Call to Order (Gregg Most)

Present: Gregg Most, Deborah Kempe, Carole Ann Fabian, Deborah Barlow Smedstad, Eric Wolf, Daniel Payne, Sarah Falls, Sarah Sherman, Martha Gonzalez Palacios, Melanie Emerson; Hannah Bennett

Gregg Most: January Conference Call has been switched to the 9th (Carole Ann Fabian, Melanie Emerson and Martha Gonzalez Palacios are excused); Daniel Payne

Approval of Minutes (Eric Wolf)

Motion #42: Martha Gonzalez Palacios moves that the November Conference Call Minutes be approved, Deborah Kempe seconds.

Carried unanimously

Ratification of Motion #41 (was voted as 40)

Gregg Most: Daniel, can you restate motion

Daniel Payne moves that we ratify motion #41, the statement of staff reductions in museum libraries; Deborah Barlow Smedstad seconds.

Carried: 9 ayes, 1 nay

Strategic Plan update (Hannah Bennett, Chair, Strategic Planning Committee)

Gregg Most: Hannah Bennett is joining us to update us on the strategic plan

Hannah Bennett: the lifespan of existing plan (stared 2011) continues until 2015. We are discussing sun setting current plan and transitioning to next committee to start new one. I propose continuing through 2014 and in 2015 we begin new plan with new committee. Next plan would be 2016 through 2021. Our group will develop final report in 2014 assessing what was and wasn’t accomplished to ascertain what worked, what was too ambitious to assist next committee develop a strong plan. We also would like to develop a working paper to position Society in larger discussion of digital humanities, declining enrollment in humanities, etc. Taking a broader view in the climate of various reports. We welcome suggested reading in helping us define this process. We would like someone from the board, probably the president to be part of this discussion.
Gregg Most: I think a year without an active strategic plan in place in acceptable; we would continue to follow goals from previous plan. I like the idea of thinking about goals before starting new plan. This will probably fall to Carole Ann or Kristen’s presidency.

Carole Ann Fabian: I recall that last time we discussed this we strove for continuity so that there would not be gaps between committees, but I do not remember the details. Regarding writing up a closing document looking toward the future, I think this would be more helpful asking questions than providing directions for the next committee. I would like more information before deciding to accept a gap year and thinking about appointing the next committee. I think the hand off is very important.

Hannah Bennett: I am not clear on the bylaws or what Pat Barnett wrote, I will do more research on this. The idea is that during interim we still have existing plan while we recruit and develop next committee and plan.

Deborah Kempe: I see 2015 as a transition year and I would like to see at least one member stay on for continuity. You should also examine where we did not succeed as well in our articulated objectives to see how we can do better. Do you think a facilitator from outside would be good? If so we need to budget for it.

Carole Ann Fabian: If the current plan goes through 2015, I would think we should be developing the next one now. The committee should be continually at work on strategic plan and action plan depending where we are. We need to always be working on this to avoid a long gap.

Hannah Bennett: Last time we met in 2010 and the plan was produced in 2011; that was the trajectory we were on, and I was basing on that experience. The appointments for the committee is for two years with option to stay on.

Carole Ann Fabian: could you create a timeline for us of the last two cycles to see where we should be? That would be clarifying for me.

Gregg Most: it would also be useful to know who will be staying and who will be rotating off and who you might be considering; it will fall to Carole Ann to appoint the chair of this committee.

Hannah Bennett: most of the existing committee will want to rotate off at the conclusion of this plan.

Gregg Most: usually rotations occur at the conference; if we could follow this that would be helpful for continuity. We hope someone on the committee would assume the chair.

Carole Ann Fabian: Gregg is looking for the membership of the committee; I am looking for how the process worked for the last two plans. I remember Pat Barnett’s plan was very rigorous and effective; so let’s try to replicate that.
Deborah Kempe: and Hannah was on that committee before stepping up to the chair.

Gregg Most: we could use some type of synopsis of how the plan has been incorporated by the society and its shortcomings and where it failed.

Hannah Bennett: we are also working on a progress report which will be distributed to the board and perhaps the general membership.

**Liaison reports**

Gregg Most: thanks for posting the reports to the board list. Let’s start with Sarah Falls

Sarah Falls: I would like to talk of Session Capture later in agenda.

Daniel Payne: Can we discuss best use of statement of cut backs and PPC wants discussion on next steps.

Gregg Most: We need to decide where we will post this. Definitely on our own website.

Daniel Payne: it can reside of PPC site.

Gregg Most: that is where it should be. I have been thinking how to disseminate further. I do not think this should be distributed to organizations that aren’t doing this yet.

Daniel Payne: this could form a vision statement where we can look to this when problems arise. If we send it out, it does seem like it is coming out of the blue.

Gregg Most: should we send this to our affiliated organizations? That would be logical as they have similar issues, with the exception of SAA.

Carole Ann Fabian: I voted nay on the statement from the beginning, I think it has improved, but I am not in favor of it as a policy statement. It is not reacting to legislation, so it falls under maintaining liaison with other organizations; and educating membership on these issues. It could go as a statement there; I also voted nay because I had asked for clarification of who were the signatories, etc.

Gregg Most: Let’s see what the PPC says at their meeting. I think it has to come from the board and our membership and it should be on the PPC page and it should be disseminated to our affiliated organizations. That is my opinion.

Sarah Falls: Perhaps we should use this as an action item for ourselves, maybe a workshop at the conference in helping educate people how to advocate for themselves; how to make yourself indispensable to your organization.

Deborah Kempe: I agree with you; but I did think we needed to make a statement in reaction to events; but it is much better to be proactive than reactive. I think it would be very good to have
such advocacy training under professional development. We need to do everything we can as a society to help our members defend and promote themselves.

Gregg Most: I agree that Sarah presents a very helpful way to move this along. Can we get PPC and Professional Development to get together. Maybe a webinar as it is too late for Washington and Fort Worth is too far away. I would like to see something happen in the short term and I think a webinar would be a good way to proceed. If it goes well it could be followed through in Fort Worth.

Gregg Most: Sarah Sherman

Sarah Sherman: We need to discuss the dissolution of the Delaware Valley Chapter.

Gregg Most: I do not understand why this isn’t working; Texas is a much larger area and they manage to stay involved and motivated. I do not understand who this happened.

Deborah Kempe: I don’t think we can force them to stay inexistence, but probably a majority of members would join neighboring chapters.

Gregg Most: I think nobody wants to volunteer shows a lack of leadership. I find this incredibly sad.

Carole Ann Fabian: I am struck by this and it makes me think about things we have discussed—shifts in the direction of the society. I got two more requests for new SIGs—to these people the presence of ARLIS is digital. I don’t think this means the chapters are ending, but it does show a change; perhaps it is professional interest instead of region that is bringing people together. So it is not necessarily negative.

Gregg Most: Perhaps we are changing, but we have had similar problems in SIGs that were active under one leader and not under another.

Carole Ann Fabian: but SIGs can come and go with interest.

Gregg Most: but there are other problems—we can never have a conference in Philadelphia again

Carole Ann Fabian: do we need to discuss what happens with their budget

Sarah Sherman: bylaws do state what they are required to do with their funds

Gregg Most: This calls for a motion to dissolve Delaware Chapter

Motion #43: Sarah Sherman moves that the Delaware Valley Chapter be dissolve on December 31, 2013, Deborah Kempe seconds.
Daniel Payne: Can we put a chapter in a dormancy phase? In Canada the Ontario Chapter has gone through slow periods but recently student membership has revitalized it.

Gregg Most: over 70% of their membership wanted to merge with another chapter.

Carole Ann Fabian: dissolve and merge have different implications.

Sarah Falls: What is the geography of this chapter?

Sarah Sherman: It covers three states S. New Jersey, Delaware and greater Philadelphia.

Gregg Most: we have had some people from Winterthur come to DC/Maryland/Virginia

Deborah Kempe: and we have had Philadelphia and Princeton in NYC.

Carried; 7 ayes, 3 abstentions.

**Action Item #51 Gregg Most will contact Judy to let her know this has been approved.**

Melanie Emerson: we need a motion for the $60 expense

Gregg Most: I think we do not need a motion, it can be a website expense. Is this ok Deborah Barlow Smedstad?

Deborah Barlow Smedstad: this could be in 2014 or President's discretionary funds

Carole Ann Fabian: SIGs report: two were proposed; Cinema and Media (Nedda) and Music and Performing Arts (Lucy); we currently have 19, this would bring us to 21.

**Motion #44: Carole Ann Fabian moves to create a Cinema and Media SIG; Sarah Sherman seconds.**

Carried unanimously.

Gregg Most: when we get a more developed proposal from Lucy we will vote on Music and performing arts

**Old Business**

**2014 Slate of Candidates (Gregg Most)**

Gregg Most: accepted and they will start joining our calls; orientation in February

**ARLIS Marketplace (Deborah Kempe)**
Deborah Kempe: Gregg, Carole Ann and I have had a phone conversation with Robert and Jill at TEI to discuss further ideas about product placement on website for some revenue production. It has been hard to find people with skills in developing advertising design, etc. TEI has offered to put together a proposal for us on how to advertise on website, social media, e-blasts, etc.

Robert Kopchinski: we should have this sometime this month; we have been meeting this week to discuss this.

Deborah Barlow Smedstad: I got a query from a vendor regarding booklists on ARLIS-L.

**Vendor for Session Capture (Sarah Falls)**

Sarah Falls: Robert and I met with two vendors Learning Times and Bluesky for pricing, logistics, etc. Bluesky has worked with fewer non-profits and uses a content management system for content from webinars, conferences, etc. also includes a marketplace, while Learning Times uses WordPress. They are different in approaches to recording; Bluesky wants all sessions in same room, Learning Times is more flexible. Robert and I thought that Bluesky had more to offer, but Learning Times has worked more with non-profits and library organizations.

Gregg Most: What did we budget?

Deborah Barlow Smedstad: $10,000 for this year.

Deborah Kempe: I see hosting fee is listed by month and year—there is not a minimum time is there? Can we host it ourselves?

Sarah Falls: It is a monthly service fee business model. It comes in under our limit; hosting gives us added value. It would be great for Professional Development to have a place to put our webinars, a learning management system, etc.

Robert Kopchinski: fees also include bandwidth that we do not have on a server at TEI, or elsewhere; this is part of what is included.

Carole Ann Fabian: I would be in favor of most robust platform, as it has long been a goal of the society to provide more to the membership. I think lacking such a platform has held us back. So I am in favor of Bluesky as it sounds like the more robust of the two.

Gregg Most: I think the Bluesky proposal in strong, and I think this would be a great tool and might increase membership.

Carole Ann Fabian: what does 500 users mean?

Sarah Falls: it means 500 registrations over the course of a year. User logins. I have questions as well and will clarify this; I will see if we can raise this number.

Gregg Most: how do we extract our content if we should decide to switch to another provider?
Robert Kopchinski: it shouldn’t be an issue, as we own the content and they are only hosting it; we just need to be sure we have a copy of all content in our possession

**Motion #45: Sarah Falls moves that the board accept the bid from Bluesky to record 4 live sessions at the conference in DC in 2014; Melanie Emerson seconds.**

Carole Ann Fabian: can language in motion say “provisionally accept”?  

Gregg Most: Sarah Falls can you amend this motion.  

Carried unanimously

**Action item #52 Sarah Falls and Robert Kopchinski to contact Bluesky and work out details.**

Sarah Falls: Education subcommittee is somewhat overwhelmed and therefore would like another subcommittee also under PDC

**Motion #46: Sarah Falls moves that we accept PDC proposal to create subcommittee for virtual conference; Carole Anne Fabian seconds**

Carole Ann Fabian: maybe it should be digital platform committee; for all content providers, not just virtual conference

**Action item #53: Sarah Falls to contact PDC to change name form virtual conference to digital platform.**

Carried unanimously

**Logo (Gregg Most)**

Gregg Most: we will get them back shortly

**EBSCO (Melanie Emerson & Robert Kopchinski)**

**Changing Society’s bank (Deborah Barlow Smedstad)**

Deborah Barlow Smedstad: if nobody objects, we just need to approve this.

**Motion #47: Deborah Barlow Smedstad moves that we follow Liz Kurtz suggestion and change the Society’s bank to Associate Bank; Carole Ann Fabian seconds.**

Carried unanimously
Motion #48: Deborah Barlow Smedstad moves that the finance committee work on determining what amount of money in restricted funds we can move to an interest earning account; Daniel Payne seconds.

Carried unanimously

New Business

Chapter Fundraising (Sarah Sherman)

Sarah Sherman: I provided information in my report, this can be discussed via email unless there is something pressing

Gregg Most: just that chapters should run ideas through Development Committee to make sure there are no conflicts; also Ann Roll is happy to work with them and help with advice for Chapter fundraising

Sarah Sherman: My plan was to work on this with Anne in January, when the new chairs are in place.

ARLIS/LA (Deborah Kempe)

Gregg Most: Can we move this to January call?

Deborah Kempe: Yes

Adjournment

Motion #49: Deborah Kempe moves that the meeting be adjourned; Daniel Payne seconds.

Carried unanimously

Motions:

#41: That we ratify motion #41 (voted as #40), the statement of staff reductions in museum libraries

M: Daniel Payne; S: Deborah Barlow Smedstad; V: Carried: 9 Ayes, 1 Nay

#42: That the November Conference Call Minutes be approved

M: Martha Gonzalez Palacios; S: Deborah Kempe; V: Carried Unanimously
#43: That the Delaware Valley Chapter be dissolve on December 31, 2013
M: Sarah Sherman; S: Deborah Kempe; V: Carried: 7 Ayes, 0 Nays, 3 Abstentions

#44: To create a Cinema and Media SIG; Sarah Sherman seconds.
M: Carole Ann Fabian; S: Sarah Sherman; V: Carried Unanimously

#45: That the board accept the bid from Bluesky to record 4 live sessions at the conference in DC in 2014
M: Sarah Falls; S: Melanie Emerson; V: Carried Unanimously

#46: That we accept PDC proposal to create subcommittee for virtual conference
M: Sarah Falls; S: Carole Ann Fabian; V: Carried Unanimously

#47: That we follow Liz Kurtz suggestion and change the Society’s bank to Associate Bank; Carole Ann Fabian seconds.
M: Deborah Barlow Smedstad; S: Carole Ann Fabian; V: Carried Unanimously

#48: That the finance committee work on determining what amount of money in restricted funds we can move to an interest earning account
M: Deborah Barlow Smedstad; S: Daniel Payne; V: Carried Unanimously

#49 That the Meeting be adjourned
M: Deborah Kempe; S: Daniel Payne; V: Carried Unanimously

Action Items:

#51 Gregg Most will contact Judy to let her know this has been approved.

#52 Sarah Falls and Robert Kopchinsji to contact Bluesky and work out details.

#53: Sarah Falls to contact PDC to change name form virtual conference to digital platform.