ARLIS/NA Executive Board Meeting

Wednesday January 22, 2020 / 12:00pm-1:30pm Pacific

MINUTES

Attending: Kim Collins, Amy Furness, Stefanie Hilles, Lindsay King, Roger Lawson, Doug Litts, Lauren MacDonald (shares screen), Mark Pompelia, Suzanne Rackover, Rachel Resnik, Laura Schwartz, Nancy Short, Heather Slania, and Amy Trendler

Call to order (Laura Schwartz)
Consent Agenda (Laura Schwartz)
  · December 2019 EB minutes
  · Reports for January
    o President’s Report
    o Past-President’s Report
    o Vice President’s Report
    o Treasurer’s Report (financials)
    o Secretary’s Report
    o Education Liaison’s Report
    o Advancement Liaison’s Report
    o Chapters Liaison’s Report
    o Canadian Liaison’s Report
    o Editorial Director’s Report

Motion 76: Kim moves to approve the consent agenda. Lauren seconds. Motion carries.

Announcements and welcome incoming Executive Board members (all)

- Welcome to incoming board members. We are happy for you to contribute but there are no expectations for you to do so. You won’t be able to participate in voting.
- Rachel sent the google sheet of management calendar, so everyone can add or edit. We need to get this out to other leaders. We’re hoping it will be a useful tool for incoming leaders.
Action 165: All: Review management calendar over next month and make changes or additions as needed.

- Annual reports are due 30 days before the conference, which will be mid-March this year. Instructions are forthcoming.
- No resolution yet on the OCLC Worldcat issue. Laura is still in conversation with OCLC and they seem keen on finding a resolution. Laura will check in with contact there.

Action 166: Laura will check in with her contact at OCLC regarding Worldcat issue.

- Amy got thank you from Carol Ann Fabian for condolence card we sent.

Monthly report from HQ including bundled membership reimbursement to chapters and roster updates (Nancy Short)

- Four or five chapters did not respond to the query about who in the chapter should be receiving checks for the chapter renewals that came in with bundled memberships. Checks will be going out today or tomorrow to all chapters that did respond.
- All individuals who renewed their chapter membership at the wrong level have been sent reimbursements.
- Chapters would like real time updates of members who are renewing via ARLISNA bundled membership. That is not possible through an automated system. Nancy has been trying to send chapter member names to chapters as membership renewals are done, but that may not be totally consistent.
- HQ when sending monthly or quarterly checks to chapters will also send lists of members who have recently renewed.
- Conference registration might be fixed. Nancy will work with Katie right after this call to confirm. A message can go out tomorrow if registration is working. This year there is still plenty of time before the conference so we don’t need to extend the early bird registration even though registration is opening later than planned.

Conference Planning updates: St. Louis and Montreal (Laura Schwartz, Nancy Short, Amy Trendler)

St. Louis

- The invitation to the Leadership Institute has gone out. The Society Circle event invitation will go out after registration has gone up.
Amy noticed that the St. Louis blog content is very good and she suggests that the St. Louis CPAC post some of it on arlis-l. Salt Lake City was very spare in posting to arlis-l in response to NY which perhaps posted too much. Better to post too much than too little. Laura will pass the message along.

Montreal

- Most conference planning positions are filled.
- They are working on drafting messaging to address the fact that Mother’s Day will likely be a travel day for many attendees. Once they have drafted the language, the president’s message can use that wording.
- They are working on their presentation for the St. Louis conference.
- Laura is planning on sending out the president’s message next week. In it she will announce Montreal dates. She’ll have Roger read over the message before sending it out.

2023 Annual conference proposal: Mexico City (Stefanie Hilles, Laura Schwartz)

- We’re revisiting the Texas Mexico chapter proposal for a conference in Mexico City, because in our last meeting there had been some concern about Mark serving on the executive board as president, while also serving as conference co-chair.

Motion 77: Stefanie moves to approve the Texas Mexico chapter proposal to hold the annual conference in Mexico City in 2023. Amy seconds. Motion carries.

- It’s always a challenge when we have a conference outside of US; they sometimes yield less profit. Banff and Toronto were very profitable.
- Robert Kopchinski was very excited from a cost and arrangements perspective.
- Often we see a drop after a big conference and we’re expecting the 50th anniversary to be such a conference. Mexico City might be so enticing that we do not see drop in registration after the Chicago conference.
- The main concern might be exhibitions, as the shipping of goods is complicated.

Humanities Commons Implementation Task Force update (Roger Lawson)

- The task force cancelled their January 6th conference call. Pending conversation with Kathleen Fitzpatrick, the online news editors, and Meredith Hale of the Learning Portal.
• They are one step closer to having a test site. The finalization is still hung up at Michigan State but they hope to begin playing around with the test site by the end of the month.
• They will concentrate on migrating learning portal content into Humanities Commons first so that there will be a significant holdings available in April for the big reveal. The past online reviews will take a little bit longer. The newer issues will go directly in the Commons.
• Roger is confident that there will be something really good to show in April.
• The task force’s next call will be February 3rd.
• Kathleen Fitzpatrick of MLA contacted us about a Kress grant that would support two years of free membership. They reached out to us and the Society of Architectural Historians to be part of their group. The fact that we were approached to be part of the group is a sea change.
• It is a wonderful opportunity, both financially and because the partnership with SAH and MLA.
• Laura submitted the requisite letter in advance of the deadline of January 14th. Roger is not sure when we will find out whether we have been awarded the grant.
• Kress gave us money for DAHD which will be in ARLISNA Commons.

Revising affiliation agreement and bylaws amendment status report (Stefanie Hilles, Lindsay King, Roger Lawson, Rachel Resnik)

• Chapter affiliation agreements are inconsistent and out of date. We are drafting a revised affiliation agreement for all chapters to sign. This might require a bylaws change, which would go to all membership for a vote.
• We’d like people to be able to participate in chapter activities even if they are not members of ARLISNA.
• Bylaws would have to be amended before a new affiliation agreement was distributed to chapters. We need to make clear that while chapters can have a “friends” level of membership, those individuals cannot hold office or vote. There are insurance implications which require us to distinguish between “friends” and full members. Can we find a better term than “friends”? Should we also acknowledge that chapters have other chapter categories, like students? If we use the term “other” it would cover friends, students, and any other membership category that does not require an ARLISNA membership.

Action 167: Roger will adjust wording of the proposed bylaws change and we will vote online.
Action 168: Laura and Roger will draft language explaining background and rationale for changing the bylaws to include a friends category within chapter membership.

Action 169: Rachel will work on implementing the bylaws vote.

- Rachel is not currently prepared to conduct a bylaws vote, but she is working on it. We have previously done bylaws votes online. She'll figure out how that was done.
- Once the bylaws are revised, we can send out a revised affiliation agreement which doesn't require bylaws change.
- This ties into paraprofessional task force work. It could encourage more people to join chapters.

**SDC updates and meeting planning – mission statement, leadership onboarding, revising name and charge** (Kim Collins, Roger Lawson, Laura Schwartz, Amy Trendler)

Action 170: Kim, Roger before April 20th meeting, will have some recommended wording for a mission statement for the Society.

- The Board before our joint meeting with the Strategic Directions Committee in St. Louis should agree on some language for a mission statement or at least themes we want covered in the mission. Strategic Directions will be coming to the meeting with proposed wording as well.
- Previously they were a Strategic Planning committee that were bound by a set time. It was changed to strategic directions to allow for more fluidity in terms of timing. They have done environmental scans and other very useful exercises that help inform the Board and the direction of the Society.
- But it became too cumbersome to redo the scans every year. It was too much to chew.
- So now we’re in the process of trying to redefine the tasks and goals of the strategic directions committee. It’s a relatively new committee so it is still being defined.
- The Board suggested they pick a theme to focus on for the year and for this year they chose transparency, so that issue will be addressed in leadership onboarding and at the conference town hall.
- The Board invited SDC to the Pre-conference Board meeting in April.
- It will help to have a past board member on their committee to help with direction and communication.
• We are trying to figure out how to work harmoniously and effectively with SDC and finding positive ways to work together to move the Society forward.
• Roger is collecting mission statements from peer organizations and will have something to post before our next call.
• The Town Hall should be productive and constructive. The purpose is to socialize the SDC documents and get feedback.
• The EB would like SDC to work towards inspiring members to take on projects.
• Amy is in charge of the upcoming leadership onboarding. Amy met with three of the committee members to discuss onboarding and leadership. They had good ideas about clearly defining roles and responsibilities of new and continuing leaders. They discussed wanting more guidance about how to get things done, communication channels, and expectations from the Board. There’s a lot to cover in the onboarding so Amy will do her best to incorporate SDC’s suggestions.
• She is meeting with SDC again next week.
• Laura will try to integrate some of their recommendations into the upcoming onboarding webinar with incoming, continuing, and outgoing Board members.

Affiliate liaison report (Suzanne Rackover and Kim Collins)

• The task force was charge with reviewing the liaison program. Because liaisons didn’t feel like they have a clear sense of what their purpose is or how they were empowered to liaise with their organizations. They are looking for some direction about communicating with their groups.
• Some of our listed affiliate partners, don’t really have an affiliation program. They are connections we made through programs like the IRC study tours. What is our interaction with them? They suggest breaking down the affiliated groups into different categories based on their function and our interaction with them.
• We need to give affiliates some structure and making them feel like they are a cohort. Giving them some tools like a basecamp site and a listserv might aid this sense of community.
• We should provide more guidance on what kind of information they should be sending out to their organizations and what they should be communicating back to ARLIS/NA from their organizations.
• They should be required to write an annual report to give them some accountability.
• They should be given an opportunity to meet with Board members at the annual conference.
• It will be a lot of work making these changes operational. Is there a way that HQ could help ease work of President? Marking responsibilities on a management calendar might help. E.g. letting affiliates know details of our conference.
• Should some responsibility be shifted to past president? Kim thinks this might be a possibility. The past president would need to pass on information to president.

Action 171: Kim, Suzanne, Laura, and Amy will work on implementation of recommendations from the Affiliate Liaison task force report.

• We will need to adjust the Liaison section in the policy manual. But we can make initial changes immediately.
• Within the policy manual we need to look at the support and funding for conferences and memberships.
• Separate out liaison and committee calls for volunteers. This would allow us to stagger the timing of calls for volunteers. Call for committee members should come closer to the time of the conference.

Paraprofessional Membership Report (Lindsay King)

• The Task Force does recommend we add a paraprofessional category of membership. Other issues surface, such as not wanting to be judged on their job title. They are concerned about a stigma being attached to “paraprofessional” members.
• Lindsay was very impressed with their methodology and thoroughness.
• Ten to 17 percent of current members consider themselves paraprofessionals. It’s a pretty small number so if we did offer a reduced rate to paraprofessionals it would have a large budgetary impact and could be offset by the addition of new members.
• Many paraprofessional wouldn’t be able to attend a conference because of a lack of support from their institutions. The cost of membership is less of a barrier than the cost of conference attendance and the lack of institutional support. ARLISNA can’t entirely address this, but we could offer travel grants and we could have programming at the conference geared towards paraprofessionals. This could influence some institutions to support conference attendance.
• Is there a way to offer reduced cost membership without specifying that it is for paraprofessionals? This might feel more inclusive. The problem with this is that it hides that we are proactively welcoming support staff.
• We need to think about what benefits we could offer. Perhaps online professional development would be a good start? Perhaps a special interest group?
Action 172: Lindsay, Suzanne, Roger, and Heather will identify recommendations from the Paraprofessional task force that are actionable. This may be a long term project.

- As we work on our mission statement, let’s try to use language that is welcoming and inclusive to support staff.
- We might be able to achieve some of these aims without making huge changes.
- Kim thought Lindsay’s job search webinar was great. Glad that it will be one of the early ARLIS Commons features.

**Artists File Directory and Digital Art History Directory software** (Amy Trendler and Kim Collins)

DAHD has funding to use Air Table software. The Artist File SIG also interested in Air Table. Can they both use it?

DAHD still considering it and they have money from Kress, Kim will check in to see if the DAHD folks have licensed the software.

Action 173: Kim will reach out to Michelle and Samantha about where they are in implementing Air Table and ask them to work with Sam Duncan and the Artist File SIG.

**Management Review Task Force update** (Amy Trendler)

- Our current management contract expires April 2021, but we need to let AEG know by December 2020 or our contract is automatically renewed. AEG will be included in the review process.

Motion 78: Amy moves to move into executive session. Suzanne seconds. Motion carries.

Motion 79: Rachel moves to leave executive session. Kim seconds. Motion carries.

Motion 80: Amy moves to approve the project and service charter that was submitted by the Management Review Task Force. Roger seconds. Motion carries.

**Motion to Adjourn**

Meeting adjourned by declaration of the president.