



Annual Report 2007

ARLIS/NA / VRA Summer Educational Institute for Visual Resources and Image Management Implementation Committee

Jeanne M. Keefe, Co-chair

Amy Lucker, Co-chair

February 15, 2008

Current Charge:

The purpose of the SEI is to provide information professionals with valuable training and education in the area of visual resources and image management. Under the direction of the Executive Boards of the Art Libraries Society of North America (ARLIS/NA) and the Visual Resources Association (VRA), the Implementation Committee is charged as the management group for the Summer Educational Institute (SEI) providing or coordinating administration, local arrangements, registration, scheduling, fundraising, publicity, curriculum, instruction, and teaching materials.

Accomplishments:

SEI 2007

SEI reports on the committee's activities were provided to the respective memberships at business meetings, websites and mid-year reports. SEI was filled for the fourth year with a wait list of 19 people for 2008.

Potential hosts for future SEI workshops were solicited via the ARLIS/NA and VRA listservs and the ARLIS/NA and VRA Boards approved applications from James Madison University for 2008 and Simmons College for 2009.

Honoraria, travel reimbursement and expense reimbursement checks were written in late July by Amy Lucker, the ARLIS/NA co-chair.

A revised evaluation form for 2007 SEI participants was mounted on Survey Monkey and the results were tabulated to inform decisions regarding curriculum, faculty and general accommodations for the 2008 SEI.

2008 SEI

ARLIS/NA appointed Alix Reiskind from the Harvard Design School to be the incoming ARLIS/NA Co-chair.

The contract between ARLIS/NA and VRA to co-sponsor SEI 2008 was signed in December 2007. The contract between ARLIS/NA, VRA and James Madison University to host SEI 2008 was completed and signed in December 2007.

Transfer of the SEI bank account at Bank of America from ARLIS/NA to VRA was begun in December 2007 and completed in February 2008. There will be three signatories on the account, Jeanne Keefe, VRA co-chair, Ann Woodward outgoing VRA Treasurer and Jane Darcovic, incoming VRA Treasurer. Jeanne Keefe contacted Bank of America on February 7th to have an SEI account debit card issued in her name.

A preliminary budget was sent to Ann Woodward in December, 2008

In January 2008, confirmation was received from the executive boards of both ARLIS/NA and VRA that the SEI honoraria had been raised to \$150 starting with the SEI 2008.

Amy Lucker, New York University, will continue to be the ARLIS/NA Co-chair, Jeanne Keefe, Rensselaer Polytechnic Institute is the VRA Co-chair, and Christina Updike, James Madison University, will be the Local Chair for SEI 2008

The other 2008 SEI Implementation Committee members are:

Alix Reiskind, Harvard Design School, faculty liaison

Evan Towle, Philadelphia Museum of Fine Arts, webmaster

Elaine Paul, University of Colorado, Boulder, development

Megan Young, University of North Carolina at Greensboro, local planning

Anne Rosseter Norcross, Michigan State University

Ann Whiteside, Massachusetts Institute of Technology, ARLIS/NA board liaison

Macie Hall, Johns Hopkins University, VRA board liaison

The revised SEI registration form was sent to VRA Secretary Jolene de Verges who mounted it on Memberclicks. Notices were sent to everyone on the 2007 waitlist and registration for them began on January 31, 2008. We received four registration from the waitlist before open registration began at noon on February 4, 2008. Registration will end on April 18, 2008. Links to the registration form were added to the VRA and ARLIS/NA websites. The SEI website is under construction.

Goals:

Manage a successful week of instruction and group interaction at SEI 2008.

Work with the ARLIS/NA VRA SEI Joint Advisory Task Force as requested.

Pick a host site for SEI 2010.

Consider and develop publicity for SEI 2009 in conjunction with the VRA Membership Committee and appropriate ARLIS/NA committees.

Martha Mahard will become the new local co-chair effective September 1, 2008.

Board Action Requested:

SEI has a separate bank account, into which \$3000 in funding is deposited jointly by ARLIS/NA and VRA every year, to be used as start up funds. We would like to propose leaving a certain percentage of the SEI yearly profits in the account over the next five years in order to build up the account to where depositing that \$3000 every year is no longer necessary. The increased costs of transportation and lodging, as well as the decision to utilize the host institution's conference management team has added additional layers of expense and it seems logical to expect that each year will probably be more expensive than the last. It would be prudent at this time to start to build in a hedge against both inflation and the rising cost of doing SEI business.

If the above mentioned proposal and the initial \$3000 deposit issue could be accomplished this year, we would also like to propose that the current practice of shifting the SEI accounts from one organization to the other every two years come to an end. Since SEI has reached a successful level of maturity, this original arrangement has become a logistical nightmare not only for the co-chairs, but also we would guess for both organizations' treasurers and accountants. We understand that this arrangement was necessary during the initial years of SEI to protect both organizations and to help share in the overall responsibility of SEI while it was getting itself established. However, those safeguards and practices have outlived their usefulness and placing it under the financial administration of one organization, while still remaining totally accountable to both, would be the ideal at this stage. The VRA Foundation seems the most likely organization to take on this ongoing commitment to SEI.

Respectfully submitted,

Jeanne M. Keefe
VRA SEI Co-chair

Amy Lucker
ARLIS/NA SEI Co-chair

