

2006 ARLIS/NA Post-Conference Executive Board Meeting
Fairmont Banff Springs Hotel
Banff, Alberta, CANADA
Tuesday, May 9 2006
Action items

Action 1: Carole Ann Fabian and Ann Whiteside will set up a means of communication and discussion for Executive Board business. Deadline: June 30, 2006.

Action 2: Executive Board liaisons will contact their groups frequently to encourage them to stay on task; Ann Whiteside will post the liaison list on the AWS. Deadline: ongoing action item for liaisons; June 30, 2006.

Action 3: Deborah Ultan Boudewyns will inform all group leaders that their successors should be chosen and identified via email prior to each conference. Deadline: June 30, 2006.

Action 4: Margaret Webster will insert a statement in the Conference Planning Manual about scheduling committee meetings so that they don't conflict with the Leadership Breakfast. Deadline: September 1, 2006.

Action 5: Sue Koskinen will ask Carol Graney to establish a frequent reminder on ARLIS-L for members to submit items for the AWS News and Features section. Deadline: June 30, 2006.

Action 6: Deborah Ultan Boudewyns will send an email to DSRTs inquiring about current and future projects and convey this information to the Atlanta CPAC so that it can be written into the conference program. Deadline: July 10, 2006.

Action 7: Liaisons will inform committee chairs that their meetings are open to all members, with the exception of the Awards Committee. The Atlanta CPAC will designate every meeting with an open or closed meeting iconic representation in the conference program. Every committee will submit a brief one-sentence description about the committee for the conference program. Deadline: September 1, 2006.

Action 8: Heather Ball, Eumie Imm Stroukoff, and Sue Koskinen will review the Policy Manual for committee membership policy amendment. Deadline: August 15, 2006.

Action 9: Deborah Ultan Boudewyns will inform Judy Dyki that listserv users should contact HQ to post jobs on JobNet; Eumie Imm Stroukoff will write up the language and oversee this task until Judy Dyki has been informed. Deadline: June 9, 2006.

Action 10: Fran Scott will ask Bonnie James about the mechanics of how Research Awards winners can distribute prizes back to ARLIS/NA. Deadline: July 10, 2006.

Action 11: Marilyn Nasserden will confirm with Peggy Keeran and Janine Henri that the draft membership recruitment and business affiliate letters have been written for review by the Executive Board at the mid-year Executive Board meeting. Deadline: September 1, 2006.

Action 12: Sue Koskinen will discuss with Maryly Snow and Jenni Rodda about the timing of keeping the paper format of the lantern slide survey online. Deadline: July 10, 2006.

Action 13: Margaret Webster and Eumie Imm Stroukoff will determine how to approach archiving previous conference web sites, print, and online publications for further discussion in the Board blog. Deadline: September 1, 2006.

Action 14: Eumie will add a statement for the policy manual and Margaret will add a statement for the conference planning manual that jointly sponsored session proposals are not automatically accepted by the CPAC. Deadline: July 10, 2006.

Action 15: Sue Koskinen will inform the Publications Committee that the Executive Board is using Survey Monkey for the RFP list and analysis. Deadline: July 10, 2006.

Action 16: Deborah Ultan Boudewyns and Heather Ball will work with the year-long and conference mentoring program groups to examine methods for accountability measures and guidelines. Deadline: September 1, 2006.

Action 17: Eumie Imm Stroukoff will post the chart from the post-conference Executive Board meeting for the Executive Board, committees, and groups to review and discuss via email throughout the year. Deadline: July 1, 2006.

Action 18: Ann Whiteside, Elizabeth Clarke, and Margaret Webster will develop a document defining different types of insurance and the advantages to incorporation for the Chapters. Chapter officers must sign the affiliation agreement document and, if necessary, change the chapters' bylaws by the Atlanta pre-conference Executive Board meeting on April 26, 2007. The chapter affiliation language will be added to the chapter success handbook by July 1, 2006. Deadline: June 30, 2006.

Action 19: Fran Scott will ask for budget requests via email. Deadline: June 1, 2006.

Action 20: Ann Whiteside and the Regional Representatives will communicate with the membership more frequently in ensure that they understand how the Society operates. Deadline: ongoing.

Submitted by Eumie Imm-Stroukoff, Secretary, ARLIS/NA