ARLIS/NA Executive Board Meeting Minutes

Wednesday February 26, 2020 / 12:00pm-1:30pm Pacific

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

12:00pm Call to order (Laura Schwartz)

Consent Agenda (Laura Schwartz)

- January 2020 EB minutes
- Reports for February
  - President’s Report
  - Past-President’s Report
  - Vice President’s Report
  - Treasurer’s Report (financials)
  - Secretary’s Report
  - Education Liaison’s Report
  - Advancement Liaison’s Report
  - Chapters Liaison’s Report
  - Canadian Liaison’s Report
  - Editorial Director’s Report

Motion 81: Roger moves to approve the consent agenda. Stefanie seconds. Motion carries.

Announcements (all)

- Annual Reports will be due on March 20, 2020 for committee, division, sigs, and liaisons.
- The timeline and template have been updated and are up in AWS. Affiliate liaisons have a new annual report template which will hopefully be more meaningful.
- EB does not need to do a monthly report for April. We do need to do a monthly report for March 25th. For us the annual report deadline will be due after our March 25th meeting and before the April meeting.

Monthly report from HQ (Nancy Short)

- 729 membership renewals.
- 367 people are in the grace period; another renewal notice being sent tomorrow.
● 250 conference registrations. Including quite a few non-members. A few people registering as non-members, because they are not logging in first.

● Roger asked if there are any developments with the membership database regarding members updating their complete profile information. Roy is finishing up personal setting capabilities in the membership database so that individuals can manage their SIGs, Divisions, etc.

**SEI Midyear Report** (Lauren MacDonald)

● Courtney Baron submitted the SEI midyear report. It’s an overview of planning initiatives for SEI 2020.

● There have been some changes in SEI team responsibilities. Junior co-chair was put in charge of communication with faculty. And the incoming chair oversees communication with students and attendees.

  Two positions have been combined: webmaster and publicity specialist are now managed by one individual.

● The program’s name has changed to Summer Educational Institute for Digital Stewardship of Visual Information.

● The core curriculum is the same but some curricular changes are coming in 2020. There will be more attention paid to addressing diversity equity, and accessibility.

● An instruction design and usability session is being replaced by a session on accessibility and digital stewardship.

● 2020 participants will get choose-your-own-adventure breakout sessions each day to tailor the curriculum to their interests.

● The website got an overhaul and a code of conduct was established for SEI.

● SEI requested an increase from Kress to support six scholarships for $1000 each. This request was granted.

● Registration has opened. By the time of the ARLIS/NA conference we will have a good sense of whether we’ve met our registration goals. Lauren will talk to Courtney about this.

● There was some discussion about timing to select the next SEI location. This task needs to be put on the management calendar so it does not drop off the radar.

  We might consider asking sites to host for 2 years with the possibility of a one year renewal.

● SEI has been relying on ARLIS/NA insurance. Northwestern requires lots more insurance than we’re used to. Laura and Nancy will be discussing whether our current insurance contract will cover these Northwestern needs.

**Humanities Commons Implementation Task Force update** (Roger Lawson and Meredith Kahn)

● Meredith Kahn from the HC Task Force is joining the Board meeting today to discuss the status of ARLIS/NA Commons.

● We have yet to sign a contract with HC. Their business operations at Michigan State University have not been able to get general counsel to approve any contracts for new members wanting to join HC.
• ARLISNA received funding from Kress which will cover dues for two years, as well as training and promotional materials. ARLISNA will be joining HC with two related societies which provides opportunity to increase member engagement.
• The task force has been having smaller, targeted conversations with interested parties. They had a good chat with the learning portal colleagues about workflows for adding content to HC. They also had a productive conversation with ARLIS/NA publication editors.
• We’re the first society partner that has lots of legacy content that needs to be migrated into the Commons.
• Initially we had been looking at which legacy content should be migrated first so that it could be shown off at the conference. As it turns out the metadata migration will be very labor intensive so it is not practical to endeavor to have legacy material in as the initial showcase.
• There is now a live site on the Commons. Eric Knappe, our IT contact, has created a virtual private network for task force members to have more flexibility in setting things up.
• We need to make some decisions about how to get out metadata and content out of Blue Sky.
• The task force would like to get some constituent groups set up in the Commons before the conference.
• We will need to set up authentication so that some content will be only available to members, or even a subset of members. Permissions will be flexible, but right now because we can’t authenticate, this capability is not available.
• For the conference we should focus on content that does not require authentication and would be freely available to everyone. Perhaps a committee like APPC and one of the SIGS up in the Commons would be a good thing to showcase at the conference. Even without having authentication in place, we will still have substantial content to show membership at the conference.
• The Commons is an opportunity to provide benefits to chapters, so perhaps having a chapter represented in one of the early prototypes would be worthwhile. We could mock something up and then Stefanie could present it at her chapter chairs meeting. The problem is that some chapters already have WordPress sites that are not compatible with HC.
• Eric thought the initial amount we were quoted from HQ to enable authentication was a bit high. We could get a quote from another vendor for a simpler/cheaper solution. No reason to rush into a decision about this budget item, especially since we don’t have a signed contract with HC yet.

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

• Registration for the St. Louis conference is on track. 250 people have registered so far and it is a mix of members and non-members.
• There might be a resolution to gender neutral bathroom issue. The hotel has invited us to look at potential solutions. CPAC will be discussing the options at their next meeting.
• Montreal is on track.
● Their logo and tagline is ready for our feedback.  
Convergence = créativité + collaboration
● The shapes refer to landmarks in the city. It includes math and boolean, which of course librarians love.
● Board is approving of their logo. [The Montreal CPAC does not need actual approval from the Board.]
● Nancy has been putting together an RFP for Chicago; it will be ready by late March. Another client has a conference in Chicago. There have been a lot of union issues.

Membership database transitions

- Chapter notifications and dues (Stefanie Hilles, Lindsay King)
- DSSs notifications (Amy Trendler)

● Chapters don’t feel like they are getting information about individuals renewing via the ARLIS/NA membership portal in as timely a manner as they would like. The New York chapter for example is not able to invite newly joined members to their events because there is a long lag in getting that information.
● Chapter leaders have expressed concern to the Membership Committee about getting membership rosters in a timely fashion.
● There is also an issue with only receiving checks monthly from HQ, but this seems to be less of a concern. A few chapters were not able to decide about making a gift to the conference.
● Lists and checks are currently being sent once per month. On January 7th the lists were sent; checks were sent on Jan 30th. Another check will go out at the end of February. Financials run at the end of the month.
● Nancy has been sending additional lists when contacted. Nobody has contacted her since the last list went out.
● NY would like real time updates, but that isn’t technically possible. Stefanie could ask them if a bi-weekly list would work for them.

Action 166: Stefanie, Lindsay, Amy, and Nancy will work offline to find a solution to the schedule for relaying membership info from HQ to the chapters.

● Nancy will get lists to DSSs monthly. Amy emphasized that we need to communicate to the DSS leaders what the process will be so they know what to expect.
● Nancy suggested that chapters be reminded that they send renewal notices to everyone who is not an “individual” member. Those people are not collected by ARLIS/NA.
● The chapters are lacking information about members who are renewing via bundled membership. Can the membership database include a field so that “chapter” can be searched? This would fill in the gap of membership information that the chapters aren’t collecting themselves.
Eventually let’s look at how membership in chapters has changed since we moved to bundled membership.

Bylaws amendment: ARTICLE XIV: CHAPTERS Section 5 (Stefanie Hilles, Lindsay King, Roger Lawson, Rachel Resnik)

Current version:

ARTICLE XIV: CHAPTERS

Section 5. Membership in a chapter is conditional upon membership in the Society. The Chapters Liaison shall be a non-voting ex-officio member of all chapters. The Canadian Liaison shall also serve as chair of the ARLIS/Canada national chapter. ARLIS/Canada is autonomous of the other Canadian local chapters and has no authority over them.

Proposed amendment:

ARTICLE XIV: CHAPTERS

Section 5. **Chapter membership, accompanied by ARLIS/NA membership, entitles such chapter members to the rights and benefits of ARLIS/NA membership, which include, among others, voting, serving on any committee or holding office in ARLIS/NA and at the chapter level, members’ rates for conference registration, and subscriptions to Art Documentation. Chapters may establish other membership categories that do not require ARLIS/NA membership. Such non-ARLIS/NA chapter membership categories would not entitle such chapter members to the rights and benefits of ARLIS/NA membership.** The chapters liaison shall be a non-voting ex-officio member of all chapters. The Canadian liaison shall also serve as the chair of the ARLIS/Canada chapter. ARLIS/Canada is autonomous of Canadian local chapters and has no authority over them.

Our current bylaws say that chapter members must also be ARLIS/NA members. The Chapter Success Book language did mention a friends category. But it’s been unclear and inconsistent so we need updated bylaws.

Motion 82: Roger moves to accept the revision to article 14 section 5 of the bylaws. Kims seconds. Motion carries.

Don’t use the word friends, because we want this to also cover “students”, “retirees”, and any other membership categories that chapters may use. This is one way to make involvement in a local chapter more accessible.

Many chapters do not have current affiliation agreements with ARLIS/NA. Before we have them sign new affiliation agreements, we want the wording to be clear and consistent across all Society documentation.

Roger had the new wording vetted by the lawyer, John Hazzard.

A message should be sent out on the listserv first to allow people time to renew, if they have not already done so. Then an e-mail will be sent to all current members with a link to a ballot.
Action 167: Laura and Roger will review language and send out message on arlis-l explaining the proposed bylaws change.

Action 168: Rachel and Nancy, once Action 167 is complete, will send out vote to membership.

**Development Initiatives:** Keystone and Bequest (Lindsay King)

- Gregg Most has been thinking about ARLIS/NA legacy giving. It’s always been an option, but this will formalize it to make logistics easier for individuals and it will also serve as a reminder to members that this is an option for their estate planning. Having this ready in time for the 50th would be fitting.
- Gregg has taken the language from language prepared by the lawyer at the National Gallery.
- Suzanne would like some language about how this differs for Canadians.

Action 169: Roger will have John Hazard look at documents related to legacy gifts. He'll ask about language for Canadians and international members.

Action 170: Lindsay will ask the Development Committee to put together a project and service charter for our March meeting.

**Advocacy and Public Policy issues** (Suzanne Rackover)

Best Practices in Art Information Job Recruitment
On the treatment of interns

Action 171: All Board over the next week please send Suzanne comments about APPC’s best practices in job recruitment document.

- Suzanne will send Board comments to APPC, they can make edits as needed, and then we can vote on the best practices document at the next EB meeting.

Motion 83: Suzanne moves to approve the statement from APPC and PDC on the treatment of interns. Kim seconds. Motion carries.

- There was concern from the PDC that this statement would have an effect on ARLIS/NA policy, but we don’t currently have a policy that addresses this issue. PDC is working on a policy about posting for internships.
- By approving this statement we are encouraging
- Where does this live if we approve it? It could be a press release; it should go out on arlis-l; are there other places we distribute policy statements? It could also live on our internship page.
- Approving the statement does not mean we wouldn’t post internships that do not abide by these best practices, but it encourages employers to abide by these recommendations.
Action 172: Suzanne and Serenity will work with Roger and PDC to post the statement on the treatment of interns in appropriate places.

**Project & Service Charter: Documentation Committee WordPress site** (Rachel Resnik)

Motion 83: Rachel moves to approve the project and service charter from the Documentation Committee about creating a new WordPress site. Kim seconds. Motion carries.

The committee has put together very valuable resources, such as the oral histories, and they would like a place where people can access them. This will all eventually live on ARLIS/NA Commons presumably.

If they could have something ready in HC by St. Louis that would be a nice thing to show people.

Action 173: Rachel will share Documentation Committee's PSC with Meredith and put her in touch with Samantha.

With HC there will be no intermediary to create new WordPress sites, for better or worse.

**Special Funding Request: Artists’ Files SIG** (Doug Litts and Amy Trendler)

We’ll move this to an online vote.

Action 174: Laura, Doug, and Rachel will send out an online motion for the budget request from the Artist Files SIG.

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

Motion 84: Kim moves to go into executive session. Amy seconds. Motion carries.

Motion 85: Suzanne moves to leave executive session. Stefanie seconds. Motion carries.

Motion to Adjourn

Motion 86: Kim moves to adjourn. Amy seconds. Motion carries.