

## **ARLIS/NA Board meeting Minutes: Aug. 29-30**

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**Meeting conducted via email: Wednesday, August 29, 3:00 p.m. CT to Thursday, August 30, 3:00 p.m. CT**

Participating: Cate Cooney, Sue Koskinen, Marilyn Nasserden, Rebecca Price, Elizabeth Schaub, Fran Scott, Ken Soehner, Amy Trendler, Deborah Ultan Boudewyns, Ann Whiteside

### **1) Request for change to publications policy**

**ARLIS/NA POLICY NO.: R-8. SUBJECT: PUBLICATIONS CLAIMS AND REFUNDS**

**The Executive Board is authorized to set the cut-off date for claiming of back issues of *Art Documentation* as it deems appropriate. [rev. 3/3/03; rev. 11/16/96; issued 2/26/81] Imperfect copies will be exchanged for the same title if returned with a copy of the original invoice. [issued xx/xx/07] All publications sales are final. Publications cannot be returned for refund or credit. [issued xx/xx/07]**

**Publications Committee requests a change to the policy regarding publications claims and returns. New here is an added statement that all sales are final unless imperfect... etc.**

All agree that this is a clear statement and reflects the needs of the society. Vote taken to adopt and passed with 8 votes in favor, 0 against.

### **2) CAA Request for our mailing list**

**The CAA liaison to ARLIS/NA has written to ARLIS/NA noting the benefits afforded by affiliation with CAA. The liaison requests to distribute a survey to ARLIS/NA membership for which they request a complimentary copy of our mailing list. “The brief survey will allow CAA to get important feed back on journal content and functionality from the librarian’s point of view and to feel out the market for site licenses.”**

**This requires discussion because we do not normally share our mailing list without fee. The survey does seem reasonable and appropriate, but to give CAA our mailing list would require us to revise/edit/add to our policy so that it reads that the ARLIS/NA mailing list may be distributed at the discretion of the Executive Board.**

It was agreed that we could share it, particularly if we also gain access to the CAA mailing list. Sharing the list could promote good relations. We would need to require also that they not pass it along. The issue here is about precedent and if we want to create a new precedent. We need to review our current policy at [http://www.arlisna.org/about/mailling\\_list.pdf](http://www.arlisna.org/about/mailling_list.pdf) Our current guidelines do not address the issue of sharing/selling our list to affiliates or other nonprofits.

The issue of CAA's relationship to ARLIS/NA was raised. We are not treated as an equal and they haven't really shown much interest in working with us, though there is much potential for that sort of relationship. It raises the question of whether we should just "give" them our mailing list. Asking for a sample of the survey would be good (a provision for this is in our guidelines) and requiring a written guarantee of a reciprocal sharing of their list.

The question was raised of whether the survey would be distributed on our listserv or via email or in print. It was suggested that we treat this as a standard request and charge the usual rental fee (\$200). The prevailing opinion was that we should look forward and try to build a stronger relationship with CAA and other affiliates. We can use this as an opportunity to gain access to their membership.

The decision does not require a vote, but simply a decision by Deborah, presumably a decision informed by the discussion here.

### **3.) Development Committee Policy Change:**

**The Development Committee requests approval for a policy change to their term of office. They propose: Chair: Two years, renewable. Members: One year renewable. At least two members should be renewed annually at the discretion of the Chair for 2-6 years in order to allow for continuity of fundraising efforts with vendors and retain some degree of experience.**

Several board members expressed the view that a six-year term is too long. It was suggested that instead, the chair be appointed from the members who have just completed a two-year term. Two renewable terms of two years would allow for continuity but also allow for refreshing of the committee. The point was made that a four-year term (two renewable terms) is long – perhaps the chair should be selected from someone who has served one year on the committee.

If we are changing their proposal, we'll need to take this back to the committee before we vote.

### **4.) Awards Task Force**

The Awards Task Force needs to complete revisions to both the Manual and the Calendar as soon as possible and requests approval for these revisions from the Board. If approved the documents would subsequently be made available to the committees – hopefully this review and acceptance process can be completed in order for the documents to be useful to this year's committees. A final version of the Manual and calendar should also be made available through the ARLIS/NA web site – members only section.

We have reviewed and agreed upon a preliminary version of the calendar and manual revisions. Required now is a closer look. I think we reviewed and more or less agreed on a preliminary version of the calendar and manual revisions. Now we need to look at it more closely.

It was noted that the task force did a thorough job and have balanced the timing for the nominations and reporting. Also noted was the specificity of the Finance section. This will improve the process and make it easier to follow.

**a.) Rotation of Wittenborn Committee through the chapters:**

It was noted that using a geographical distribution for the Wittenborn Committee ignores the fact that our membership is not evenly distributed geographically. Thus the representation on this committee over time would not be representational and the rotation gives an unequal opportunity to members of some chapters to participate in the Wittenborn Committee.

On the other hand, the rotation of the Wittenborn Committee through the chapters is a good way for all chapters, over time, to participate in an ARLIS/NA sponsored event. It was noted that chapters officers liked rotating the Wittenborn Award through the chapters. It was noted that hosting the annual conference is an opportunity for chapters to work for and participate more closely in ARLIS/NA. It would be worth looking for additional opportunities for this kind of service.

**b). Terms of Service:**

The suggestion was made that the number of members of each committee be set at a minimum of four and a maximum of six, making it easier to fill some committees.

**c). Consolidated calendar with consolidated call for nominations:**

This revision was welcomed by the Board because it provides a much better way to inform membership of award opportunities.

It was noted that two important points were omitted from the calendar:

1. Make sure that award sponsors have been properly thanked. Perhaps both the president and the chair of the sponsored award should each write letters of thanks.
2. An assessment discussion should take place both to run through a checklist to make sure there are no loose ends and to review and evaluate the process, always searching for improvement.

**d). Financial Matters:**

**There was a question regarding these statements in the Expenses section:**

***Funds are not available for awardee gifts or for entertaining award recipients, donors or committees. Funds are not available for committee travel.***

In light of these last two sentences, Scott informs us that this summer she has received a special funding request from the George Wittenborn Memorial Award Committee for \$250 dollars to treat authors of winning books to dinner or lunch at the conference. This kind of application has been sent before for board consideration; last year it was turned down. According to the policy stated above in the manual would this no longer be

approved? This is particularly relevant now as Scott is compiling all the special funding requests now for the budget review at mid-year.

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Approved: 9/17/07

Submitted: Rebecca Price, ARLIS/NA Secretary