

2005 Mid-year Executive Board Meeting
Cornell University, Ithaca, NY
July 22-23, 2005
Action Items

Action 28: Lynda will check the conference budgets to make sure that sponsorship funds are associated with the correct conferences for NYC, Houston, and Banff. Deadline: Sept. 1, 2005.

Action 29: Ann will ask the Atlanta conference planners to send out a call for papers for the Atlanta conference in January 2006 and ask ARLIS/NA affiliate organizations to develop a call for papers for the affiliate organizations. Deadline: Sept. 1, 2005.

Action 30: Lynda will discuss with Bonnie on how to record the conference fundraising expenditure money in the budget. Deadline: Oct. 1, 2005.

Action 31: Eumie will add the following statement to policy manual, treasurer's manual, and conference planning manual: "If there is a fundraiser at the conference, then the President of the Society determines the beneficiary of the fund raiser and informs the Treasurer." Deadline: Aug. 31, 2005.

Action 32: Margaret will announce the beneficiary of the conference fundraiser in the preliminary program and on the AWS prior to the Banff conference. Margaret will coordinate with Allen to set the deadline date.

Action 33: Elizabeth will check about liability insurance and its estimated cost if all the chapters operated under the same by-laws. Deadline: July 22, 2005.

Action 34: Heather will contact the PDC regarding the recruitment brochure with the goal of having it available for library schools and chapters before September 1, 2005. The invoice for printing this project will need to be paid by December, and the brochure should be put into a pdf file and placed on the AWS. Deadline: Sept. 1, 2005.

Action 35: Margaret will review and revise the DSA Award committee selection criteria and procedures for EB comment. Deadline: Oct. 1, 2005.

Action 36: Heather will contact the PDC and inform them that Goal 1 in the Strategic Plan is their charge. Deadline: Aug. 31, 2005.

Action 37: Lynda or Margaret will write a letter addressed to Greg Most explaining that the Society Circle funds are not endowed and can be used for any purpose. Deadline: Sept. 1, 2005.

Action 38: Jeanne will ask Hugh Wilburn to investigate the benefits of IFLA and to possibly re-write the current charge for the International Relations Committee. Deadline: Aug. 15, 2005.

Action 39: Peggy will ask the Membership Committee to revise the membership welcome letter by September 1, 2005 for the EB to review and to review the email that HQ sends out for renewals. Deadline: Aug. 1, 2005.

Action 40: Peggy will inform the Membership Committee that the EB would prefer that non-renewing members be contacted via telephone. Instead of conducting the online survey, the Membership Committee shall contact non-renewing members next year via telephone. Deadline: Sept. 1, 2005.

Action 41: Peggy and Heather will ask the Membership Committee and Professional Development Committee to work on drafting both a recruitment letter and business affiliates letter by Oct. 1, 2005. Deadline: Aug. 1, 2005.

Action 42: Heather will ask John Taormina to place the Core Competencies document in a central location on AWS and will ask Heidi Haas to pursue the implementation of the Core Competencies with Jenni Rodda. Deadline: Aug. 1, 2005.

Action 43: Heather will ask Alba Fernandez-Keyes and Heidi Haas to coordinate a timeline for the pilot mentor program, to coordinate the relationships between the conference mentoring program and yearlong mentoring program, and to submit an evaluation report. Deadline: Aug. 1, 2005.

Action 44: Jonathan will speak with James Rout and gather more information to assist in designating funds for the mentoring workshop DVD and will ask the Banff conference planners to see if the presenter objects to a mentoring workshop DVD; Deadline: Sept. 1, 2005.

Action 45: Jonathan will ask Carol Graney to place an announcement about news and features on ARLIS-L and to send out reminders for information and reports; Jonathan will ask Jack Robertson for a progress report about the Facilities Standards Project. Deadline: Sept. 1, 2005.

Action 46: Carole Ann will conduct a survey of disclaimers in other online reviews of publications. Jonathan will draft guidelines for reviews to clarify the handling of negative reviews. Deadline: Oct. 15, 2005.

~~Action 47: Elizabeth and Margaret will finalize and sign the contract for the Scarecrow Press agreement. Deadline: Sept. 1, 2005. – withdrawn action item~~

Action 48: Heather will ask Donald Juedes, chair of the Standards Committee, to ask Pat Fragola to investigate paying the NISO dues. Deadline: Sept. 1, 2005.

Action 49: Leigh will inform the SEI that the EB approved Reed College hosting the SEI on June 12-16, 2006. Deadline: Aug. 1, 2005.

Action 50: Ann, Margaret, and Lynda will meet with their VRA counterparts on October 4, 2005 to strategize about the SEI. Leigh Gates will assist with this task.

Action 51: Heather will ask Daniel Starr to communicate to Allen Townsend that the amounts of the Travel, DSA, and Internship Awards need to be increased; Daniel and Allen will work on a plan to increase funding for the awards. Deadline: Sept. 1, 2005.

Action 52: Elizabeth will contact Derek Crosley regarding the status of the interim solution for the membership online database; Margaret will follow-up with Jack Robertson regarding the interim solution for the online membership database and the RFP and coordinate a conference call to discuss these issues. Deadline: Aug. 15, 2005.

Action 53: Vicky will provide Margaret, Allen Townsend, and Kim Collins with a list of advertisers to help them identify if sponsorships are affecting advertising revenues and to establish a scale of support for those businesses. Deadline: Sept. 15, 2005.

Action 54: Jeanne will coordinate and lead discussions with ACRL about possible programs on the digital database checklist and core competencies document for the 2007 ALA conference in Washington, D.C. and plan for an ARLIS/NA booth at the 2006 ALA conference in New Orleans. Deadline: Oct. 1, 2005.

Action 55: Eumie, Peggy, and Heather will work on web issues regarding the use of Survey Monkey to conduct the SAH affiliation bylaws amendment vote online on Sept. 1, 2005; Aug. 31, 2005.

Action 56: Peggy will inform Janine Henri that the membership brochure project needs to be completed and paid in full by Dec. 1, 2005. Deadline: Aug. 1, 2005.

Action 57: Jonathan will contact the Publications Committee who will recommend which ARLIS/NA publications can be retired from those that are not selling and outdated. Deadline: Sept. 15, 2005.

Action 58: Margaret will contact Carol Graney and Vicky Roper to ensure that a broadsheet of *Update* is distributed quarterly; Vicky will contact Thames and Hudson to ask if they will transfer their advertising in *Update* to *Art Documentation* or the *Handbook and List of Members*. Deadline: Aug. 15, 2005.

Action 59: Elizabeth and Margaret will examine the Scarecrow Publications contract before signing it for any exclusive publications details that might need to be amended. Deadline: Aug. 1, 2005.

Action 60: Heather will investigate ARLIS/NA's relationship and membership benefits with LOEX. Deadline: Oct. 1, 2005.

Action 61: Jeanne will discuss editorial changes to the Strategic Plan with Lucie Stylianopoulos and Leslie Abrams, convey plans for the implementation and dissemination of the Strategic Plan, and commend the Strategic Planning Task Force for their fine job and hard work on the Strategic Plan. Deadline: Aug. 1, 2005.

Action 62: Liaisons will ask new committees at the beginning of each year for goals and goals as related to the Strategic Plan. Deadline: Prior to the Pre-Conference EB meeting.

Action 63: Upon approval of the Strategic Plan by the EB, the Strategic Planning Task Force will send the Strategic Plan to Nedda Ahmed and Margaret will announce the new Strategic Plan on ARLIS-L. Deadline: upon approval of the Strategic Plan.

Action 64: Ann, Carole Ann, and Margaret will contact ILMS to explore if SEI and mentoring are feasible programs for grant application, gather further information about matching grants, and identify appropriate groups that will be involved in these projects. Deadline: Sept. 15, 2005.

Action 65: Ann, Elizabeth, and Margaret will create a self-assessment tool for the EB; Deadline: Oct. 1, 2005.

Action 66: The EB will send Carole Ann the annotated organizational charts of the Society; Deadline: Aug. 15, 2005; Carole Ann will revise and refine these into one organizational chart and post it on the AWS; Deadline: to be determined.

Action 67: Carole Ann will investigate if it is more advantageous to have the distance education course hosted by San Jose State University or the University of Buffalo. Carole Ann and Jeanne will develop a list of questions to ask Micki Breitenstein regarding this continuing education course and report back to the EB. Deadline: Oct. 1, 2005.

Action 68: Lynda and Elizabeth will examine the issues involved in restructuring the Treasurer's position with Lynda contacting VRA Treasurer, Ann Thomas, to determine how her position is structured; Lynda will also contact Bonnie James and Keith Joyce about shifting the financial year. Deadline: Sept. 1, 2005.

Action 69: Elizabeth will look at assessment tools and talk with her colleagues about the liability insurance issue at the American Society of Association Executives meeting. Deadline: to be established.

Action 70: Regional reps will notify chapters that special funding is available. Deadline: July 29, 2005.

Submitted by Eumie Imm Stroukoff, Secretary, ARLIS/NA