

Attending: Elizabeth Clarke, Cate Cooney, Amy Lucker, Marilyn Nasserden, Rebecca Price, Elizabeth Schaub, Fran Scott, Amy Trendler, Deborah Ultan Boudewyns, Ann Whiteside

1) Complimentary Registrations to Conferences

We discussed this at our last meeting (2/6/08: item #3) and determined that our Policy Manual and Conference Planning Manual do address the issue of complimentary conference registration for the Board and for the conference co-chairs. No major additions or revisions to the Conference Planning Manual are necessary, yet in the spirit of transparency and with the intent to be explicit about the policy (and at the risk of being redundant), we decide that it would be good to add the phrase "up to four" in the paragraph regarding complimentary registration for Conference Co-Chairs. The first two paragraphs of the section on Conference Co-Chairs in the Conference Planning Manual follow with the phrase added in boldface. There is consensus that this change can be made to the Policy Manual. At the same time the phrase Regional Representative will be changed to Chapters Coordinator in the first paragraph.

Bold typeface indicates changes to be made to the Conference Planning Manual (indented).

Conference Co-Chairs Role

The names of the two (or up to four) ARLIS/NA members whom the chapter recommends as Conference Co-Chairs should be submitted to the ARLIS/NA Executive Board for approval three years before the conference dates. It is best to discuss these recommendations with the **Chapters Coordinator** or Canadian Representative and the ARLIS/NA President before formal submission to forestall possible problems. The Executive Board will formally appoint the Co-Chairs by way of e-mails or letters of appointment from the President.

Up to four Conference Co-Chairs receive complimentary registration for the conference and all conference events; if they intend to attend workshops or tours as participants, they should pay the relevant fees.

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 conference registration.

Deadline: April 15, 2008.

2) International Relations Committee (IRC) Proposal

The board discussed this at our last meeting(1/16/08). Deborah recommends offering \$600 to help the IRC this coming year to

arrange this travel opportunity for our membership. The proposal is an addendum to the 1/16/08 minutes.

Several issues related to the proposal were raised by board members:

The question of liability was raised - does our partial funding of this program lead to any responsibility or liability? The board discussed how this was analogous to tours at conferences, which ARLIS/NA arranges but for which the society assumes no liability. The IRC program is individual travel for professional development and all liability for the trip would remain with the individual participant.

Another member raised the issue of the annual nature of the request. It was noted that the IRC seems to want the board to fund this annually. They will need to submit a funding request in the normal cycle next year. In the future the board may address the possibility of adding a budget line for the program. At this point, the funding will be decided upon each year with their Application for Special Funding.

There was some confusion about what the money would go for this year. The proposal suggests that the IRC would like it "To fund some component of, create a scholarship for, or even perhaps underwrite all of a trip." There was also discussion of the funding going toward a donation to the host society (ARLIS/NL) or for other planning or advertising expenses.

The board is excited by the opportunities offered by the IRC proposal and would like to support their efforts with some funding. While all funding proposals for this year's budget have been reviewed and the funds allocated, Deborah notes we have \$600 in contingency funding available. It was noted that for record-keeping purposes, the committee should submit an Application for Special Funding.

Motion 19: It was moved that the Board offer the IRC up to \$600 to go towards funding the IRC Study Travel Program upon completion of an Application for Special Funding. (Marilyn Nasserden)

The motion was seconded and approved unanimously.

3) Membership Brochure

Rachel Resnik, chair of the Membership Committee, with the committee has prepared a brochure to share with new members. The title of the brochure is **Get Involved** and it lists the various Committees, Divisions, Sections, etc. to inform new members of opportunities to participate in the society. Rachel proposes creating a welcome packet to new members including this brochure,

with a flyer from ArLiSNAP, and a welcome letter. She notes that the Assessment TF report demonstrated that new members (even veteran members) don't know all the committees and how the society works or how to get involved. This is an attempt to begin addressing those issues.

The Board notes that \$2250 was approved for a welcome packet, but contingent on the new membership structure and new fees structure being in place. We agree that the Membership Committee should use what has been developed and make color copies locally (Rebecca and Deborah offer to help with this) as a temporary measure for this year. Rachel will include a letter about how the structure of the society is changing in the coming year.

4) UPDATES

a) Named Speaker Fund

An FYI regarding a developing opportunity for a named speaker fund. Jon Evans, Development Committee chair is working out the specifics with Joan Benedetti to create a named speaker fund, possibly to be unveiled next year.

Policy J-12: Gifts Funds Guidelines

Named Fund

Sometimes, on the occasion of an honor or a death, ARLIS/NA members would like to memorialize a member with a named award. A named fund may be established by arrangement with the President and Treasurer. The required amount of collected monies must have a minimum of \$1,000.00 and a maximum of \$99,999.99. It is usual for named funds to be used for awards such as travel or research. The Society expects that the committees that administer the Society's various awards shall administer the newly funded awards using guidelines already established. Named funds shall normally be dispensed fully within three years. Any remaining monies may be added to the Reserve Fund.

Example: The Frasier McConnell Travel Award was established with gifts from members totaling at least \$1,000.00. The monies may be completely dispersed in a couple of years, in which case the memorial fund shall cease to exist unless other donations are received.

b) MemberClicks

The update from Headquarters is not good. There are more delays to our MemberClicks implementation, but on the bright side, slow progress is being made. Once MemberClicks goes live, members can update their own data, but first all renewals must be processed and added. Greg and Craig are inputting that renewal data and then will send that to Wayne.

Wayne notes that he is having to manipulate the data more than he thought he would and therefore his initial cost projection may not hold. Greg and Headquarters will have to cover that cost, since it is caused by the lack of and lateness of the data.

Deborah notes that on Feb. 13 she learned from Wayne that the first level of the website (via MemberClicks) is ready. He is reviewing the links so that the next level can be transferred. The Profile Structure and the member data is very close to being ready. All that's missing is renewal data. On February 19, Greg said that the renewal data would be ready today (2/20). Elizabeth Clarke notes that while progress has been made, the renewal data is not ready today, but that Debbie suggested it would be completed by Friday (2/22).

There are other considerable concerns about the efficiency and efficacy of Headquarters. They are not handling the membership processes well. Deborah is keeping in close and constant contact with Headquarters to keep abreast of their progress.

c) Membership Dues

Fran and Marilyn have completed their revision of a proposed Membership dues structure. Fran will send out the spreadsheet with comments. After Board comment, we will then vote on it and bring to the Membership for a vote. We will also ask for comment from the Membership Committee. Here's the outline of the process:

1. Board review and recommendation to the Membership Committee
2. Membership Committee review and feedback
3. Potential revision, depending on committee feedback. Board vote.
4. Two issues to be voted on by the membership:
 - a) Proposed revisions to the Bylaws (at this point the only effect would be to add the Introductory Membership Category).
 - b) Proposed schedule of membership dues. The rates themselves are not part of the Bylaws -- but the dues schedule does need to be voted on by the membership (article II, section 3).
5. Membership Vote.

Once the Board has commented on Fran and Marilyn's proposal, Rebecca will take it to the Membership Committee for comment.

d) Canadian member-at-large

There is confusion about and unintended mis-wording in the new Bylaws regarding the wording of the nomination of the Canadian member-at-large on the Board.

The revisions to Article VIII, section 1 state:

The Executive Board shall consist of the elected officers of the Society, the immediate Past President, and the five Liaisons from the membership at large, a minimum of one of which shall be elected from the Canadian chapters.

Marilyn notes that there are Canadian members who are not members of chapters, but are members of ARLIS/NA (the Atlantic Provinces and Prairie Provinces, for instance). It is inaccurate to tie the Canadian member-at-large Board member to membership in a Canadian Chapter. We need to review and correct the Bylaws wording, particularly regarding the Nominations process to see if and how revisions need to be made.

Marilyn informs us that Jill Patrick has recently sent documentation to be added to the Bylaws about Canadian presence on various committees, etc.

In addition, the Canadian members of ARLIS/NA are working on and plan to put forward an invitation for the annual conference to be held in Toronto in 2012.

Submitted: Rebecca Price, ARLIS/NA Secretary