

2005 Post-Conference Executive Board Meeting
Hilton Americas, Houston
Wednesday, April 6, 2005

Minutes

Present: Margaret Webster, Lynda White, Eumie Imm-Stroukoff, Ann Whiteside, Leigh Gates, Susan Rawlyk, Jeanne Brown, Marilyn Nasserden, Jill Patrick, Peggy Keeran, Jonathan Franklin, Christine Sammon, Kathy Zimon, Carole Ann Fabian, Mark Pompelia, Vicki Roper, Heather Ball

1. Call to order (Webster): Meeting called to order at 9:02.
 - a. Robert's Rules of Order reminder: The document distributed by Jeanne at the pre-conference EB meeting will continue to be followed. Margaret reminded Board members about confidentiality regarding Board meetings to maintain a level of honesty in discussions.
 - b. Introductions: Mark Pompelia, Houston local arrangements co-chair, and Banff conference co-chairs Christine Sammon, Jill Patrick, Kathy Zimon, and Marilyn Nasserden were introduced.
2. Conferences (9:15 - 10:00) – Goal II
 - a. 2005 Houston conference wrap up (Pompelia): Mark outlined what was unique and worked well. The membership luncheon, Internet room, and closing plenary speaker, which were all missing from New York City conference, were reintroduced. Successful elements included the convocation ceremony and reception; expanded leadership breakfast; welcome party; Society Circle event; and Bootin' Scootin' fundraiser. The Exhibit Hall was less successful because of tight scheduling, too few exhibitors, the large size of the room, and issues of sponsorship and development. The members' exhibit and silent auction were also problems because the afternoon sessions resulted in limited browsing time. It was agreed that the members' exhibit was a good idea; suggestions included better scheduling and recruiting more artwork. The conference was attended by 386 revenue generating attendees and 74 non-revenue generating attendees. Conference expenses were less than previous years. \$24,493.00 profit was budgeted; the profit is projected to be \$37,500.00. The Board will need to discuss where they would like to apply the fundraiser money.
 - b. 2006 Banff conference preview (Nasserden, Zimon): Committee members will be analyzing the Houston evaluation form. They have met with Lynda White and Allen Townsend for assistance in planning. Group tours are planned in Banff at beginning of the conference and in Calgary at the end of the conference. The conference will also feature low-key events at hotel with relaxing late evening events. The Board commented

that some misconceptions exist about the conference, including the perception that hotel is 1½ hours from Banff and that it will be difficult to get from airport to hotel. The committee will need to clarify these concerns and address them quickly with an aggressive publicity campaign. Margaret suggested that perhaps Mark Pompelia can assist with the publicity process. It was also suggested that the committee emphasize the unique aspects of this conference (retreat flavor and interactive working themes) to the membership and link the sessions to the core competencies and strategic plan.

Margaret thanked both the Houston and Banff conference committees for attending this portion of the meeting at which time they departed.

The Board agreed that the Banff committee should select 1 local arrangements chair and 1 programming chair, instead of having 5 co-chairs on the committee. This will allow for a point contact person for local arrangements and for the program and better communication. Margaret will send a HQ's conference planning model to the committee, which will also need to be added to the conference planning manual.

Action 1: Margaret will tell the Banff Conference Planning Committee that the Executive Board prefers one point of contact for local arrangements and one point of contact for programming. Deadline: Mid-year board meeting.

- c. 2008 Indianapolis (Gates): Susan Rawlyk stated that hotel meeting and exhibit spaces in Indianapolis are based on very large numbers of conference attendees. She will contact some hotels in Indianapolis for availability of rooms. Leigh mentioned that the first week of May in 2008 or 2009 would be best time to visit Indianapolis. Margaret received an invitation from chapter member for a joint conference with San Diego in 2008 with VRA.

Action 2: Margaret will talk to the Mid-States Chapter to determine if the Indianapolis venue for the ARLIS/NA conference can be changed to 2009 and to the Southern California Chapter regarding an ARLIS/NA-VRA joint venue in San Diego in 2008. Deadline: Mid-year board meeting.

Jeanne mentioned that the recipient of fundraiser funds is set by President during which year fundraiser was made. She would like to see an online course in visual literacy for the membership and stated that it would be supporting the core competencies document.

Action 3: Jeanne and Carole Ann will contact Micki Breitenstein to pursue the possibility of a visual literacy online course for the general membership

and determine how this can be accomplished. Deadline: Mid-year board meeting.

- d. 2009 site: Possible joint conferences with VRA or CAA were mentioned. Ann mentioned that VRA has more interest in a joint conference with ARLIS than CAA.

3. Leadership breakfast (10:00-10:30)

a. Groups (Whiteside, Brown)

The attendees reacted favorably to the breakout groups for committee chairs and RTs/sections/divisions because it allowed for more discussion and interaction.

Committee chairs stated that they would like to have more time to meet at the conference. The following ideas were proposed: committee chairs meet at the beginning and end of the conference; give committee chairs the option to have longer meetings by requesting a longer time period from the conference planning committee.

It was also suggested that the first time attendees meeting be scheduled so that it does not conflict with other meetings, so that ARLIS/NA leaders can attend. Committee chairs would be able to invite new members to join committees or let them know that these meetings are open to the general membership.

The membership would also like a work chart that explains the organizational structure of ARLIS/NA.

Jeanne suggested adding committee meetings to the conference registration list of programs and encouraging participation through divisions, sections, and sub-committees.

Action 4: Jeanne and Margaret will draft wording regarding option of subcommittee additions for inclusion in the Policy Manual. Deadline: Mid-year board meeting.

b. Chapters (Keeran, Franklin, Gates)

Chapter breakout at the Leadership Breakfast was successful. Chapters reported that recruitment for new members included practicums, internships, and career affairs. Members reported that the Chapter Success Book is infrequently used, but that the Northeast Chapter is writing new Chapter Success Book. The chapters responded favorably to co-programming with VRA. They would like web site server space, but did not want to use a template in order to maintain the Chapter's individuality. A message board for conversations and discussion was suggested as an effective way of communicating. Some problems reported among

chapters included: dynamic programming, coping with geographic layout, finding available leaders to serve. Some chapters reported that they were unsure of the role of regional and Canadian representatives. An organizational chart may be helpful for the chapters as well as for first-time attendees.

Action 5: Regional and Canadian Representatives will examine their roles as Regional and Canadian Representatives and liaisons to the Chapters and membership. Deadline: Mid-year board meeting.

Action 6: Carole Ann and Margaret will examine the Society's framework and organizational chart in relation to the roles of the chapters, Membership Committee and Executive Board. Deadline: Mid-year board meeting.

Action 7: Jonathan will contact Banff conference coordinators to determine if a leadership workshop for the Society's leaders will be a possibility at the Banff conference. Deadline: Mid-year board meeting.

Break: 10:35-11:00.

c. Funding Guidelines for Chapters (White)

Lynda passed out a draft of guidelines for special funding and discussed the types of expenses covered (i.e. honoraria) or not covered (i.e. operating expenses). She stated the need for chapters to be fiscally responsible for their chapter events.

It was suggested to relate funding guidelines to strategic plan goals by including professional development and outreach. Certain issues will need to be revisited such as recruitment and travel expenses.

Motion 1: to approve the ARLIS/NA Special Funding Guidelines for Chapters as amended, by adding language for operational expenses related to conferences or special events in the section Expenses Not Covered, and striking the section Reimbursement; unanimously approved

4. Committees (10:45 – 12:15) – Goal I

a. Awards (Fabian)

1) ARLIS/NA travel awards

Carole Ann discussed the efficiency, structural issues, and inconsistencies of the umbrella committee and sub-committee structure. There is a need for a universal time table across an annual time frame (i.e. posting dates for submission, integrated calendar); communication channels between awards and other committees such as the PDC; compiling historical

information about each sub-award; continuity, as too little information is passed down from chair to chair; and the archiving of award history. The committee chair will need to re-examine group tasks and the role of the umbrella committee as the communication channel.

Travel Award sub-committee is not in complete agreement regarding the number and amount of the awards. There was discussion of keeping four awards at \$750.00 or lowering the number of awards to three and increasing the amount to \$1000.00. The Board decided to keep the four awards at \$750.00. The Board discussed clarifying the criteria for all these issues by mid-year.

Action 8: Carole Ann will ask Daniel Starr and the Travel Awards Committee to articulate Travel Awards criteria. Deadline: Mid-year board meeting.

2) DSA and Internship

The Board agreed it was beneficial for the DSA Sub-Committee to remain as part of the umbrella group and discussed of nature of the DSA. Concerns about the selection of the award winner were expressed. The Board agreed that the DSA is not an end of career award. It is a long-term achievement and career award. The Board also agreed that the DSA is not locally determined and does not necessarily have to be given to a professional who lives in the region that the conference is held. The President should communicate these directives each year to the DSA sub-committee. Margaret will ask Barbara Polowy to look at the DSA with strong directive to go back to intent of the award and communicate with Barbara throughout the year.

Heather reported that the Internship Award sub-committee would like to increase the amount up from \$500.00. Henry Pisciotta should contact Lynda to supply data about the award and find out how much income is coming from donations.

Action 9: Carole Ann and Heather will gather financial data from Lynda and draft a proposal for potentially increasing the internship award. Deadline: Mid-year board meeting.

b. Cataloging Advisory (Gates, Franklin)

The Cataloging Advisory committee is finishing up its projects with content on the AWS. There were no other issues to report to the Board.

c. Development (White)

The Development committee discussed relationships with the exhibitors and expressed concern about getting them to attend the Banff conference. Allen Townsend will be working on a proposal to tie together a business affiliate membership category with exhibit privileges.

d. Diversity (Imm-Stroukoff)

The Diversity committee would like to work with the Membership committee to encourage new members to join the Society. They are interested in establishing a committee web site presence. They are eager to work collaboratively with other committees.

e. Finance (White)

The surplus will be worked into mid-year board meeting. There is a fund of \$7000.00 in the Wilson Awards, which needs to be used. Carole Ann will convey this to Daniel Starr.

f. International Relations (Brown)

There will be an international attendees discussion group at the Banff conference. The committee did not have any other issues to convey to the Board.

g. Membership (Keeran)

Janine Henri will pursue strategies to welcome new members, such as a welcome packet. The welcome packet could include a letter from the President, confirmation of membership, and the AWS password. Another concern expressed was how the committee could track members who change jobs, perhaps through the membership database.

Another concern expressed was that the student program at the conference was scheduled at the end of the conference when many students had to leave. It would be more beneficial to have that type of program on the weekends.

Action 10: Peggy will work with Janine Henri to draft a welcome letter that the President can send to all new members. Deadline: Mid-year board meeting.

h. Nominating (Webster)

The committee met twice at the conference. Debbie Kempe is the chair and consulted with key members on Board regarding list of nominees.

i. Professional Development (Ball)

1) Mentoring – year long (Ball)

Mentorship Task Force reported that it would like a conference program dealing with mentoring. They do not want to make decisive

recommendations without membership-wide discussions. They would like to use the next year to examine how the task force can accomplish its goals within ARLIS via survey and information gathering. The Board requested a proposal from PDC to move Mentoring program forward and responded that the task force needs to think about timeline. They suggested that the task force move more quickly for the Banff conference and suggested that the task force look at their charge and make recommendations to the Board. Task force would like to hold a mentoring session or workshop at Banff. The Board asked if the task force can recommend an experimental pilot program of mentoring that could be launched at the Banff conference.

Action 11: Heather, PDC, and the Mentoring Task Force will work on a description, proposal, timeline, and outline for an experimental mentoring pilot program to launch and implement at the Banff conference. Deadline: Mid-year board meeting.

2) Mentoring – conference (Gates)

This continues to be a popular program. Mid-year board meeting discussion should include if the year-long and conference mentoring programs should be administered jointly and how to include non-conference attendees in the mentoring program.

3) Core Competencies (Ball)

Core Competencies will be working with Jack Robertson to publish the document as an Occasional Paper. They tried to map the core competencies document with the Banff proposal form by underscoring its role as a professional development conference.

This document will be reviewed annually. Revision concerns include keeping it up to date or revising it too frequently. The Board suggested not to revise it annually, but re-examine it at the end of the 2006. The Board discussed how this document might be tied to library schools in a proactive manner. It was suggested that ARLIS/NA might work on a *Librarianship in the 21st century* grant (IMLS grant) for art librarianship towards funding for Ph.D. students, graduate students, and curriculum development. The Board also discussed methods for overlapping the document with other international ARLIS groups. Susan Roeper recently visited German art librarians; she reported there was controversy, but interest, in the core competencies document. It was also noted that ALA might be interested in this document.

Action 12: The Board recommended using “ARLIS/NA Core Competencies for Art Information Professionals” with the PDC writing proposal and timeline to gather and access information. Deadline: Mid-year board meeting.

The proposal will include how to access, how to undergo the 1st revision, and how to schedule subsequent revisions.

Action 13: Ann, Jeanne, and Heather will report about the proposal to apply for a Librarians for 21st Century grant. Deadline: Mid-year board meeting.

4) Value of Art Libraries statement

This statement will be on the AWS and discusses the importance of art libraries. Although the mission statement is related to the value of art libraries statement, it is different. The value of art libraries statement can also be used as a recruiting tool and to show administrations the importance of art libraries. The Publications committee and the Board will be responsible for drafting this statement.

Action 14: Ann and Jeanne will work on a statement about the value of art libraries for the AWS. Deadline: Mid-year board meeting.

Break: 12:46-1:52 p.m.

j. Publications (Franklin)

1) Scarecrow Press

The reporting structure of the editors was discussed. The News and Features editor reports to ARLIS/NA president. Jack Robertson suggested that Carol Graney and Jennifer Hehman further discuss the reporting structure of the Bibliographic Notes editor. Roger Lawson has been working on agreement between Scarecrow and ARLIS/NA.

2) On-line membership directory

Derek Crosley and Jack Robertson have been pursuing an interim solution for the on-line membership directory. It will take about 1 year to pursue and look into a permanent solution. Margaret noted that many members are frustrated with online directory and would like to pursue this in a timely manner. The Board agreed that it would like to see more immediate action. Jack feels comfortable with interim package that Derek Crosley proposed. Vicki agreed that this is the easiest and most cost effective solution for the present. Jack will look into other permanent solutions. The interim solution will improve the searching capability on the AWS membership directory and provide more information about members.

Motion 2: to ask Jack Robertson and Derek Crosley to implement the interim revision of the online membership database; unanimously approved

3) Handbook (Brown)

The Board agreed that the Handbook should continue to be published on paper, instead of a web-only based document. Jonathan agreed to edit the Handbook.

Action 15: Jonthan will edit the print version of the Handbook; and Jeanne, Ann, and Margaret will work on the web version of the Handbook with Vicky. Deadline: Mid-year board meeting.

4) *Art Documentation reviews*

The Publications committee recommends quarterly reviews on the AWS, which could be compiled and published twice a year. They did not agree to use the disclaimer that was discussed during the pre-conference Board meeting. Joan Stahl will investigate to see other publications use disclaimers.

5) Archiving of *Update* content

The Publications committee is concerned with archiving the Update content and its AWS equivalent. At present, there is no preservation plan for the AWS. Various strategies were discussed, such as snapshot documents on the AWS, and histories residing on the AWS. The Board agreed that a task force should work on this issue.

Motion 3: to establish a task force to recommend to the Board how to archive documents and publications including but not limited to the AWS; unanimously approved

Action 16: Eumie will consult with Margaret to set up a task force to deal with archiving documents and publications both in print and on the AWS. Deadline: Mid-year board meeting.

6) Copyright filing

Filing copyright for Art Documentation was discussed. Copyright is being filed with LC for monographs and Occasional Papers. The Publications committee will form a task force to determine whether Art Documentation should be peer reviewed. It was recommended that Betsy Peck Learned, Kathy Zimon, and Judy Dyki review other peer reviewed journals and report back to the Board.

Action 17: HQ will file all Society print publications for which we have copyright with the US Copyright Office and report to the editor that it has been done. Deadline: Mid-year board meeting.

j.-a. Public policy (Gates)

The committee would like to know how to proactively track library closings. It was suggested that this could be a news feature on the AWS to alert membership that a library has closed. It was also noted that these

situations need to come to Board's attention via the regional chapters. The Board agreed that the Regional and Canadian Representatives should ask the chapters to report any library closings to them.

k. Standards (Ball) – Goal III

Standards committee projects include work on a core art journals list. The facilities standards project has been taken off their agenda, since another group is looking at this issue. They will be drafting a plan of action items. Ann will discuss the ISO liaison with Donald Juedes.

l. Summer Educational Institute (SEI) (Gates, White) – Goal II

1) ARLIS/NA will manage for two years. Instructors are in place with fundraising. ARLIS and VRA have begun discussion for next year's SEI. Reed College, UC San Diego, Indiana University, and James Madison University are all interested in hosting SEI within the next few years. Issues now involve how to ensure continuity from year to year and the budget to ensure that SEI is covered by the fees generated.

2) Contract changes will enable SEI to mesh with ARLIS/NA budget process. ARLIS has signed the agreement with hosting institution.

m. Strategic Plan Taskforce (Brown, Whiteside)

1) Rolling action items – how are action items managed?

Ann's conversation with Leslie Abrams and Lucie Stylianopoulos included the topic of rolling action items and how they are derived, monitored, and implemented. The taskforce believes that action items should be monitored by the Board and not by the task force.

Leslie and Lucie were pleased with the Strategic Plan Taskforce forum. They would like to revise the draft with input received from the conference and send the revised draft to the rest of the task force and the Board by mid-year.

The taskforce did not want to do another survey, statistical analysis, or summary. Board discussion revolved around discussion of surveys and the charge of the task force. They are not charged with conducting true statistical analysis. It was agreed that there is no real statistical analysis of the membership. Possibilities include taking a profile of membership from the membership application form, conduct a separate survey, and use the membership database to create an annual snapshot. Board agreed that demographic questions could be sent with the membership application form.

Action item 18: Jeanne, Carole Ann, Heather, and Lynda will form a task force to work on demographic questions to append to membership form. Deadline: by September 1.

The Board agreed that action items were never meant to be part of Strategic Plan. Action items should be identified at beginning of year by the committee and reflected in the annual report. The Vice-President could gather action items from Committee liaisons and Regional and Canadian Representatives, sort them by goals in the strategic plan, and then set a deadline for groups. Deadline dates for these will need to be put into the management calendar.

Action 19: The Regional and Canadian Representatives will ask each Chapter to examine the strategic plan and report how it will apply to their chapter's activities for the year. Deadline: Mid-year board meeting.

Action 20: Jeanne will look at the Policy Manual for changing roles of the Regional and Canadian Representatives and the Vice-President in relation to the Strategic Plan action items. Deadline: Mid-year board meeting.

4. 4. 5. Role of liaisons

- a. Policy manual – duties: Discussion focused on the roles of liaisons, what they are supposed to accomplish, and how ARLIS/NA benefits from liaisons. Ann will talk to the ARLIS/NA liaisons to establish what is expected from the Board and the liaisons.
- b. RLG AAG is planning on disbanding in one year. RLG may ask for liaison status. Margaret mentioned that this should be a reciprocal status where liaisons provide information about ARLIS to the other organizations and enable communication between organizations. Discussion about liaison's roles included writing a News and Features section on the AWS featuring affiliated organizations, setting up ARLIS/NA booths at ALA conferences. Also discussed was the fact that liaisons be available at other conferences as an official ARLIS presence by adding an ARLIS/NA sticker or liaison ribbon to their conference badge or wearing the ARLIS/NA pin distributed by Jeanne. It was also suggested that liaisons also attend the Leadership Breakfast in Banff and that liaisons identify joint or collaborative projects with other organizations.

Action 21: Vicki will make available badge ribbons for ARLIS/NA liaisons for use at affiliate conferences. Deadline: by May 1.

Action 22: Ann and Jeanne will examine the liaison section of Policy Manual to ensure there is a job description for ARLIS/NA liaisons to affiliate organizations. Deadline: Mid-year board meeting.

6. DSRT's – Goal I – [Secretary had to step out of the meeting.]

- a. Issues emerging from meetings: new Student Affairs Discussion Group was discussed.
- 7. Procedural Issues
 - a. Online voting (Ball & Keeran)
 - b. Policy Manual Issues (Brown)
 - 1) G-15 Professional Development Committee (Ball)
- 8. HQ and Management – Goal IV
 - a. Updating of members' directory
 - b. Evaluation of director
 - c. Finances -- Seat the new Board for Vanguard signatories (White)

Motion 4: that the Board recognize the seating of new Executive Board on 4 April 2005, and authorize the changing of financial account signatures on all ARLIS/NA accounts to read as follows: Bonnie L. James, ARLIS/NA Financial Manager; Margaret N. Webster, President; Lynda S. White, Treasurer; unanimously approved (Motion occurred while Secretary was out of the room.)

- 9. Strategic Issues – Goal IV
 - a. Budget Planning Process (Brown & White)
 - 1) Which items need immediate funding: on-line directory system, additional server space to host DSRT websites, etc.?

The Board agreed that reserve funds need to move forward by establishing a mechanism in the budgetary process. Lynda will talk with Phil Heagy regarding the logic behind the reserve fund.

Board discussion focused on the amount of the reserve fund, the importance of the funded project, and the criteria and vetting process for the project. The Board wanted to know how the reserve fund fits into the fiscal year. In order to fund projects, flexibility is needed to dip into these funds. Guidelines for administration are needed as well as priorities for the projects.

Action 23: Lynda will send Special Budget requests proposal to Board members for future discussion about the revenue funds at the mid-year board meeting. Deadline: prior to the mid-year board meeting.

2) Board travel stipends

Board travel stipends are decided during the budget process at the mid-year board meeting. Board members must keep track of their expenses and send their receipts to Bonnie. What has not been spent needs to be sent back to HQ.

b. Management Calendar

1) Role—how does it differ from the Events Calendar?

The Board discussed the role of management calendar. The events calendar was designed for an external audience for chapter events, conferences, special funding deadlines, and other important deadlines for the membership. The management calendar was designed for an internal audience that explains Board and conference planning committee tasks and deadlines. Management calendar deadlines are built around the conference period.

Action 24: Board members will look at the management calendar for the accuracy of their own individual deadlines and report any changes to Margaret. Deadline: Mid-year board meeting.

The News and Events editor will have to look into the issue of the events calendar and how it differs from the management calendar.

2) What should be included—Groups, Conference planning
Committees and groups would like to use management calendar for committee and group-related information, travel award information, and conference planning deadlines. It was suggested that the new AWS events calendar may be a better solution for those groups.

3) How do we know that things are done? How are things reported back so that we know that things are done?

It was suggested that the Secretary might keep track of the action items sequentially using a spreadsheet so that it can be sorted. Board members should post that they have completed their action items on Board-L. The Secretary could then update and check off the action item on the spreadsheet.

Action 25: Eumie will establish an Excel spreadsheet for action items and Board members will post on Board-L when their action items are completed. Deadline: Mid-year board meeting.

Action 26: Vicky will provide a monthly HQ's management report for the Board at the beginning of each month. Deadline: Mid-year board meeting.

c. Board Leadership and Growth

1) How do we evaluate EB performance

The Board's performance needs to be measured against the Strategic Plan so that it can be evaluated how effective the Board satisfies the needs of the membership. It was suggested that Elizabeth be consulted on this topic.

Action 27: Elizabeth and Ann will provide for the Board ideas for self-evaluation and performance evaluation to promote Board leadership and growth. Deadline: Mid-year board meeting.

2) What are Board Responsibilities

The mid-year Board meeting will be held at Cornell University beginning July 21. The Board agreed that they wanted to see the income and expense statements on a monthly basis.

3) Risk Management: This issue was tabled until Elizabeth Clark's input can be sought.

Ann motioned to adjourn the meeting. Jonathan seconded.
The meeting was adjourned at 4:50 p.m.