

ARLIS/NA Board

ACTION ITEMS: May 2007 – April 2008 (as of April 29, 2008)

ACTION ITEM 1:

Ken Soehner will talk with Eumie Imm-Stroukoff about the possibility of new members having guided tours through the vendors' area in the Exhibit Hall at the Denver Conference. Deadline: June 15, 2007

ACTION ITEM 2:

Elizabeth Clarke will find out about the registrant type and the number of free entrants. Deadline: July 1, 2007

ACTION ITEM 3:

Liaisons will collect goals from Committees and Chapters and ask them to demonstrate how their goals work with the Strategic Plan. Deadline: June 1, 2007

ACTION ITEM 4:

Deborah Ultan-Boudewyns will compile these goal documents and send to Nedda Ahmed for posting to AWS. Deadline: August 8, 2007

ACTION ITEM 5:

Board members will collect and submit reports from their liaison groups reporting on how the groups feel about the Assessment Task Force proposals. As much as possible, the groups should be asked; 1) whether they have general agreement with the proposals and 2) express opinions on the sections about a) board changes and b) DSRT changes. Deadline: June 1, 2007

ACTION ITEM 6:

Sue Koskinen will communicate with Craig Fleming and Carol Graney and with Nedda Ahmed about posting profiles of HQ staff. Deadline: June 15, 2007

ACTION ITEM 7:

Deborah Ultan-Boudewyns will compile all Assessment TF responses (see Action Item 5) for the Board. Deadline: June 8, 2007

ACTION ITEM 8:

Fran Scott will create News & Features item with info about chapters and DSRTs funding requests – including information such as, where are guidelines, involvement of board liaison. Deadline: June 15, 2007

ACTION ITEM 9:

Regarding setting up 'geek squad' and/or Special Appointment for technology: Sue Koskinen can flesh out what this person would do. Sue will bring back description to board. Will add consideration for an honorarium for the position.

Deadline: July 15, 2007

ACTION ITEM 10:

Elizabeth Clarke will look into this issue of liability of the society in the mentor program.

Deadline: July 15, 2007

ACTION ITEM 10A:

Elizabeth Clarke will look at cost of an EPL policy, whether an extension to our current policy or a stand-alone policy.

Deadline: ?

ACTION ITEM 11:

Price will investigate other ways to address secretarial needs at mid-year and annual meetings; whether that's having the local chapter secretary take notes or some other method. She will report back to the board on her findings.

Deadline: August 30, 2007

ACTION ITEM 12:

Cooney, as new Chapters Coordinator, will take the lead on creating guidelines for chapters to use regarding membership status. Regional representatives will communicate with their chapters about the need to include the following possible wording in their membership form

- 1) A list of all membership categories including a non-ARLIS/NA membership category if the chapter opts to provide one.
- 2) A clearly stated list of privileges each category of membership allows.
- 3) A statement asking the chapter member to verify they are an ARLIS/NA member in good standing should they choose to opt for the category of membership that allows them to fully participate at the chapter level (voting, running for office, etc.).

Deadline: July 30, 2007

ACTION ITEM 13:

Nasserden and Schaub will review the funding guidelines (for chapters, DSRTs, committees, etc.) and make recommendations for changes, if necessary.

Deadline: August 30, 2007

ACTION ITEM 14:

Ultan Boudewyns will pull together all the committee reports that we send her into one document.

Deadline: July 15, 2007

ACTION ITEM 15:

~~Koskinen will send an email to Craig and to Nedda and will ask Craig to send HQ staff information and pictures (when offered) directly to Nedda (but cc Sue). Deadline: June 15 (included in Action Item 6)~~

ACTION ITEM 16:

Board liaisons send committee changes (names and term dates) to Ultan Boudewyns. Include current moderator, when they came on and when their term expires, current members and the terms of service for those members.

Deadline: July 15, 2007

ACTION ITEM 17:

Nasserden, Ultan Boudewyns, and Whiteside offered to look into that term information.

Deadline: Sept. 3, 2007

ACTION ITEM 18:

Schaub will send an explanation of the Tex-Mex chapter issues and all relevant documentation to Elizabeth Clarke.

Deadline: July 15, 2007

ACTION ITEM 19:

Clarke will speak with Sue Singer about the Tex-Mex chapter issues so that Sue can go to the auditor to confirm the steps she needs to take. Elizabeth (with Fran Scott's help, as needed) will help with completing the necessary paperwork.

Deadline: July 15, 2007

ACTION ITEM 20:

Whiteside will get in touch with Margaret Webster to see where we are on Memberclicks.

Deadline: June 20, 2007

ACTION ITEM 21:

Nasserden will write up a procedure for the Conf. Planning Manual for the posting of conference reports.

Deadline: Sept. 1, 2007

ACTION ITEM 22:

Nasserden will coordinate with Schaub and Scott to collect as many recent conference reports as possible and will forward them to Nedda for posting to a special section in the members' only area of AWS.

Deadline: Sept. 1, 2007

ACTION ITEM 23:

Nasserden will go to the Canadians to ask for a budget request for translating chapter minutes, board representative report to the chapters, and the Dwyer Award Announcement.

Deadline: July 30, 2007

ACTION ITEM 24:

Cate Cooney, as Chapters' Coordinator will open up the discussion of how chapters might rotate this duty with the chapter chairs. Since some chapters have more members, perhaps they could have a more frequent rotation slot.

Deadline: Before Mid-Year Meeting

ACTION ITEM 25:

Price and Nasserden will take our revisions and reactions back to the Membership Committee.

Deadline: before Mid-year meeting

ACTION ITEM 26:

Ultan Boudewyns will talk to Elizabeth Clarke about the idea of discounting late renewals.

Deadline: before Mid-year meeting

~~**ACTION ITEM 27:**~~~~Sue Koskinen will come up with some names of people to consider for special appointment to Tech Advisor. She welcomes suggestions. Deadline: Fall '07~~~~***I struck through this because we decided later (see Action Item 35 below) to go first with a Technology Task Force.~~**ACTION ITEM 27:**

All board members will summarize his or her own experiences and goals as a board member these past few months, particularly in regard to the hybrid model. Each will outline what their roles have become and what tasks now fall to their new role. The report can be on the model of a bulleted list for a job description.

Deadline October 31, 2007

ACTION ITEM 28:~~All board members will investigate those who came ahead of them in their board roles (back to 1970s, if possible) and prepare a list to put online. (See Past Presidents list and Past Treasurers list as examples)~~~~Deadline: March 31, 2008 (before Denver conference)~~

As per the board meeting of 10/3/07, Amy Trendler, with assistance from Elizabeth Schaub will take on this task. She will use the UT-Austin collection of ARLIS/NA Handbooks to compile the lists of members who have served in various board capacities. The list will be organized by board position.

Deadline: March 31, 2008 (before Denver conference)

ACTION ITEM 29:

Elizabeth Clarke will talk to Media Edge to inquire about creating a magazine/annual report for us.

Deadline: October 1, 2007

ACTION ITEM 30:

Ken Soehner (as Divisions and Sections liaison) will go through the Policy Manual and suggest revisions necessary to redefine Round Tables as Special Interest Groups. In addition, he will create a policy defining their existence (with a minimum requirement the SIG provide a contact person, whose name would be posted to the web, so that interested members could join the group at any time).

Deadline: January 30, 2008

ACTION ITEM 31:

Rebecca Price will work with Deborah Ultan Boudewyns and Craig Fleming to have the Membership letter placed in MemberClicks so that it goes out automatically to our membership.

Deadline: Sept. 26, 2007

ACTION ITEM 32:

Marilyn Nasserden will sketch out a strategy for outreach and marketing, in an effort to consolidate some of the chapter requests to promote their individual chapters.

Deadline: Dec. 1, 2007

ACTION ITEM 33:

Using the scenarios already presented as a starting point, Marilyn Nasserden and Fran Scott will work on a new scenario for Society dues increases and the guiding logic or rationale behind the increases.

Deadline: Sept. 26, 2007

ACTION ITEM 34:

Fran Scott will develop a model for funding board member travel to chapter meetings (given the new directive for members to attend meetings when the Chapters' Coordinator cannot).

Deadline: Oct. 31, 2007

ACTION ITEM 35:

Sue Koskinen and Deborah Ultan Boudewyns will develop the charge for a Technology Task Force. All board members will be providing input to them.

Deadline: Oct. 15, 2007

ACTION ITEM 36:

Rebecca will prepare the ballot for the Bylaws revisions, have it reviewed by Deborah, and then submit it to Headquarters for printing and mailing.

Deadline: Dec. 15, 2007

ACTION ITEM 37:

Ken Soehner will assign the design of a Wikipedia entry on ARLIS/NA to his Pratt Library School students in the Winter Semester.

Deadline: April 15, 2008

ACTION ITEM 38:

Rebecca will make the necessary changes to the Conference Planning Manual to clarify that up to four conference co-chairs may receive complimentary registration at the conference.

Deadline: April 15, 2008

ACTION ITEM 39:

Deborah and Fran will look at our discretionary funding to see what might be available for translation services or honoraria regarding the Canadian request for translation of specific documents.

Deadline: May 2, 2008

ACTION ITEM 40:

All Executive Board liaisons will contact their committee chairs for their annual reports, which are due by March 17, 2008 (absolute deadline of March 31, 2008).

Deadline: March 2008

ACTION ITEM 41:

Sue Koskinen will talk with Roger Lawson about getting a Print-on-Demand option functional by the conference, if at all possible.

Deadline: April 15, 2008 (?)

ACTION ITEM 42:

Rebecca Price will take the dues increase proposal to the Membership Committee immediately and ask for a quick turnaround on their thoughts – acceptance of the proposed increase.

Deadline: April 10, 2008

ACTION ITEM 43:

Amy Trendler will write up directions for forming a Special Interest Group and will work with Nedda to post information about SIGs for the membership.

Deadline: April 30, 2008

ACTION ITEM 44:

Rijn Templeton will post the changes to the Chapter Funding Request Guidelines agreed upon by the Board in Motion 23.

Deadline: May 15, 2008

ACTION ITEM 45:

Amy Lucker will take on task of creating a new organizational chart showing the new functional liaison roles. She will prepare a draft by our pre-conference Board meeting.

Deadline: May 2, 2008