



Annual Report 2007 ARLIS/NA Treasurer

Submitted by:

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Leadership Update:

I will be stepping down as ARLIS/NA Treasurer at the conference in Denver. Rijn Templeton will then be taking office as Treasurer.

I look forward to serving as chair of the Finance Committee for 2008 - 2009.

Meetings Attended:

- ARLIS/NA Annual Conference, Atlanta (including Pre-Conference and Post-Conference ARLIS/NA Executive Board meetings), April 25-30, 2007
- Conference Planning Advisory Committee Meeting, Denver, July 26-27, 2007
- ARLIS/NA Mid-Year Executive Board Meeting, Minneapolis, September 17-18, 2007
- Will attend ARLIS/NA Annual Conference, Denver (including Pre-Conference Executive Board Meeting), May 2-5, 2008

Committee Activities:

- Acted as Executive Board liaison to the Finance Committee.
- For a portion of this year was Executive Board liaison to the Development Committee. As a result of the Assessment Task Force Report and subsequent changes to several board positions, Marilyn Nasserden took over as liaison to Development Committee and for the remainder of the year, I acted in an advisory role on financial matters.
- Participated in the planning of the Denver conference as a member of the Conference Planning Advisory Committee.
- Solicited goals and input from both the Development and Finance committees as well as their comments on the Assessment Task Force Report.

Highlighted Board Activities/Action Items:

- Previewed the monthly financial statements sent from ARLIS/NA Headquarters, reviewed and distributed to the board and members of the Finance Committee.
- Verified coding of the check run each month; signed and mailed checks.
- Organized and announced the special funding process for this year. Collected requests for special funding from Chapters, Committees, Divisions, Sections and Round Tables. Reported these to the board and reported the board's decisions to the applicants.

- Worked with Membership Committee and board liaisons on a proposed increase to the society's dues.
- Designed a new model for funding board travel, in light of the impact of the Assessment Task Force Report and the transformation of the regional representatives into new functional board roles.
- Worked with Publications and Development Committees' chairs, Headquarters, and the Conference Planning Advisory Committee on constructing the new budget for 2008.
- Worked with the Society's auditor (Joyce and Company of Cary, North Carolina) on a full audit of ARLIS/NA finances in 2006. Also reviewed portions of the society's policy manual relating to Finance with Keith Joyce.
- Collaborated with the accountant at the Calgary Headquarters on an interim process to handle ARLIS/NA financial activities and reports.
- Acted as overseer of the Summer Educational Institute (SEI) finances although, other than registration intake and transfer, little interaction was requested.
- Discussed possible improvements to the handling of SEI finances with Loy Zimmerman, chair of the newly formed Visual Resources Association Foundation and Jeanne Keefe, co-chair of this year's SEI.
- Worked with both the Executive Board and the Development Committee on the establishment of a newly named travel award.
- Solicited, acknowledged, and transferred all chapter donations for the Denver Welcome Party to Headquarters and notified the President, Development Committee chair, Conference Budget Coordinator, and Conference Manager.
- Assisted with the budgeting to complete the set-up of MemberClicks.
- Sponsored a two day training workshop for the incoming treasurer, Rijn Templeton.

Issues for future Board consideration:

Complete the proposal and process for an increase to societal dues.

Together with the board, the incoming treasurer, Rijn Templeton, should revise all the guidelines for special funding. I think that the Board's Chapter Coordinator become even more involved in the exchange of information between chapters and the treasurer about projects and be the point person for receipt, discussion, and posting of chapter reports on the ARLIS/NA web site.

I recommend that any new financial manager, hired through the current management firm, or with a new firm, possess similar skills and level of dedication of the two previous financial managers at McPhersonClarke. The lack of timely financial reports for the past fiscal year, especially of late, as well as the absence of a good understanding of this society's enterprises, has impacted negatively on the treasurer's duties and responsibilities as well as that of the finance committee and the entire board.

Final Comments:

I have been a long time member and devotee of ARLIS/NA. ARLIS/NA has always played a vital role in my professional life and I was so pleased to have had the opportunity to give something back to this outstanding professional organization. My span of time on the Executive Board has been an exciting one and at a time when many important projects and initiatives were being investigated for the betterment of the society. These included the implementation of some of the recommendations originating from Assessment Task Force; the decision to move our membership

database to MemberClicks; increasing and strengthening the investment portfolios and reviewing the societal dues.

I would also like to thank those particular individuals who have inspired, encouraged, and helped me during my term on the board: Margaret Webster, Lynda White, Ann Whiteside, Deborah Boudewyns, and Elizabeth Clarke. I would also like to mention the extreme helpfulness of both Bonnie James and Sue Singer, former financial managers at the Ottawa headquarters of McPhersonClarke.