

ARLIS/NA  
Mid-year Executive Board Meeting  
Ithaca, NY  
July 22-23, 2005

Attending: Heather Ball, Jeanne Brown, Elizabeth Clarke, Carole Ann Fabian, Jonathan Franklin, Leigh Gates, Eumie Imm-Stroukoff, Peggy Keeran, Vicky Roper, Margaret Webster, Lynda White, Ann Whiteside.

Friday, July 22, 2005

1. Call to order (Webster):  
Margaret Webster called the meeting to order at 9:02 a.m.
2. Announcements (Webster)
3. Rules of Order.
  - a. Meal arrangements: Lunch will be on your own; dinner reservations will be made for the evening.
  - b. Library visits: The EB is invited to visit the newly renovated music library & fine arts library.
  - c. Agenda revisions: Item 3 is moved to Saturday before item 12. Insert item 3-a to ratify email motions. Insert 8-a-ii for Diversity Committee. Strike 11-c IFLA affiliation because it is on the agenda in two separate areas.
4. Approval of minutes from Houston: moved to Saturday.
  - a. Email motions (Imm-Stroukoff): Motions 5-8, which the EB voted via email after the Houston post-conference meeting, need to be ratified.

**Motion 9:** The Executive Board approved to ratify email motions 5-8 held between the post-conference EB meeting in Houston and the mid-year EB meeting in Ithaca. Unanimously approved.

5. Conferences/Meetings – Locations
  - a. Houston 2005 (White): Lynda outlined the expenses and revenues from the conference. Houston conference sponsorship was \$8100.00. \$6,000.00 of Houston conference sponsorship money was recorded in the FY2004 budget; this should be moved to FY2005 and recorded as \$14,000.00 in profit from the Houston conference. Discussion focused on methods to manage conference monies more easily by moving to a July-June fiscal year. Lynda will need to talk with Bonnie James at HQ.

**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.

- b. Banff 2006 (Franklin): Programs submissions were reviewed at CPAC meeting from June 19-20. Banff conference will have strong content-oriented programming with tours, special events, workshops, and interactive sessions emphasizing practical issues that provide mentoring opportunities. Focus on discussion is a new format; guidelines and a manual will be sent to session leaders and moderators with suggestions and advice on restructuring sessions. Fund-raising has been strong for the Banff conference.
  - c. Atlanta 2007 (Whiteside)
    - i. CPAC Meeting: Atlanta CPAC includes a program co-chair and two local arrangements co-chairs. Ann is the liaison. The planners are very motivated, leading to good discussions and budget planning at this early stage. Ann suggested combining the CPAC and mid-year EB meeting next year, which would give board members an opportunity to see the hotel, save travel money for Society, and make more efficient use of board members' time. This topic is on the agenda for Saturday, July 23.
  - d. San Diego 2008 (Webster, Whiteside): The conference in Indianapolis could not occur in 2008 because of hotel unavailability. Instead, ARLIS/NA will hold a joint VRA meeting in San Diego in 2008. Ann, Lynda, and Margaret will meet with the VRA EB in October 2005. Trish Rose will represent ARLIS/NA as either the local arrangements or program co-chair. The Southern California Chapter is very enthusiastic about hosting this joint conference and understand that resources from outside the local chapter can be pooled to organize the conference.
  - e. Indianapolis 2009 (Gates): Concern was expressed about maintaining enthusiasm about the conference in Indianapolis and keeping the local chapter motivated. Also discussed was a symposium or plenary session in honor of B.J. Irvine.
5. Conferences/Meetings – Content (Webster):
- a. Conference length: ARLIS/NA requires many meeting rooms in relation to small size of organization; as a result, hotels do not gain profit from the Society and the cost of holding a conference is high. The Board discussed other methods for groups to meet: a) having multiple committees or RT meet simultaneously in one room, b) meeting in alternative spaces such as restaurants, c) having committee chairs meet first and committee members meet as one group afterwards, and d) setting aside time – not rooms – for chapters.

Discussion also focused on whether chapters are separate entities from the Society. Is it the Society's responsibility to pay for meeting space and could the chapters perhaps reimburse the Society for meeting spaces?

- b. Conference focus: Margaret explained the procedures for establishing a conference theme and selecting sessions. A session on affiliate organizations (SAH and CAA) submitted by Al Willis and Amanda Bowen was not accepted, but recommended for submission for the conference in

Atlanta. Al Willis suggested less emphasis on regional resources and history, a longer time period during the call for papers, and acceptance of papers from affiliate groups. Discussion focused on whether the Society is giving out mixed messages by asking members to submit ideas and get involved with affiliate groups, but then rejecting the proposals. The Board discussed sending out a general call for papers to a wide audience of affiliates in January with deadline in May/June almost one year prior to the conference. Also discussed was to focus the call for papers to affiliate organizations for topics that are of interest and useful to ARLIS/NA by relating it to the core competencies document. Also suggested were methods to make regional topics more universal by taking a regional topic and having it address core competencies so that it is more useful.

**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.

Break at 10:23 a.m.

Reconvene at 10:36 a.m.

- c. Who determine the focus of the conference fundraiser or recipient of auction proceeds? Jeanne confirmed with Allen Townsend that the President determines the recipient of the fundraiser. Lynda needs to find a place to record this in expenditures. It is currently going into the general fund. The Board agreed that it would be useful for the President to choose the recipient as a stamp of his/her tenure and to inform the membership as to the recipient of the fundraiser.

**Action 30:** Lynda will discuss with Bonnie James 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.

## 6. Chapter relations

- a. Liability insurance (Clarke): Society is currently responsible for activities taking place within the chapters. Chapters are separate entities, but need to be defined that way and need their own insurance. Currently, individual

chapter officers and individual EB members are responsible for any liability occurring at chapter meetings. A blanket liability insurance of \$20,000.00 is needed to assist chapters with liability. The brokers stated that blanket coverage is not possible because of the chapters' individual by-laws. Individual chapters would need to get their own liability insurance at a cost of \$1000-\$1500 per year. Chapters would have to operate under the Society's by-laws with a separate section in the by-laws for the chapters. A committee of chapter officers may need to be established to work with the Board, to look at all of the by-laws, and to examine the dues structure. Further discussion to be tabled until Elizabeth gets a response to action 33.

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.

- b. Chapter affiliation with ARLIS/NA (Webster): tabled until Elizabeth gets a response to action 33.
- c. Chapter officers' breakout at Leadership Breakfast (Franklin & Keeran): Jonathan and Peggy reported that the chapter officers' breakout at the Leadership Breakfast was well attended and successful. During that time, member recruitment and mentoring was discussed. As a result, a panel proposal "Reaching Out: Chapter Links to Library Schools" was submitted for the Banff conference. Jonathan and Peggy will organize another chapter officers' breakout session for the Banff conference. In addition, Heidi Hass and the membership committee have sent ARLIS/NA membership brochures to Southern California.

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.

- d. Chapter Success Book Revision (Franklin & Keeran): Further discussion tabled until Peggy and Jonathan review the changes sent by Carole Ann in addition to the incorporation and insurance issues. Jonathan and Peggy will develop a document that incorporates Carol's changes.
- e. Chapter issues (Regional and Canadian Representatives): Peggy did not have any issues to report. Leigh reported a few chapters expressed a need for ARLIS/NA to help post chapter web sites. Currently, the Society will not host chapter web sites, but this may change as the Board examines the Society's relationship with its chapters. Web site hosting will be revisited at a later date by the Board.

## 7. Procedural issues

- a. Policy Manual additions

- i. C-7 Executive Committee: tabled.
- ii. G-5 Addition of task forces to committees; see submitted paragraph.

Motion 10: The Executive Board approved the wording of Policy Manual G-5 be revised to include the option of task forces. Unanimously approved.

- iii. G-7-A DSA Award (White): Discussion centered around whether to add a statement in the Policy Manual to make it clear that the Board has final decision in the approval of the DSA recipient. It could be problematic to overrule the DSA committee's decision, especially with controversial winners who may not be supporters of ARLIS/NA. It was suggested to incorporate into the guidelines that the DSA committee sends a list of candidates to the Board before the committee's final vote, which would give the Board a chance to comment. The DSA committee's report would state its recommendations and the candidates that were included in the nominations. Re-wording for G-7-A will be tabled for email vote until Margaret can review committee process and guidelines.

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

- iv. G-15 Professional Development Committee (Ball): The Board provided recommendations for PDC's charge. The Membership Committee's charge is to recruit students. The PDC needs to refocus on education and core competencies. The broader charge should be looked at along with Strategic Plan. The PDC should look at Goal 1 of the Strategic Plan which discusses increasing the effectiveness of support.

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

- v. J-2 Monthly Financial Statements and Monitoring Spending of Budget Allocations: Lynda recommended that the itemized monthly statement of publications should be left as it is and that it be sent only to the Chair of the Publications Committee, but not to the Chair of the subcommittee. She also recommended eliminating references to *Update*.

Motion 11: The Executive Board approved to accept the proposed new wording for Policy Manual J-2 regarding the monthly financial statement and monitoring the spending of budget allocations. 8 yes; 1 not in room.

J-3 Treasurer's report: Lynda reported that she will put this on the members-only section of the AWS.

Motion 12: The Executive Board approved to accept the wording change for Policy Manual J-3 as amended on the members-only section of the AWS. 8 yes, 1 not in room.

*vi. R-15 Art Documentation:* Language in the policy manual needs to be cleaned up.

Motion 13: The Executive Board approved the wording of Policy Manual R-15 be reversed as submitted. 8 yes, 1 not in room.

## 8. Committee Reports

a. Cataloging Advisory Committee (Franklin): Jonathan did not have anything to report.

a1. Development Committee (White):

i. Report: The Committee only had questions for the Board regarding tiered sponsorships.

ii. Tiered sponsorship: The Committee asked if the Board will continue to approve tiered sponsorships as follows:

Gold = \$4,000 +

Silver = \$2,500-\$3,999

Bronze = \$1,000 to \$2,499 [new proposal from CPAC]

The Committee would like to bundle gold or silver sponsorship levels with a business affiliate membership. The Board suggested that the Development Committee think about criteria for business memberships. It recommended that the Committee accept business affiliates at the Gold or Silver level for funded sponsorships and include them in the membership report, but exclude in-kind donations. The Board agreed that the Development Committee should continue using tiered sponsorships for one year for the Banff Conference. The Committee will be asked to report the benefits and evaluate this program by June 1, 2006.

Motion 14: The Executive Board approved the Development Committee's proposal to continue offering Gold & Silver partnerships, with the addition of a Bronze level, through the Banff conference; and that a report be sent to the Board regarding its impact and benefits by June 1, 2006. Unanimously approved.

Motion 15: The Executive Board approved the proposal of the Development Committee to include a business affiliate membership for cash sponsorships, excluding in-kind donations, at the Gold & Silver levels. Unanimously approved.

- iii. Fund raising and development  
Regarding the use of Society Circle donations, Allen Townsend investigated whether this money goes into restricted or unrestricted funds; and if the funds endowed. They are not endowed and can be used for any purpose.

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.

- a2. Diversity Committee (Stroukoff): Eumie stated there were no issues to report. She outlined the goals for year as submitted by the Diversity Committee.
  
- b. Finance Committee (White):
  - i. Report and issues: Suggestions from the NYC Board meeting have been implemented. The bank's money market and Schwab accounts were transferred to a van Guard money market account where it is earning higher interest. \$50,000.00 was put into a bond index fund and CMP bond index fund. The Board may want to consider where \$20,000, which is in van Guard prime, should be invested. Lynda will ask Phil Heagy for investment recommendations. The Board agreed with Phil Heagy's suggestions for putting the Treasurer's Manual to EB section of the AWS.
  
- c. International Relations Committee (Brown):
  - i. IFLA membership: Since IFLA dues will be increasing substantially over the next several years from \$782 to \$2400, the question was raised as to whether the Society wishes to continue its IFLA membership. IRC Hugh Wilburn recommends that we retain our membership this year for \$782 as the IRC looks into this issue and investigates whether we should continue our membership for following years. The Committee's charge will need to be revised if we decide not to continue. Jeanne has contacted ALA Executive Director for further investigation. It was recommended that Hugh investigate the benefits of retaining the membership. \$782 is not budgeted for this year, so the Society may need to drop its membership and re-write the charge for the current IRC. It was suggested that the IRC may wish to work closely with ARLIS/UK and other foreign ARLIS organizations as an alternative to IFLA. After Hugh has investigated the benefits, the Board will re-examine and determine if it is appropriate to pay fees next year.

Motion 16: The Executive Board voted to approve the 2005 IFLA dues. Unanimously against.

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: August 15, 2005.

Lunch break: 1:00-2:10 p.m.

d. Membership Committee (Keeran)

- i. Welcome letter for new members: A draft of a letter for new members was distributed to the Board. It was suggested that this letter could be re-worked to be used for recruitment of new members. Email acknowledgements are sent out which serve as receipt of membership. This letter serves as a template for a welcome letter and can be customized by each ARLIS/NA President. The EB provided suggestions to the Membership Committee to revise the letter.

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: August 1, 2005.

- ii. Survey for non-renewals (Keeran): The Membership Committee investigated using "Survey Monkey" for non-renewals. Up to 10 open-ended questions may be asked for no charge. It was suggested to call non-renewing members before sending them a survey. Another board member stated that non-renewal surveys are not particularly helpful as many may have changed fields or retired. We currently have 1100 members with 300 members have not renewed their membership this past year. HQ confirmed that membership telephone calls are effective and that members renew their memberships after they are contacted. The EB recommended that the Membership Committee should telephone all 300 non-renewing members instead of conducting the survey.

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.

Janine Henri will continue to feature membership snapshots on the AWS since they have been positively received. The Membership Committee wishes to revise the membership brochure text, which will

impact the budget. The Membership Committee did not ask for special funding for new design and printing of the brochure. The Board recommended that the committee update text only and suggested that they re-design the brochure in 2007. The Board recommended including ARLIS/NA affiliations on the brochure and including function roles, such as management or cataloger, on the membership form.

- iii. ALA Membership Pre-conference Meeting (Brown): Jeanne attended a "Growing your Membership" session at ALA, which discussed using technology to track member activity and keep profiles of interest areas.

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: August 1, 2005.

- e. Nominating Committee (Webster)
  - i. Slate: Margaret reported that the committee has not yet selected a slate. The committee has had trouble filling the Treasurer's position. The slate will be presented at a later date.

- f. Professional Development (Ball)
  - i. Core Competencies Document
    - 1. VRD issues: This publication will be published as an occasional paper and will be on the AWS. VRD may discuss how core competencies are implemented as a core competencies guide.

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

- 2. Document dissemination: How can this document be used by the organization? Heidi will find people on the committee to work on this issue. The committee will work on outreach and usage by members.
- ii. Mentoring Workshop @ Banff Conference as DVD (Franklin): This session could be distributed or sold on DVD to chapter members. It will be 4 hours in length, \$1300 canadian, and the assignment of copyright is included. The Board discussed whether members would buy this DVD and if it should be marketed to a larger audience to recuperate the costs.

The Board speculated that perhaps a special project funds could be applied to this project.

- iii. Mentoring Pilot (Ball): The Mentoring Subcommittee Task Force will evaluate the report at the end of the year. The workshop and program will be evaluated by both the mentor and mentee, who will submit narrative reports. The task force will coordinate both the year-long and the conference mentoring projects.

Motion 17: The Executive Board approved the mentoring pilot program for the coming year. Unanimously approved.

Action 43: Heather will ask Alba Fernandez-Keyes and Heidi Hass 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.

- g. Public Policy (Gates): A boilerplate template letter will be sent to institutions. The Public Policy committee had concerns about writing the letter. It has been handled by the Board.

Break at 3:25; reconvene at 3:45 p.m.

- h. Publications (Franklin)
  - i. AWS progress report: Carol Graney has been working on the News and Events section. A backfile of *Update* has been loaded onto AWS. Nedda Ahmed has been providing space on AWS to the Academic Division and Standards Committee. Professional Resources Editor John Taormina has put up Houston conference proceedings on AWS.

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.

- ii. Reviews disclaimer: Jonathan reported the Publications Committee rejected the idea of a review disclaimer. However, the EB feels using a disclaimer is very important because of the Society's liability issue. Options discussed included: using a disclaimer, putting reviews in the members-only area, more vigorous editing and accuracy checking by the editor, and having a disclaimer applied to all publications or the

entire web site. Jonathan and Carole Ann will come up with some recommendations.

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.

- iii. Reviews publication schedule: The schedule is quarterly on the AWS but semi-annually in *Art Documentation*. The Publications Committee has not come up with proposal, but this does not seem to be a problem.
- iv. Scarecrow Press agreement: needs to be finalized and signed off on

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

Jonathan reported that the handbook has gone to the printers.

- v. Archiving Taskforce (Imm-Stroukoff): Taskforce members have been chosen and will start looking into archiving issues. A Southern California member has approached Joan Benedetti with historical posters. These will also create archiving issues.
- i. Standards (Ball)
    - i. Surveys – Survey Monkey (Ball, Keeran, Clarke)
      - 1. Online voting: Peggy distributed an overview of Survey Monkey, which will allow for online voting. It is cost effective, very flexible, and reputable. It may be a good method for conducting the membership SAH vote while the Society is looking into an online membership database.
      - 2. Coordination with Online Membership database: Margaret reported that Jack Robertson, Betsy Peck Learned, and Elizabeth Clarke have written an RFP for the membership database. The new database should allow for member voting, provide membership data, and allow members to search and sort various components of the membership form.

Motion 18: The Executive Board approved the use of Survey Monkey to poll the members for the Society of Architectural Historians affiliation vote. Unanimously approved.

- ii. Website updates: Questions included license parameters, how the final product will be disseminated; and how to define key assessment areas.
- iii. Checklist for Digital Image Databases

1. Contact for input: An official ARLIS liaison to VRA will be brought before the VRA Board by Norine Duncan. Digital Image Database Standards Checklist Committee would like to reach out to other groups in ARLIS and VRA for feedback on standards documents for collection development, cataloging, and other types of issues via an open call on ARLIS-L. Long-term preservation issues, archival access, and standards used to digitize materials will need to be examined.
2. License parameter section and legal advice: Madeline Wessel, the legal counsel at UVA, might look at this. Donald Juedes should contact Madeline Wessel.
3. Dissemination: Will the checklist be on the AWS? Donald Juedes may have Howard Brainen help review the checklist and assist with the explanatory sections. Jeanne thanked the Standards Committee for putting together a wonderful survey.
  - iv. Art journals project: A core art periodicals list and significant journals list is being produced. Included will be journals relevant to art, art history, and art librarianship. It was suggested that the Serials Round Table also be consulted on this project, as well as other divisions, sections, and round tables. A task force may need to be established with the Standards committee working as facilitator.
  - v. Coordination with Core Competencies: The Core Competencies document will provide the basis for workshops. The survey may reflect many of the core competencies and may be expanded by the survey to include technical specifications.
  - vi. Role and impact of NISO representative: How will the survey impact the role of the NISO representative? The NISO representative is Pat Fragola. Pat may need to provide some evaluation.

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.

- j. Summer Education Institute (Gates)
  - i. Report on SEI 2005 at Duke: SEI was very successful and engaging with 35 students. The venue for the next two years was voted on. Lynda received the budget for next year, and Ann Thomas sent the report for this year with a net income of \$29,000.00. Long-term goals include finding institutions that can supply in-kind donations. The final report will be distributed to the EB at a later date.
  - ii. SEI 2006: Maureen Burns, Karin Whalen, and Trudy Jacoby would like the EB to approve the next SEI meeting on June 12-16, 2006.

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

1. ARLIS/NA's role in financial management: ARLIS/NA will manage SEI budget for two years and VRA for the following two years. The SEI Committee should be as independent as possible. VRA co-chair and ARLIS/NA co-chair will have two-year interlocking terms.
2. Institution contract: Trudy Jacoby is interested in having an institutional contract with the institution that is hosting SEI. This will be discussed in October during joint conference SEI meeting.
- iii. SEI long-term goals: Are ARLIS/NA's goals structured so that it will fit together with SEI? The EB agreed this will be a long-term evolution. SEI implementation team is busy putting together the program every year. A separate group, consisting of both VRA and ARLIS members, may need to think long-term, strategize, look at curriculum issues, and other options and issues. It was recommended that both Boards should be involved.

Ann suggested that SEI needs to get past this stage to go to the library schools. It is similar to having a second national conference and is getting to big to manage on its own. ARLIS/NA and VRA will have to give up some control so that it can continue to grow.

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.

- k. Awards (Fabian): Concerns about Umbrella Committee were discussed at a lively and effective meeting in Houston, resulting in a list of seven areas that need attention and would benefit from the umbrella structure. Regularization of procedures in these seven areas has not yet occurred and will need to be carried over into the next year. It would benefit to keep same Umbrella Chair, Daniel Starr. The EB voted to award four travel awards at \$750, but the committee has not yet written the criteria for the award. The Internship Award criteria also still needs to be addressed. Additional funding for DSA is also needed. A draft was sent out as a plan of action for changes to restructure DSA and raise the amount of the award. The internship award committee is also interested in increasing the amount of the awards. Discussion focused on taking the money out of restricted funds to increase amount or having the Development Committee raise money to fund the award. Long-term sustaining funding for all of the awards is necessary.

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.

Adjourn at 6:00 p.m.

Saturday, July 23, 2005  
Meeting called to order at 8:04 a.m.

9. Membership Online Database (White)
  - a. Progress report and timeline: Jack and Betsy are working on the RFP. Select Board members as well as the task force will need to look at the RFP.
  - b. Interim solutions: Jack would like a progress report on the interim solution; Elizabeth will contact Derek.

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.

10. HQ report (Clarke & Roper)
  - a. Membership statistics: Vicky has compiled a membership report.
  - b. Advertising: Elizabeth expressed concerns regarding advertising revenues declining in the handbook and *Art Documentation*, as businesses and organizations may be looking at other ways to advertise. The Development Committee may need to look into the fact that sponsorships may be affecting advertising revenues.

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.

- c. Management Firm Contract (Webster): This issue was tabled.

11. Ties with affiliate organizations
  - a. ALA affiliation (Brown)
    - i. Exhibits booth: Seven volunteers staffed the free exhibits booth at ALA for six hours over three days. Traffic was not heavy; however, a steady stream of people including students, vendors, ELIS (library instruction & educators group) stopped by the booth and expressed interest in the core competencies document. Jeanne attended the Art Section, and will distribute a liaison report to the EB. She encouraged ARLIS to send the digital database checklist for the next ALA conference. She also suggested that ARLIS collaborate with ACRL for Core Competencies document program at ALA conference.

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.

- ii. Discounted publications: This issue was tabled.
  
- b. SAH affiliation (Webster)
  - i. Pauline Saliga communication: The EB voted at the pre-conference meeting to affiliate with SAH.
  - ii. Membership vote: SAH affiliation requires the vote of the membership. The EB would like to see this presented as an online vote using Survey Monkey. Peggy, Heather, and Eumie will work on the online vote. Peggy and Heather will work with Nedda Ahmed and Jack Robertson regarding the implementation of Survey Monkey and the AWS. Eumie will send out the text of the SAH affiliation bylaws amendment and email the membership regarding the online vote. The Society will purchase a subscription to Survey Monkey for one year.

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.

c. IFLA affiliation (White)

3. Approval of Minutes, Houston: send out via email and vote to approve via email.

3a. Ratify email motions since Houston

12. Financial Matters (White)

Special funding requests and prioritization (Action item 23)

- a. Reserve Funds use: Lynda stated that no money is taken out of the reserve fund without vote. \$122,119.00 is currently in reserve, need to add \$56,349.00 to the reserves to meet the six-month goal. Unanticipated requests for 2005 funding, include \$10,000.00 for the membership database and \$15,000.00-25,000.00 for the membership pamphlet.

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.

- b. 2005 budget: Total expenses were at \$340,890.00 and net income at \$9,361.00. \$44,846.00 conference income from 2004 at can be brought over to 2005 conference income.
  
- c. 2006 budget: 2006 membership revenue estimated at \$94,615.00. Total gifts and contributions estimated to be \$18,300.00. ARLIS interest and

dividend income is now in Vanguard, instead of Schwab. Conference income estimated at \$162,802.00. Lynda asked if certain publications in storage should be sold as they are out of date.

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.

Printed Handbook should be kept in budget for archival purposes. Handbook advertising can be added at \$1000.00. News items could be distributed via broadsheet as some members have opted for printed copies of *Update* for the current year 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.

Expenditures estimated for 2006: Publications, CPAC and mid-year Board travel stipends can be left in the budget unchanged and revisited next year in regard to the combined CPAC/Mid-year board meeting. The Board discussed the issues of travel stipends at length. Stipends should not be based the distance traveled by each Board member. Combining CPAC and the mid-year Board meeting will result in efficient streamlining of events, issues, and budget. Issues of traveling, stipends, and when monies are issued were discussed. The benefits of giving the stipend in one lump sum to be spent as needed and a reimbursement method were also discussed.

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.

Motion 19: The Executive Board voted to approve that Board travel expenses move to a system of reimbursement as opposed to allocation. 2 yes; 6 nays.

Break: 9:40 a.m.-9:50 a.m.

The EB examined following expenses:  
The DSA chair has requested an increase of funding for DSA travel, which is currently \$1000.00. Discussion focused on whether the award should be a gift, honorarium, or money based on travel expenses to the conference. The EB agreed to raise it to \$1,300.00.

LOEX dues at \$75 (clearinghouse of instructional material): Is this site used? It might be useful to retain our membership because of the educational programs that the Society is involved with (i.e. core competencies, visual literacy program). The EB recommended that the Society could strengthen its relationship with LOEX.

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

Lynda will send out a formal call for projects. ARLIS/Canada will submit a proposal for special funding on the history of Canadian art libraries for the ARLIS/Canada web site. This will be created before the Banff conference and will serve goals 1 and 3 of current sStrategic Plan and 2, 15, and 16 of Core Competencies document. ARLIS/Canada is asking for \$500.00. Discussion followed regarding chapter projects and whether ARLIS/NA will want to eventually publish these projects for the entire Society. Jack Robertson, Jon Taormina, and the Publications Committee should be notified of chapter publications.

ARLIS/MW and ARLIS/CP were given \$250.00 each for the joint chapter conference.

The EB discussed a leadership training seminar at Leadership Breakfast. Jonathan reported that this may not be feasible since the Banff Centre has not responded about finding someone to lead a seminar. The idea of having a leadership workshop separate from the breakfast was also proposed.

Searches for hotels in San Diego and Indianapolis: Sue and Elizabeth are working on the San Diego conference in this fiscal year, but this exceeds their contract period. The cost of this needs to be discussed.

Net income of \$1,339.00 is estimated in 2006. The Development Committee will need to raise money for the Banff conference. The 2006 estimated income for conference fundraising seems unrealistically high.

Internship, video, and chapter special funding figures were examined. Should the internship award be increased from \$1000.00 to \$2500.00? The restricted internship fund could be used instead of the current practice of raising money for the internship fund. The committee felt that the award should be increased after comparing it to other awards. The EB agreed that we should raise award to \$2500.00.

Special funding of \$2000.00 for the Mentor DVD looks reasonable. The EB recommended making the DVD free to benefit library school

institutions and mentors/mentees. Jonathan will need to clear this with the session speaker.

The umbrella committee needs to discuss long-term goals to fund the awards. If there is unrestricted money that is freed as net income each year, the Society should think of ways to use that money for projects.

Dues increase, 2006: This issue was tabled.

Conference registration increase, 2006: This issue was tabled.

Motion 20: The Executive Board approved the FY2006 budget as discussed during the 2005 mid-year Executive Board meeting. Unanimously approved.

Break: 11:05 a.m.-11:15 a.m.

13. Strategic Plan 2006-2009 (Brown)

a. Action items: The final revised strategic plan by Lucie Stylianopoulos and Leslie Abrams was discussed. Comments included that it was much more focused than previous plan.

Motion 21: The Board moved to accept the final draft of the Strategic Plan as presented by the Strategic Planning Task Force. Motion withdrawn.

The EB discussed at length amendments to the strategic plan, which dealt with wording and terminology in 4C; Goal 1, objective C (junior and senior replaced by early, mid, and late); Goal 3D (diversity); and use of the term "art information professionals", as well as the switching of the order of the vision statement and mission statement.

Jeanne pointed out that the task force has worked hard on this document. Small editorial changes are welcome, but not structural changes. The EB should either accept the document with minor changes or send the document back to the committee. Some EB members agreed that substantial changes should not be made. Other EB members thought that Jeanne should convey to the Strategic Board that the EB is ready to vote and accept the document, but would like to see certain editorial changes made to the document.

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.

Committees and groups should look at Strategic Plan every year and reevaluate their action items and goals for the year. Liaisons should be conveying this information to the groups. The Society should highlight the Strategic Plan on the AWS when it is released. Supporting documentation, survey results, and environmental scan should also be placed on the public section of AWS along with Strategic Plan.

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.

Break: 12:00 noon-1:40 p.m.

The EB agreed to the goals and statements in Strategic Plan. They decided to look at the mission and vision statements separately. The mission and vision statements can be re-worked and posted in the handbook or AWS. For the next Strategic Plan, the EB should examine the existing mission and vision statements and give it to the Strategic Planning Committee after it has been approved. Jeanne will forward the editorial corrections to the task force.

Motion 22: The Board moved to accept the Strategic Plan goals and objectives as submitted by the Strategic Planning Task Force. Unanimously approved.

Motion 23: The Executive Board approved that the EB review the existing ARLIS/NA mission and vision statements and language included in the Strategic Plan final draft and in the Handbook; and that the EB will draft, review, and approve new ARLIS/NA mission and vision statements by Nov. 1, 2005; unanimously approved.

#### 14. Funding Opportunities

##### f. IMLS Grant (Whiteside):

- i. The Society would like to apply for IMLS grant for SEI and mentoring. IMLS grants would need to be matched by ARLIS. For SEI, this would have to be done in conjunction with VRA, but because of tax status VRA cannot yet apply for grants. It may be best to partner with a library school. A Board member suggested that someone may wish to speak directly with IMLS regarding its grants. The EB discussed diversity as visual literacy, i.e. people who have visual and physical handicaps in addition to people with ethnic and racial issues.

Action 64: Ann, Carole Ann, and Margaret will contact IMLS 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.

ii. SEI and certification [priority 6]

Mentoring: Second idea as proposal for IMLS grant came out of the Houston post-conference meeting. The EB will not pursue this project at this time.

15. Strategic issues = EB needs to look at present and future goals in conjunction with the Strategic Plan.

a. Role of the board

b. Society structure (Fabian & Webster)

i. Diagrams: The diagrams of the Society's structure show the level of complexity of the structure. They are drafts to use as a starting point to see what the Society is comprised of. The special appointments, especially editors, are difficult to diagram in terms of appointments and the reporting structure.

ii. Discussion groups: Some discussion groups such as ArtStor, RLG, or Scipio are not structurally related to ARLIS.

Many groups are hard to manage at conferences because of meeting room demand by the different and various groups. The EB will need to assess how these groups fit into structure, Strategic Plan, and conference. Liaisons can alert each group that they need to assess how they fit into the Strategic Plan.

c. Tools to assess: Elizabeth outlined tools, such as quantitative score carding, that could be used to assess the Society. One type of assessment is to get a clear vision of the organization. Another type is assessment of individual groups. Types of assessment questions would be:

- "To what extent are the goals of the Board clear?"
- "Is your role on the Board clear?"
- "How effective are the decision-making processes?"
- "What are we contributing to the organization?"
- "What are impediments to accomplishing goals?"

The Board discussed use of mentoring to help moderators plan their committees and groups; and use of Survey Monkey as a self-assessment tool for group leaders. The results of the survey could be made available to give to group leaders so they can use it as an agenda item during the conference.

The Board agreed that the Board should participate in a self-assessment first, with the groups participating in a self-assessment afterwards. The Board will be assessed as an entity and anonymously.

What does the EB want to show in the Society's organizational chart and how does it sustain self-evaluation on a continuing, regular schedule? Elizabeth mentioned using a balanced scorecard for non-profit groups, which measures users, internal processes, financial issues, learning, and growth. Strategies, goals, and metrics (i.e. the number of books re-shelved in a 24 hour period as way to measure in quantifying terms) are developed for each of these areas. The EB will need to predetermine questions to establish what they would like to assess on an ongoing basis.

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.

Break: 3:20 p.m.-3:45 p.m.

c. Continuing education (Brown): The topic of distance education and reaching people who cannot come to the conference needs to be addressed. A visual literacy continuing education course is one way to address this issue. Questions raised included: affiliation with accredited institutions; accreditation and certification; and SEI.

Visual Literacy Continuing Education Course: This pilot program CE course will be an online long distance education course. The EB recommended conducting this course as a long distance learning program sponsored by ARLIS/NA, and not in conjunction with the conference. It could be hosted by Blackboard, a participating university, or ALA via OCLC web junction. The EB will need to think about the issues of hosting, the cost, file storage and exchange, and copyright issues. A university hosting the course may be advantageous for reasons of technical support, affiliation with library schools, and larger MB storage. EB agreed that this program should not be limited to ARLIS members. It could be marketed outside the profession and that it would be desirable to make a profit the course. The EB discussed issues regarding the desirable number of registrants, number of credits the course would be worth, and registration fees. EB agreed that we should pursue the option of having San Jose State University or University of Buffalo host the course with 25 ARLIS and UB student participants. Carole Ann, with

Jeanne's help, will come up with a list of questions to ask Micki Breitenstein, the course instructor, and respond to EB by October 1.

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.

The EB agreed that a committee or task force will need to address the question of continuing education, accreditation for courses, courses repetition, course ownership, mentoring, and SEI. This group should identify components and timelines. Their charge is to monitor these programs to ensure that continuing education programs reflect the Core Competencies document and Strategic Plan. HQ will need to keep track of credits for certification for members.

#### 16. Review of action items (Webster)

- a. Due dates for new action items: The motions and action items from the mid-year Board meeting were reviewed.
- b. Pending action items from Houston post-conference Board Meetings: The action items from Houston were reviewed.
- c. New Business: The shifting of the financial year will need to be discussed with Bonnie and with the auditor. The Society will need a second audit. The escalating duties of the Treasurer's position will need to be re-examined before the incoming Treasurer joins the EB. This topic will be addressed via Board-L.

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 about shifting the financial year. Deadline: Sept. 1.

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.

Adjourn at 5:25 p.m.