

2006 ARLIS/NA Post-Conference Executive Board Meeting
Minutes
Fairmont Banff Springs Hotel, Banff
Tuesday, May 9, 2006

Attendance: Heather Ball, Deborah Ultan Boudewyns (conference call), Carole Ann Fabian, Leigh Gates, Eumie Imm-Stroukoff, Sue Koskinen, Ann Lindell, Marilyn Nasserden, Fran Scott, Margaret Webster, Ann Whiteside. HQ: Elizabeth Clarke, Craig Fleming. Guests: Tom Caswell, Ann Lindell, Sandra Still

1. Call to order (9:00 – 9:20) The meeting was called to order at 9:02 a.m.
 - a. Robert's Rules of Order reminder: A modified version of Robert's Rules of Order will be used to conduct business meetings.
 - b. Process for conducting Board business through the year: The President proposed having a specific time each week to focus on Board business as a more productive and less chaotic method of conducting business. Blogs and chat rooms were also discussed as options. It was recommended to use a format that could track discussions, such as a threaded blog. Carole Ann Fabian is setting up guidelines for use of a trial blog with attachments posted on board-only area of AWS. It was established that business communication and discussion will be conducted everything Thursday from 2:30-4:30 p.m. EST.

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.

- i. Management Calendar: Craig Fleming can send board members individual monthly reminders pertaining to the Management Calendar.
- ii. How do we know that things are done?: The Secretary tracks action items on a spreadsheet.
- iii. What are Board member responsibilities?: Board liaisons were encouraged to check with their groups on a frequent basis to encourage them to stay on task. Ann will post liaison list to the Web site.

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.

2. Conferences (9:20 – 9:40):
 - a. 2006 Banff conference wrap up (Nasserden, Zimon): Marilyn Nasserden reported that everything went smoothly, with good comments from the membership. The Silent Auction was successful and brought in \$4483.50. The tours brought in \$2000.00.

Motion 1: that the Executive Board commend the Banff Conference Planning committee for a wonderful and successful conference. Unanimously approved.

- b. 2007 Atlanta conference preview (Ann Lindell, Tom Caswell): Dates for the Atlanta conference are April 26- April 30, 2006. Preliminary timeline include a workshop on Thursday morning; a welcome party on Thursday night; the Society Circle event on Friday night, and the Convocation on Sunday. The location for the conference is centrally located for easy transportation and access to restaurants. Members are already submitting program proposals. The Executive Board thanked Atlanta conference team, who then departed.
3. Leadership breakfast de-briefing (9:40-10:45):
- a. Group breakout sessions – reports, ideas for next year, items for planning: Chapter Officers (Nasserden, Scott, Webster): The Leadership breakfast is a training session for incoming and new members, but it was difficult for incoming and new leaders to contribute to discussion because they are not aware of issues. The Leadership breakfast should include incoming as well as outgoing leaders. Group liaisons should encourage Chairs of groups to submit annual reports on a timely basis and send these reports to incoming leaders. Attendees of the Leadership breakfast should be encouraged to read all the annual reports. It would be useful to have Committee Chairs get together at a separate meeting at the end of the conference. The Executive Board decided it would be useful to have the Leadership breakfast at the beginning of the conference for incoming chairs to learn about the organization and its operations. The breakout sessions might be more useful at the end of the conference. Leadership and successors, such as vice- moderator/chairs, should be chosen and identified via email prior to the conference.

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.

There was a complaint about scheduling the Wittenborn Committee meeting at the same time as the Leadership Breakfast.

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.

Suggestions from the chapter breakout sessions included strategies for chapter-level communications. Other discussion centered on the benefits of chapter affiliation. Discussion helped ease vocal negativity. Communication is encouraged to help chapters understand affiliation issues.

Committees (Gates, Imm-Stroukoff): Questions that arose from the committee breakout sessions included the appropriateness of institutional members on committees and the roles of the Cataloging Advisory Committee (liaison role) vs. the Cataloging Section (open interest session) vs. the Cataloging Discussion Group (problem solving and fine grained). Some members of the breakout group wondered if there was a need for consolidation of groups or clarification of roles. It was reported that an ARLIS/NA member not welcomed at a committee meeting because the Chair had stated that the meeting was closed. Perhaps committees could appoint ad hoc members on committees for observation of process. Carol Graney has been encouraging members to use the News and Features portion of the AWS to report what a group is discussing and to encourage communication among all of the different groups. Regular reminders about postings and deadlines should be encouraged.

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.

DSRTs (Ball, Fabian, Koskinen): The breakout groups discussed how the groups' action items link to the Strategic Plan, collaboration across ARLIS/NA groups on projects, communication challenges, and use of the AWS and ARLIS-L. Comments from division leaders included that the division meetings at the conference should be longer.

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.

The Bylaws limit the number of members on a committee and limit the term served on a committee. There is a need for staggered seats, new members, and appointed members. Designated ad hoc members or members-in-waiting could be a task force or working group. Committees could be partially appointed before the conference to allow new members to join committees, with the exception of the Development and Travel Committees. Outgoing chairs will need to distribute a list of interested parties from Headquarters and from the Vice-President to incoming chairs.

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

Communication across Executive Board and Society: It was suggested that the President post monthly emails to the membership. DSRTs and committee groups mentioned the use of blogs and RSS feeds on the AWS. Both these ideas will need to be put into the RFP review.

- b. Funding Guidelines for Chapters (Scott): Fran Scott will start sending out reminders regarding the chapter funding. Chapters should talk with their Regional Representatives before applying for funding to learn about guidelines for submission. The deadline for funding is September 30, 2006.

Break 10:40 – 10:55 a.m.

- c. Job postings on ARLIS-L: Job postings on ARLIS-L are currently forwarded to Headquarters. It has been strongly felt in the past by certain Board members that JobNet should be used instead of ARLIS-L for job postings. JobNet listings are on the AWS and ARLIS-L. Unmoderated job postings are the problem. ARLIS/NA is giving away products and services by allowing job postings to be posted on ARLIS-L. There are no written guidelines for postings on ARLIS-L. It would be listserv moderator's task to inform a person that they cannot post jobs on the listserv and that they would need to use JobNet. The listserv could be closed, with JobNet on an open web site. Craig Fleming should be contacted for job postings and rate inquiries. Fran Scott, Elizabeth Clarke, and the Membership Committee should look at the rate card pricing for the job postings and bundle it into the membership benefits.

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.

- 4. Committees (11:00 – 12:30):
 - a. Awards and Awards Task Force (Fabian): The task force will work on issues, and the award committees will be working groups. The task force will have a preliminary report for the mid-year Executive Board meeting and make formal recommendations for the pre-conference meeting in Atlanta. Uniform manual is planned to outline all awards, donor development, and member service on committees. Donor commitment dates will be established by September 15 with January 1 billing. The task force will deal with the issue of announcing award winners. The task force will also investigate whether the DSA honorees can be fully funded to the conference and make recommendations to the Executive Board.
 - i. Research Awards (Fabian)

- a. Are winners of the publications awards and their publishers allowed to publicize before the conference time?: Task force will investigate this issue.
- b. Can winners distribute their prizes back to ARLIS/NA? : Yes. This is a bookkeeping question of how a check is given back to Society from a recipient.

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.

- c. Can we specify more dates and expectations for transmitting results on the Wilson Research projects?: A development payment needs to be worked out.

ii. Travel Awards

ARLIS-sponsored travel awards need decisions: The Executive Board needs to inform the Committee how much money will be committed to the Travel Awards before the mid-year meeting. Amounts are needs for the ARLIS/NA sponsored awards, not the donor sponsored awards. For 2005, 4 \$750 awards were distributed. Previously, this has been established as part of the budget planning process, but it would be better to plan this before the budget planning process. The Student Diversity Award and Diversity Award were also discussed. The Executive Board decided to offer 4 awards at \$750 for the upcoming year for student diversity, the Hoffberg award, the conference attendance award, and the award for an ARLIS/NA member.

Motion 2: that the Executive Board approved funding of 4 travel awards at \$750.00 each for the ARLIS/NA funded travel awards for the 2007. Unanimously approved.

b. Development (Scott):

Discussion to establish a B.J. Irvine award: tabled and to be discussed via email/blog

c. Finance (Scott):

Movement of funds, Treasurer's archives, and Treasurer's transition/training: tabled and to be discussed via email/blog

d. Membership (Nasserden)

1. Draft membership recruitment and business affiliates letter: The committee was informed about establishing a tiered membership.

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.

2. PDC recruitment brochure: PDC worked with the Membership and Diversity Committees on the brochure and printed 450 brochures using all of the money. The brochure will be sent to chapter chairs first. This upcoming year, the committee will contact library schools. It was suggested to provide a PDF version on the AWS. The PDC will try to get special funding for email links. PDC should provide a list to Headquarters so that Headquarters can assist with mailings.
- e. Professional Development (Ball)
1. Proposed revision to charge – see pre-conference Board Meeting Agenda: The Professional Development Committee asked if last part of the last sentence from their charge could be deleted: “create standards and develop guidelines and evaluation methods for workshops, seminars, symposia and panels.” The Executive Board agreed that they should set the charge and that the committee can draft change on the charge. The Executive Board agreed that the charge should be tied in with the Strategic Plan and that PDC in Education in its charge. The Educational Training Task Force will investigate future directions and make recommendations to the Executive Board. These outcomes will be acted upon by the Committees. The rewriting of the PDC charge should be deferred until the task force examines this issue. The Committee should use the charge that is written in section G14 of the Policy Manual.
 2. PDC wants to improve communications between the conference mentoring and year-long mentoring programs. Heidi Hass will work with Alba Fernandez-Keys during the year to coordinate communication.
- f. Public Policy: Can we provide contingency funding for travel for ARLIS/NA representatives on topics of interest to ARLIS/NA? The Executive Board would like to be able to support this idea, but the Society may not be able to fund travel for representatives. These testimonies at hearings are usually endorsements of another advocacy group. Perhaps ARLIS/NA members, who live in California, Chicago, or Washington, D.C. where a hearing or meeting is held, can testify and speak on behalf of ARLIS/NA. Liaisons, groups and committees, such as Diversity and International Relations, also desire travel funding. Perhaps committees can identify members who live in the region of the meetings, who could go and report at these meetings. ARLIS/NA committees do not submit budgets for the year, but other associations’ committees submit budgets. Perhaps ARLIS/NA’s committees need to submit budgets to get special funding for committee activities.

Lunch 12:30 – 2:02

4. Committees (2:02 – 3:30)
 - g. Publications (Koskinen) : The Publications Committee submitted a list of recommendations and goals for the upcoming year. Joan Benedetti’s Museum Handbook will be published with Scarecrow Press. The Facilities Standards Handbook may be updated with ARLIS/NA getting the royalties. The committee discussed the issue of *Art Documentation* and book reviews. They discussed using lighter weight paper to cut costs. The committee will investigate

standardizing the format and delivery method of reviews for an online format. There was a question regarding the lantern slide survey and keeping it online.

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.

Kraig Binkowski is chairing an artist file work group. Nedda Ahmed needs a contact in regard to previous conference web sites. The committee should work on recommendations for establishing the standards for archiving conference web sites, print, and online publications.

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.

- h. Summer Educational Institute Implementation Team (SEI) (Gates): The instructor's list is ready. The curriculum and instructors will be on the web site. Survey Monkey will be used to conduct a survey of registrants. The team will work with the Development Committees of both VRA and ARLIS/NA to raise money for publications. Eileen Fry is negotiating with the continuing education department at Indiana University.
 - i. Summer Educational Institute Long Term Planning Task Force (Webster): The task force needs to come up with a SEI strategic plan for the next 5 years. The interim report is due Sept. 1, 2006. The task force plans to consult with the Development and PDC committees of VRA. The task force is brainstorming about future guiding principles of SEI.
 - j. Assessment Task Force (White): The Assessment Task force will begin gathering data. The focus groups at the conference were illuminating.
5. Division Updates (Fabian): Information about divisions was given at the Leadership Breakfast. Divisions are interested in blogging and wikis. The Visual Resources Division will use blogs and wikis as a working tool for collaborative content building. They are being structured as presentation pieces in honor of B.J. Irvine. Members conveyed priority interests for ideas for the Atlanta CPAC to Carole Anne Fabian. The NISO vote from pre-conference meeting was reported to Visual Resources Division.
 6. Role of liaisons (Webster)
 - a. Policy manual -- duties: The roles of liaisons was sent to each of the liaisons and drafted by Ann Whiteside. Guidelines for co-sponsored sessions with affiliated associations need to be written into the policy manual. Associations which sponsor sessions at ARLIS/NA conferences are welcome to submit conference

proposals, but are expected to abide by the same acceptance standards and guidelines as ARLIS/NA members. Automatic acceptance of the proposal is not possible. Affiliated association speakers will receive complementary registration for the day. CPAC will need to send out the call for proposals well in advance of the proposal deadline date. These guidelines should be written into the policy manual and conference manual.

Action 14: Eumie Imm-Stroukoff will add a statement for the policy manual and Margaret Webster 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.

7. Chapter Relations:

- a. Chapter Success Book (Ball, Fabian, Gates): The Executive Board discussed how the affiliation agreement will be blended into the Chapter Success Book. Some style changes will be needed.
- b. Distribution of chapter member lists from HQ: Craig Fleming will send out chapter member lists every other month to Chapter Officers. Divisions, sections, and round tables also requested lists. Craig Fleming will draw this up from membership renewal forms. It was suggested that the agenda for groups could be posted ahead of time on the AWS portion with a link to the conference web site. Ann Whiteside will send moderator names list to Craig Fleming and to Nedda Ahmed for posting on the AWS.

8. Strategic Plan :

- a. add mentoring to Goal I, Objective C? This statement cannot be added because it was voted on and accepted by the Executive Board as written. The version from the web site is the correct updated version. This was recommended as an action item for the PDC.
- b. goals from groups: Publications: The Publications Committee's goals included developing *Art Documentation* reviews online and removing print reviews (goal 2a); reviewing procedures for reviews; establishing guidelines and procedures for archiving print and web publications (goal 2); inaugurating co-publishing with Scarecrow Press (2-A); developing editorial guidelines for consistency between print and online publications (2A); establishing a marketing plan for publications to clarify the role of Headquarters and clarify the role of co-publishers (2); coordinating with relevant committees the dissemination of published conference workshop materials (1C); and designing and implementing a means of collecting statistical data and surveys for online publications.

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.

Membership: The Membership Committee would like to consider a RSS feed within the RFP analysis. There is a need for a liaison with Conference Mentoring

Group to oversee the conference mentors. They would like to develop a collaborative liaison with the conference mentoring program. They also need to develop the tiered-membership benefits scheme (Goal 4-B).

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.

Diversity: The Diversity Committee would like to establish guidelines for ARLIS/NA diversity by using a definition/statement; coordinate with other ARLIS/NA groups on projects/proposals (Goal 4-B); investigate funding options for diversity awards (Goal 4B); develop diversity presence on AWS (Goal 4-C); and develop outreach plan to library schools for diversity recruitment (Goal 3D).

International Relations: The IRC would like to develop guidelines and mechanisms for relationships with international groups (Goal 1D).

Professional Development: The PDC will use Core Competencies dissemination strategies to distribute the Core Competencies to Deans of Library Schools (1D) and to other Professional organizations such as the VRA (2C); use an assessment tool for the mentoring pilot program (4A); provide continuity for the mentoring program for Atlanta (1C); and monitor pilot participants throughout the year (4A). They will move internship information to the Awards Committee page of AWS. The internship roster will be posted on the AWS by the Publications Committee. They are setting up a dissemination plan for the recruitment brochure (3B). They inquired about the LOEX membership and its usefulness.

Motion 3: that the Executive Board approve eliminating ARLIS/NA's membership with LOEX. Unanimously approved.

They will collaborate with the Internship Awards Committee about mentoring recipients of the internship awards (4B).

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.

Break 3:50 – 4:00

9. Strategic issues (4:00 – 5:00)
 - a. Chapter Affiliation and how to proceed: Discussion centered around the need for developing a working plan to illustrate how the Society can benefit the chapters and to educate chapters on issues of liability. Liability issues for chapter, release waivers, and chapter membership was discussed at length. Tiered membership

benefits may resolve many of these problems. Elizabeth Clarke warned that waivers may not work in court, so the Executive Board needs to be cautious about providing waivers. Insurance is a problem if chapters are spread across many states. The Society might wish to provide definitions of liability insurance for the chapters. The Society should consider providing an educational agreement for chapters as well as have them sign affiliation agreement. Chapters will then have an option to incorporate or to purchase their own insurance as provided in an educational package.

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.

The Membership Committee will work on issues of the collection of chapter dues. The Regional Representatives will identify Chapter Officers who need to sign the agreement. The Membership Committee needs to draft the tiered benefits package and come up with a recommendation. Membership fees can be collected centrally by Headquarters and distributed to the chapters in order to free up chapters for programming. Some chapter bylaws will need to be changed before the affiliation agreement can be signed. Regional Representatives should compare the chapters' bylaws against Society's bylaws and let chapters know which sections of the bylaws need to be changed. The chapter affiliation language can be added to the chapter success handbook by July 1, 2006.

b. Budget Planning Process (Scott):

Bonnie James and Fran Scott discussed streamlining the budget planning process.

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

i. Items that need immediate funding: No immediate needs were identified except the Travel Awards Committee.

c. issues raised in meetings, sessions, and groups that require thought and action by the Board: Some members questioned the usefulness of the Regional Representatives. The Society does not understand the Board structure and inner workings. More communication is needed from the President. Regional Representatives will want to communicate with the chapters more frequently.

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.

Meeting adjourned at 4:58 pm

Submitted by Eumie Imm-Stroukoff, ARLIS/NA Secretary