**—Gregg Most to contact Anne Whiteside and Jolene de Verge and have them compare their report with their initial charge

**New Graphic Identity**

GREGG MOST—New Graphic Identity for Society; Same graphic designer as DC conference—very small fee; all capital letters better; Melanie you will have work soon on this

CAROLE ANN FABIAN—more durable and scalable

GREGG MOST—second from the bottom (left) and bottom (left)

DANIEL PAYNE—library is interface between digital and print, don’t know how to visually represent that

MELANIE EMERSON—tending to simpler, less graphic would gain broader acceptance

GREGG MOST—I will ask for this in November—new website should be launched with new logo.

**Action #33:** ask Christopher to give us color samples of logo before November conference call (GM)
Outside Group Liaisons reports

MCN was only report received; we encourage them to submit something—we were disappointed we did not hear from them; they are required for annual report.

ARLIS-L advertising policy

GREGG MOST—Not yet figured out how to do this without offending as some have gotten message through while vendors who have followed rules are not happy; ask for their forbearance until policy has been adopted.

Membership List Rentals

GREGG MOST—Is this something we work on with the ARLIS Marker Place—so we want to rent our email list?

ROBERT KOPCHINSKI—currently we give them physical addresses, we do send out for vendors; paid e-blast; we charge for this. Fee is same for e-blast and rental; $200 fee—800 names, as people have option to opt out.

GREGG MOST—do we make a distinction between member vendors and just vendors?

CAROLE ANN FABIAN—yes

DEBORAH KEMPE—UCP also rents out our list

ROBERT KOPCHINSKI—I have not released any email addresses since I began in April

GREGG MOST—Melanie can you look at UCP contract to see what they are charging, etc.

Action Item #34: Melanie to inquire with UCP about costs and rentals of mailing lists

GREGG MOST—me, DEBORAH KEMPE and optional CAROLE ANN FABIAN to discuss with TEI

Washington Conference Report

GREGG MOST—D.C. conference chairs update—I have not yet invited plenary speaker, will do that next week. Kathryn Wayne warned that fund raising will be harder because of soliciting federal institutions, though Smithsonian has come through. LoC convocation settled after some problems, but quoted price restored. $5000 facilities fee; working on catering. Around $40,000, very restricted list; waiting for update on tours; 28 sessions in 7 session blocks. Scheduling a problem. Poster session call has not gone out yet. We will not match number of international attendees, but are trying to get other grants (without Getty).
CAROLE ANN FABIAN—Will we talk about fundraising here? Single sponsor for sessions discussed at CPAC, what is that?

GREGG MOST—Grant proposal out to local group; looks like they will underwrite all sessions; they will be platinum sponsor. Local library group--$10,000; fairly likely

Vice President’s Report

Section/ Division Reports

CAROLE ANN FABIAN—Divisions—received 3 of 4 (no design school division submitted); difficult even to confirm their leadership; I will pass on to Nedda what I have, and try again. I know work is getting done, so this is a leadership problem; how do you keep society updated and excited about work; determined by having 30 members. Robert can we determine membership? Particularly VRD, ongoing question should they be reclassed as SIG because of declining numbers. Some SIGs grew into Sections. Used to be only Divisions and Sections got conference space. SIGs were meet on their own time. There is a structural problem. Divisions formed in 1975 based on how society was organized. SIGs extremely active; excellent online presence. They do not grow ARLIS, they are fairly autonomous. ARLISnap went from SIG to Section. Do we still have the right structure? Can we monitor what memberships look like? What are groups doing? How do these groups add value to ARLIS, what are we supporting? What are we not supporting? Museum Division, needs approval. Liaison with other external organizations AAMD?

Sections 3 of 4 reported; Architecture discussion did not result in any proposals. Very engaged at conference but did not yield proposals. Cataloguing Section

GREGG MOST—VRD formerly largest division in ARLIS; leadership issues.

MELANIE EMERSON—Can we have some guidelines

**Action Item #35:** Carole Ann Fabian to find out numbers of membership, leadership etc. Is it a leadership issue? Resources?

DEBORAH KEMPE—At one point midyear reports were cut.

CAROLE ANN FABIAN—maybe give a form to fill out?

DEBORAH KEMPE—Architecture Section problems—AASL conference at same time; some prefer SAH; if we want to keep these members, we need to revitalize and make ARLIS relevant.

SARAH FALLS—What we give is based on proposals, ergo sometimes random.

DEBORAH KEMPE—How proactive can we be to advance what is needed. Recruit speakers, etc.
MARTHA GONZALEZ PALACIOS—Some proposals were rejected because they didn’t meet theme, etc.

CAROLE ANN FABIAN—This is the job for the programming committee, you can shape this and get back to proposers to adjust better

ROBERT KOPCHINSKI—Some organizations have abstracts; some sessions could be left open for more timely sessions; problem is that each year entire committee minus board reps turns over.

CAROLE ANN FABIAN—It used to be divisions had to sponsor sessions; perhaps we have gone too far in other direction.

MARTHA GONZALEZ PALACIOS—we had some good ideas to come up with, but nothing happened because people did not produce something deliverable to program committees.

DANIEL PAYNE—Success book of Divisions and Sections?

CAROLE ANN FABIAN—I will work on this (CAROLE ANN FABIAN and MARTHA GONZALEZ PALACIOS)

Action Item #36: Carole Ann Fabian and Martha González Palacios to develop a “success sheet” for Divisions and Sections

SIG reports

17/18 reporting—all using different communication devices, blogs, facebook, etc. only connection to ARLIS is link AWS. Maybe we want their pages to reference ARLIS. Legal issues with branding on sites. Not consistent, on different platforms.

MELANIE EMERSON—New website should facilitate better aggregation. Blog postings should go to social media, appear in news, etc.

SARAH FALLS—Avoid risk of losing this information—it is resource creation.

CAROLE ANN FABIAN—how can we get all this in one place on AWS.

ROBERT KOPCHINSKI—We could offer WordPress to anyone and host on AWS.

GREGG MOST—Like basecamp; those that adopted jumped on it and are doing great things.

DEBORAH KEMPE—in the meantime, some news about SIGs in the news section. Opportunity to get people excited about trending ideas, etc.

SARAH FALLS—Like What Our Members Are Saying
Action Item #37: Robert Kopchinski to make WordPress available to SIGs

Past President’s Report

DEBORAH KEMPE—Latin American group agenda after conference; still in touch with that group. They want to continue and become ARLIS/LA; they have an informal facebook page already. 3 grants for international attendees, totaling near $100,000, all was spent, reports written and accepted. Getty will not renew, Kress Foundation has expressed interest. In touch with Kathryn Wayne about continued fundraising with Bonhams and others. Working with Melanie on Media Coordinator.

Diversity Committee

Bring together SP and DC chairs to work together and have continued engagement.

IMLS proposal

Gregg and I met with two IMLS program officers and advised on feasibility, as ARLIS has not taken on this type of project. We did have Getty Grant but that was finite project, this would be very complex multi-year project. DC waiting for us to get back to them as they realize that a tremendous amount is implied here. Advice was to limit scope. Currently there is no partner, this presents a problem. ARL would not be willing to be an administrator (last year—maybe next); cost sharing, but could come from institutions involved. The more detail and granularity, the better. If schools are involved it should be a finite number; they would have to be US library schools.

Committee has questions for the board; Stacey Brinkman asks how much work would be distributed 15 interns over 5 years, probably not possible. IMLS says increasing diversity is a high priority. This requires Board to decide that we want this to be a goal, if so, it has to be a high priority is very difficult. Could there be support from TEI? Is extra funding required to be written into grant? We do not have statistics to report and point to past efforts, metrics? Is a task force required? Reporting responsibilities? Confirm partners before proposal. Commitments more important than letters of support.

MLA and SAA had support from ARL. A lead institution would be needed; if an organization that already has a diversity program in place.

ERIC WOLF—we are 3 years into 5 year plan, should we wait for next Strategic Plan.

CAROLE ANN FABIAN: Are we ready to embrace this? If so how do we proceed?

GREGG MOST—concerned that we are biting off more than we can chew. Original proposal seemed outside our abilities (15 people-3 might be possible).
CAROLE ANN FABIAN—maybe better to take baby steps, are there planning grants. We have an earnest interest in this, but are not prepared for the grant yet.

GREGG MOST—how would this effect our contract with TEI if we are requiring additional support?

DEBORAH KEMPE—planning grant 2014/15 for grant next Strategic Plan.

CAROLE ANN FABIAN—part of planning would be to identify experienced person to take on grant.

Action Item #38: DEBORAH KEMPE report back to DC on meeting held at IMLS with idea that DC should instead pursue applying for collaborative planning grant subject to bringing in an experienced grant writer in this area.

AWS Market Place

DEBORAH KEMPE—Task Force to carry out charge I have developed not quite in place. Jill Tucker from TEI has experience in web advertising and will support as part of her regular duties. GM has proposed additional considerations regarding advertising policies. Membership needs to be involved, should members have breaks, etc. Progress is being made and we hope to have task force in place and program in place by early 2014. Now that we are tougher on listserv enforcement we need to have something in place sooner. Service for members beyond simply advertising, maybe offer discounts, etc.

Bylaws changes

DEBORAH KEMPE—going slowly, not yet ready for voting, but will be for next conference call.

Policy Manual Changes

Secretary’s Report

ERIC WOLF—20 motions have been passed since Gregg Most assumed the Presidency in Pasadena; 28 action items have been completed in this interval.

Approval of minutes

Motion #23: Deborah Barlow Smedstad moves that the Board approve the September 2013 conference call minutes, Melanie Emerson seconds

Vote: carried unanimously

Cataloging Advisory Committee
ERIC WOLF—Membership changes: Marly Helm and Lynda Bunting stepped down, Marie-Chantal L’Écuyer-Coelho joined the Committee. The CAC meeting in Pasadena concentrated on formulating ARLIS/NA’s response to the changes in the LC PCC treatment of conventional collective titles (CCTs) as a result of the adoption of RDA. The committee is awaiting a response from the Library of Congress. Since August the CAC has focused its attention on an RDA proposal submitted by the Canadian Committee on Cataloguing (CCC) concerning the measurement of still images. The committee felt the Canadian proposal did not go far enough and is currently drafting its response and recommendations.

Canadian Member at Large Report

DANIEL PAYNE: beginning with Canadian news: announcement for Melva Dwyer award in English and French have gone out; added list of independent publishers to list for nominations. Infrastructural platform issues with ARLIS/NA Canada (CARLIS); looking to migrate to new platform or format; possibilities—form relationship with ARLIS-L; abandon it and just use ARLIS-L; Vancouver Art Gallery uses it, but could continue on ARLIS-L; there is still desire for uniquely Canadian list; 3rd option is to take existing software to new institutional home. Maybe get Canadian chapters to each year fund independent list.

MELANIE EMERSON—Why do they want this?

DANIEL PAYNE—differences in copyright, Patriot Act ramifications, etc.

DEBORAH BARLOW SMEDSTAD—also like chapters you can use it for job posting.

GREGG MOST—They must do a cost/benefit analysis. How important is archiving? If not important, get it free from TEI.

DEBORAH KEMPE—In the past separate lists evolved because of too much traffic on ARLIS-L; this is no longer the case now that groups use other methods of communication.

DANIEL PAYNE—Some kind of archiving is important; I will bring this discussion back to the group. Chapters do have their own lists, websites and member lists. Moving ahead with history of art libraries in Canada; and working on terms of reference for Melva Dweyer Award.

Public Policy Committee

DANIEL PAYNE—Report came in on Tuesday. Florence Declaration was signed. They approved a session for conference. Statement on Museum libraries not yet updated.

GREGG MOST—hold discussion on statement for November meeting. Let’s look at their statement before then.

International Relations Committee
DANIEL PAYNE—Russia Study Tour submitted by Holly Hatheway. Berlin Study Tour and Colloquium is in Berlin Report, submitted to VI international, a sponsor, an unusual request. We will put it on our site, too.

DANIEL PAYNE—2014 trip to Budapest (Christina Peter is organizing); British librarians may attend Washington. Kress foundation will be approached for grants. IFLA in Lyon France in 2014, chance of study tour.

Guidelines and Fee

IRC proposing $100 fee for study tours, help to organize trips. Only returned if you are waitlisted and turned down.

GREGG MOST—We need to make it clear what fee would be applied to. If money isn’t spent it could be considered donation to the society. Add $500 to budget for gratuity to host group. It has otherwise been participant funded. Funds not spent are not carried over. Not a declared as a profit.

Action Item #39: Daniel Payne to inform IRC that there is $500 in budget for gratuity to host institution

DANIEL PAYNE: Guidelines for study tours have been posted. And release assumption of risk. These documents can now be used and posted online as a form.

GREGG MOST—These are circulated when trip is announced.

Motion #24: Deborah Kempe moves that the Board commend the International Relation Committee and Tour Leaders for an extraordinarily successful study tour to Russia, Sarah Falls seconds

SARAH FALLS: Travel logs for the Society would be great.

Vote: Carried unanimously

Chapters Liaison Report (Gregg Most Reporting for Sarah Sherman)

Western New York Name Change

GREGG MOST—From Western New York to Upstate New York.

Motion #25: Carole Ann Fabian moves the board approve the proposal of the ARLIS/NA Western New York Chapter to change its name to ARLIS/NA Upstate New York Chapter

Eric Wolf Seconds

Vote: carried unanimously
**Action Item #40: Sarah Sherman to let chapters know that ARLIS/NA be included in name**

**Communications and Publications Liaison**

MELANIE EMERSON—Increase in subscriptions and online usage; report includes information on UCPs promotion of Art Documentation

DEBORAH BARLOW SMEDSTAD—Is contract for renewal soon? 5 years 2016


ROBERT KOPCHINSKI—I have added procedures for this—donation goes to accounting, acknowledgement goes to member and Karen at TEI; it should then be passed to membership and put in database. I am now going through deposits to make sure list is accurate.

MELANIE EMERSON—Judy would like to stagger terms of Editorial Board for continuity and not making it too large of a commitment. Currently 7 members, only 2 active. They get complimentary membership to ARLIS/NA. Maybe rotate some off and replace them with more active participants.

GREGG MOST—Should we send Melanie any names we might have?

MELANIE EMERSON—Yes, and I will pass them on to Judy. She also asked if there was somebody to represent Mexico.

**ARLIS-L**

MELANIE EMERSON—2500 subscribers, up 65 members. AWS might help with advertising issues. She also asked about running diagnostics on ARLIS-L do to recent problems.

ROBERT KOPCHINSKI—This has been rectified.

MELANIE EMERSON—she also noted that we have no ARLIS-L members from Mexico. Hannah Bennet has surplus of publications. She suggested a deep backlog for older publications.

GREGG MOST—Some are too old, include floppy disks.

DEBORAH BARLOW SMEDSTAD—I decreased expectation of revenue from sales of publications in current budgets.

GREGG MOST—Perhaps we could make some into electronic publications (available for free)

MELANIE EMERSON—Hannah in contact with Museum Division regarding new edition of Museum Librarianship. She also got a proposal for an index of design periodicals. Problem
making clear that ARLIS does not have infrastructure to host all indices, etc. that have been proposed. Hoping to have first set up in 2014.

New Website:

MELANIE EMERSON—content migration should be done next week; beta launch by end of October. Carol is working on social media working on new website and allow people to post blog entries and news. Discussion with EBSCO regarding contract; nothing in UCP contract with occasional papers and reviews.

Publicity/Media Relations officer

MELANIE EMERSON—Part of Communication Committee not Board. They would like someone with marketing skills; many suggested names are already over-committed.

Development and Membership Liaison

Development Committee

MATHA GONZALEZ PALACIOS—they have raised $19,500. Worked to get Getty grant for Russian guests, but did not come through. Working with Kress foundation. Working on prospect database.

Membership Committee

MARTHA GONZALEZ PALACIOS—two members jobs changed, so they had to resign. Two new members joined committee. 6 members on committee. Kim is chair and is recruiting volunteers for specific projects. They are using basecamp. WOMAS is being run by Maggie Long. They are using a list of questions for these profiles to make it easier to participate. This will alternated with featured library profiles. They are looking at bi-monthly frequently. They would like to include Canadian and Mexican libraries. They are also working on their part of Strategic Plan, mostly reaching out to library students. Stephanie Grimm from ARLISnap is leading this. Kim is keeping linkedin page up to date and sends a message to any non-members who join group. Also looking at results of last year’s lapsed member efforts. Reviewing if this worked last year and if it should be continued. They are also looking to redesign membership brochure. They also want to make a bookmark that would be easy to distribute. They want brochure ready to distribute at DC conference. Current layout is English/French/Spanish. Maybe tri-fold with three languages separate.

DEBORAH KEMPE—When will online donation form be ready?

ROBERT KOPCHINSKI—We are working on it with GM; three weeks?

DEBORAH KEMPE—Also membership committee should always follow up non-renewals.

Education Liaison
SARAH FALLS—Basecamp working well; SEI doing very well; made profit of $16,000; $8,000 for each organization. It should not be expected to make money, but great when it does. VRAF would like some rules for vetting locations.

DEBORAH BARLOW SMEDSTAD—I have not seen this $8,000. I have asked for their budget and not yet seen it.

**Motion #26** Sarah Falls moves that we commend Betha Whitlow and Amy Trendler and the SEI 2013 Implementation Team for their strong work; Melanie Emerson seconds

Vote: carried unanimously

**PDC**

SARAH FALLS—They have asked about technology platforms. Waiting for new website for the work of Education and Mentoring sub-committees. Working also on lists, including leadership and library schools. Library School list is 5 years old and probably needs to be updated. Core competencies which is reviewed and updated by Education Subcommittee; needs to be updated as had not been reviewed by art librarians in 10 years. Last list is internships which has been updated. Perhaps a more dynamic presence is possible?

GREGG MOST—yes, lists do need to be updated. Internship list is very important. I don’t know if there is a technology solution to this.

SARAH FALLS—Start with the library school project; I do not know if online programs were included in 2008 list.

**Mentoring**

SARAH FALLS—a little concerned about direction. Maybe we need to give them an updated charge to move to a broader scope than new professionals mentoring.

CAROLE ANN FABIAN—could we ask them to draw up a prospectus for a mid-career mentoring program and a leadership mentoring program with a particular emphasis on developing leaders for the Society.

GREGG MOST—Virtual conference for tomorrow; maybe Education committee is the right group for virtual conference, particularly if they need new projects.

SARAH FALLS—Maybe they could add some members to Ed sub-committee and push out to other organizations so others can sponsor a session.

*Friday, September 27*
**Virtual Conference**

SARAH FALLS: Using Education subcommittee with some new members to reach out to other organizations to have ARLIS sessions in their virtual conferences. Working toward our own virtual conference in the future. Better promotion for us. Also using technological structures of others and learning best practices through this collaborative work. Better to enter this in more gentle way as we develop leadership for virtual conferences.

DEBORAH BARLOW SMEDSTAD—What are the chances of getting such a session in 2014—so I can make budget reflect this.

SARAH FALLS—I will talk to connections in ALA and ARL, etc.

GREGG MOST—I have some trepidation as we do not have someone to lead the committee, and costs etc, so I am excited about this idea of working with other organization, even if costs were similar.

DEBORAH KEMPE: Do you think there could be contractual difficulties with this model? This has been a problem with joint conferences.

SARAH FALLS: This is an issue we would have to work through regarding registration, intellectual property, etc.

CAROLE ANN FABIAN: How do virtual conferences work with our strategic plan, etc. This should lead to our content, conferences, websites, chats, etc. First thing should be content that we provide that others do not. We want the members of other groups to participate to help us grow ARLIS, more than for our members.

DEBORAH KEMPE: I have mentioned w/ Latin American group that EB is working on virtual conference, and they were enthusiastic.

GREGG MOST—Could help them get more Latin American librarians involved.

SARAH FALLS—We could take hybrid approach, pick 3 strong sessions at conference and record them and stream them for our members and other conferences, etc.

DEBORAH BARLOW SMEDSTAD—What does it cost to stream and archive a session?

ROBERT KOPCHINSKI—I have worked with company that does this in the past; not necessarily inexpensive, but considered successful.

DEBORAH KEMPE—MCN streamed entire conference at it cost $30,000, which was too much for them.
DANIEL PAYNE—Massive open online courses could be a model?

SARAH FALLS—This may be further down the line.

GREGG MOST—Let’s try and identify 4 topics within 4 session groups for DC conference, find cost for having them videotaped and see about pushing them out. Probably only ARLIS sessions with multiple speakers.

CAROLE ANN FABIAN—Could we capture part of SEI curriculum? Or does it belong to VRA?

SARAH FALLS—SEI could possibly be an online course instead of physical.

GREGG MOST—Let’s leave money where it is for budget.

DEBORAH BARLOW SMEDSTAD—Problem is there would be nothing on income side. Maybe better to reduce $18,000 in budget to $10,000.

DEBORAH KEMPE—Will we charge for this?

GREGG MOST—Maybe something very modest.

DEBORAH BARLOW SMEDSTAD—Maybe add it to conference budget?

SARAH FALLS—So I should still proceed with cosponsorship of sessions with ACRL and ALA, and to expand Education subcommittee?

GREGG MOST—Yes. Maybe we can get sponsorship for this to.

Treasurer’s Report

Special Funding Requests

DEBORAH BARLOW SMEDSTAD—Some of these should be handled by Membership committee. Two from Canada. Montreal, Ottowa, Quebec Chapter request for funding to expand membership

Motion #27: DANIEL PAYNE moves to approve the Special Funding request for ARLIS/NA MOQ, second ME

Discussion:

DANIEL PAYNE—I have not actually heard about this; last meeting of theirs I attended had excellent attendance.
CAROLE ANN FABIAN—Always good if a chapter wants to grow their membership. Have we ever funded the hire of interns to do Chapter marketing work?

GREGG MOST—I wonder if this isn’t really a function of membership committee, for a more general approach that all chapters could use.

CAROLE ANN FABIAN—We have supported print materials for chapters, etc.

MARTHA GONZALEZ PALACIOS—Are the chapters aware of the charge of the membership committee?

DEBORAH KEMPE—Local grass roots efforts are important. Could serve as a model for other chapters.

DANIEL PAYNE—with backlash against unpaid internships this could be reasonable. Can we offer more recognition to student who does this work, so they have something to show.

CAROLE ANN FABIAN—they would have a portfolio element to show—brochure, website, etc.

GREGG MOST—if we approve this, do we want to add a statement that this is a pilot for other chapters to use?

CAROLE ANN FABIAN—This is a very local thing, so it could serve as a template.

MARTHA GONZALEZ PALACIOS—they should have to run it through membership committee. There is a Canadian member of Membership Committee.

GREGG MOST—products need to be run through Canadian member of MC and should serve as template for other chapters. These caveats will be included on letter from treasurer.

Vote: Carried Unanimously

Motion #28: DANIEL PAYNE moves to approve the Special Funding Request for the Chapter of ARLIS/NA Ontario, second ME

GREGG MOST—Do they know they can use Goto Meeting for this? This would cost them nothing, the society already pays for this.

DANIEL PAYNE—We used this for the Melva Dwyer Award and it worked well.

GREGG MOST—they should try Goto meeting this year, and if it does not do the job, they can apply again next year.

Vote: Motion fails unanimously
Motion #29: MELANIE EMERSON moves that we approve the special funding request from ARLIS/NA Twin Cities Chapter, DEBORAH KEMPE seconds

DEBORAH BARLOW SMEDSTAD—Why a printed brochure anyway? Would a .pdf be more lasting?

SARAH FALLS—or a website or something more dynamic

DANIEL PAYNE—or a more creating format like our Toronto Art Map

CAROLE ANN FABIAN—they want an online version and a print version. It could be something small printed like a book mark with a url, etc.

MELANIE EMERSON—could we tell them that they could come back for funding for a postcard or bookmark for funding instead.

GREGG MOST—what if we match the chapter contribution $100 and give our suggestion.

DANIEL PAYNE—Special Funding Request says we no longer give funding for print publications.

GREGG MOST—we will say no to this, but give them the option to do it differently through HQ

Vote: Motion fails unanimously

Motion #30: ERIC WOLF moves to approve the special funding request of the ARLIS/NA Texas/Mexico Chapter, SARAH FALLS seconds

GREGG MOST—should it be a postcard? Buttons, etc. are better.

DEBORAH BARLOW SMEDSTAD—they should come up with something better like a refrigerator magnet

GREGG MOST—better engagement with buttons, Pasadena roses, etc. I think giving money for promotion is fine, but something better than a postcard.

DEBORAH KEMPE—there will be a postcard anyway, from HQ

ROBERT KOPCHINSKI —why is this a special request instead of part of Conference budget?

GREGG MOST—probably because 2015 conference committee doesn’t yet have a budget.

ROBERT KOPCHINSKI—it is a prepaid expense in our accounting

DEBORAH BARLOW SMEDSTAD—we can put it in pre-conference planning.
GREGG MOST—we will set aside money for them for promotional material, they should think creatively how they would like to spend

DEBORAH BARLOW SMEDSTAD--$500 will go into budget, they will get a postcard and should think of something more creative
Vote: motion failed unanimously

Action item #41 DEBORAH BARLOW SMEDSTAD to send language to Tex/Mex and alter budget

Motion #31: SARAH FALLS moves the special funding request of the Mentoring Committee be approved, DEBORAH BARLOW SMEDSTAD seconds

SARAH FALLS—This is a service for our membership so it should be approved.

CAROLE ANN FABIAN—Yes, but we can provide materials from HQ

Vote: motion fails unanimously

Motion #32: Mar moves to approve the special funding request from the Membership Committee, ME seconds

DEBORAH BARLOW SMEDSTAD—our printing budget is actually pretty small, but we could actually increase the HQ printing budget

Vote: motion fails unanimously

Motion #33: Mar moves to approve the special funding request from the Artist Files Working Group, SARAH FALLS seconds

CAROLE ANN FABIAN—part of this is to maintain a domain name that does not mention ARLIS/NA; should migrate to new AWS

Vote: motion fails unanimously

Action Item #42: DEBORAH BARLOW SMEDSTAD to post drafts of funding response letters to Wiggio for review before they go out

Budget

Executive Board Stipend

DEBORAH BARLOW SMEDSTAD—everybody got $100 increase; can we use entire allotment in the year

DEBORAH KEMPE--$5,500 increase for Board Expenses; would this help recruitment?
GREGG MOST—likely for those at smaller institutions which do not offer traveling funding; good to not spend it when you don’t have to; but helpful for some who might need it.

Change in Policy

DEBORAH BARLOW SMEDSTAD—terms are not the same as fiscal year. What people have spent is easy to figure out from monthlies.

GREGG MOST—Board members would receive annual stipend allotment they could spend against.

CAROLE ANN FABIAN—This would be simpler.

Motion #34 DEBORAH KEMPE moves that we approve proposed changes to section C-4 of the policy manual regarding Executive Board expenses; Eric Wolf seconds

DEBORAH KEMPE—what is meant by local in the last line of D?

CAROLE ANN FABIAN—difference is local travel needs to be spent and reimbursed; board travel can be advanced. It is called Regional travel elsewhere, perhaps it should be changed.

GREGG MOST—Please note that should be updated.

Vote: carried unanimously

Action Item #43: Deborah Barlow Smedstad to change “local” to “regional”

Budget

Motion #35: DEBORAH KEMPE moves to approve the 2014 annual budget for the Society; SARAH FALLS seconds

DEBORAH BARLOW SMEDSTAD—membership dues and student dues up, so have been increased; gift revenue—no contribution to Alternative Voices Speakers Fund this year;

Action item #44: Gregg Most to call Joan Benedetti regarding donation to Alternative Voices Speaker’s Fund

DEBORAH BARLOW SMEDSTAD—No contributions for Merrill Smith Award—

Action item #45: Gregg Most to contact NE Chapter and Awards Committee to enquire about funding of Merrill Smith Travel Award

Action Item #46: Deborah Barlow Smedstad to increase Art Doc editor stipend by $100
GREGG MOST—I think there are some significant changes to the budget, perhaps it should be adjusted and discussed in November meeting.

DEBORAH KEMPE—ADS—website advertising @ 0 or do we want to put a projection there? Conference advertisements; should this be raised to $5000; $4,000 looks low; new line of President’s discretionary fund and conference discretionary, do we need both, or should we move all funds to new line.

DEBORAH BARLOW SMEDSTAD—helps to break it out so expenditures for conference are tracked and can be offset by conference revenue

Motion #36 tabled until November Meeting

Headquarters’ Report

ROBERT KOPCHINSKI—1092 total members, 16 new members since August; Society circle form in queue; mentor form needs more work form committee; prospects database (meeting on Monday to discuss migrating to better open source tool, or enhance existing one) Website conversion report should be done now and under review with Nedda and Carol next month. Working on wi-fi pricing w/ DC hotel. Waiting response. DC conference website launched, hotel taking room reservations. 2 quotes from decorators for exhibit hall. Actual dollars received 19,500 committed verbally, $3,500 receive; 6 confirmed exhibitors, $5172.50.

2015 Meeting—we are on the verge of signing contract; Omni Hotel, Fort Worth, March 18-23.

Event Cancelation Insurance

ROBERT KOPCHINSKI—I am accustomed to events this size having Event Cancelation Insurance; provides protection for our financial exposure; it there was a flood or fire or hurricane; if something prevented meeting this would protect us from loss. Pricing is around $500-$600 per year

GREGG MOST—Let’s get some prices on this; this would be a conference expense

DEBORAH BARLOW SMEDSTAD—Finance committee has not sent a report; we had discussed changing banks. Money is all in one account, not baring interest; we might be able to increase revenue by moving non-operations fund to interest baring account

Motion for Adjournment

Motion #36: Deborah Kempe moves that meeting be adjourn; Sarah Falls seconds

Vote: Carried Unanimously

List of Motions and Action Items:
Motions

#21: That the Executive Board approves the slate of candidates for the 2014/2015 ARLIS/NA Executive Board
(M: Eric Wolf; S: Martha González Palacios; V: Carried Unanimously)

#22: That the meeting enter Executive Session
(M: Deborah Kempe; S: Sarah Falls; V: Carried Unanimously)

#23: That the Executive Board approves the September 2013 Conference Call minutes
(M: Deborah Barlow Smedstad; S: Melanie Emerson; V: Carried Unanimously)

#24: That the Executive Board commend the International Relations Committee and Tour Leaders for an extraordinarily successful study tour to Russia
(M: Deborah Kempe; S: Sarah Falls; V: Carried Unanimously)

#25: That the Executive Board approves the proposal of the ARLIS/NA Western New York Chapter to change its name to ARLIS/NA Upstate New York Chapter
(M: Carole Ann Fabian; S: Eric Wolf; V: Carried Unanimously)

#26: That the Executive Board commend Betha Whitlow and Amy Trendler and the SEI 2013 Implementation Team for their strong work
(M: Sarah Falls; S: Melanie Emerson; V: Carried Unanimously)

#27: That the Executive Board approves the Special Funding Request from the ARLIS/NA Montreal/Ottawa/Quebec Chapter
(M: Daniel Payne; S: Melanie Emerson; V: Carried Unanimously)

#28: That the Executive Board approves the Special Funding Request from the ARLIS/NA Ontario Chapter
(M: Daniel Payne; S: Melanie Emerson; V: Defeated Unanimously)

#29: That the Executive Board approves the Special Funding Request from the ARLIS/NA Twin Cities Chapter
(M: Melanie Emerson; S: Deborah Kempe; V: Defeated Unanimously)

#30: That the Executive Board approves the Special Funding Request from the ARLIS/NA Texas/Mexico Chapter
(M: Eric Wolf; S: Sarah Falls; V: Defeated Unanimously)

#31: That the Executive Board approves the Special Funding Request from the Mentoring Committee
(M: Sarah Falls; S: Deborah Barlow Smedstad; V: Defeated Unanimously)
#32: That the Executive Board approves the Special Funding Request form the Membership Committee
(M: Martha González Palacios; S: Melanie Emerson; V: Defeated Unanimously)

#33: That the Executive Board approves the Special Funding Request from the Artist Files Working Group
(M: Martha González Palacios; S: Sarah Falls; V: Defeated Unanimously)

#34: That the Executive Board approves the changes section C-4 of the Policy Manual regarding Executive Board expenses
(M: Deborah Kempe; S: Eric Wolf; V: Carried Unanimously)

#35: That the 2014 annual budget for the Society be approved
(M: Deborah Kempe; S: Sarah Falls; Motion Tabled until November Conference Call)

#36: That the Midyear Executive Board Meeting be adjourned
(M: Deborah Kempe; S: Sarah Falls; V: Carried Unanimously)

Action Items:

#28—Gregg Most to contact Kim Collins to approve slate with edits to Mark Pompelia’s statement suggested.

#29 Carole Ann to remind committee, division, section chairs to include how their work addresses the Strategic Plan

#30: Robert Kopchinsink to create listserv of people with leadership roles

#31: Gregg Most to contact Kim Collins to approve slate with edits to Mark Pompelia’s statement suggested.

#32: Gregg Most to contact Anne Whiteside and Jolene de Verge and have them compare their report with their initial charge

#33: Gregg Most to ask Christopher to give us color samples of logo before November conference call

#34: Melanie Emerson to inquire with UCP about costs and rentals of mailing lists

#35: Carole Ann Fabian to find out numbers of membership, leadership etc. Is it a leadership issue? Resources?

#36: Carole Ann Fabian and Martha González Palacios to develop a “success sheet” for Divisions and Sections
#37: Robert Kopchinski to make WordPress available to SIGs

#38: Deborah Kempe report back to DC on meeting held at IMLS with idea that DC should instead pursue applying for collaborative planning grant subject to bringing in an experienced grant writer in this area

#39: Daniel Payne to inform IRC that there is $500 in budget for gratuity to host institution

#40: Sarah Sherman to let chapters know that ARLIS/NA be included in name

#41: Deborah Barlow Smedstad to send language to Texas/Mexico Chapter and alter budget

#42: Deborah Barlow Smedstad to post drafts of funding response letters to Wiggio for review by Board before they go out to Chapters

#43: Deborah Barlow Smedstad to change “local” to “regional”

#44: Gregg Most to call Joan Benedetti regarding donation to Alternative Voices Speaker’s Fund

#45: Gregg Most to contact NE Chapter and Awards Committee to enquire about funding of Merrill Smith Travel Award

#46: Deborah Barlow Smedstad to increase Art Doc editor stipend by $100