

2005 Post-conference Executive Board Meeting

Hilton Americas, Houston

Wednesday, April 6

Action items

Action 1: Margaret will tell the Banff Conference Planning Committee that the Executive Board prefers one point of contact for local arrangements and one point of contact for programming. Deadline: Mid-year board meeting.

Action 2: Margaret will talk to the Mid-States Chapter to determine if the Indianapolis venue for the ARLIS/NA conference can be changed to 2009 and to the Southern California Chapter regarding an ARLIS/NA-VRA joint venue in San Diego in 2008. Deadline: Mid-year board meeting.

Action 3: Jeanne and Carole Ann will contact Micki Breitenstein to pursue the possibility of a visual literacy online course for the general membership and determine how this can be accomplished. Deadline: Mid-year board meeting.

Action 4: Jeanne and Margaret will draft wording regarding option of subcommittee additions for inclusion in the Policy Manual. Deadline: Mid-year board meeting.

Action 5: Regional Representatives will examine their roles as Regional Representatives and liaisons to the Chapters and membership. Deadline: Mid-year board meeting.

Action 6: Carole Ann and Margaret will examine the Society's framework and organizational chart in relation to the roles of the chapters, Membership Committee and Executive Board. Deadline: Mid-year board meeting.

Action 7: Jonathan will contact Banff conference coordinators to determine if a leadership workshop for the Society's leaders will be a possibility at the Banff conference. Deadline: Mid-year board meeting.

Action 8: Carole Ann will ask Daniel Starr and the Travel Awards Committee to articulate Travel Awards criteria. Deadline: Mid-year board meeting.

Action 9: Carole Ann and Heather will gather financial data from Lynda and draft a proposal for potentially increasing the internship award. Deadline: Mid-year board meeting.

Action 10: Peggy will work with Janine Henri to draft a welcome letter that the President can send to all new members. Deadline: Mid-year board meeting.

Action 11: Heather, PDC, and the Mentoring Task Force will work on a description, proposal, timeline, and outline for an experimental mentoring pilot program to launch and implement at the Banff conference. Deadline: Mid-year board meeting.

Action 12: The Board recommended using “ARLIS/NA Core Competencies for Art Information Professionals” with the PDC writing proposal and timeline to gather and access information. Deadline: Mid-year board meeting.

Action 13: Ann, Jeanne, and Heather will report about the proposal to apply for a Librarians for 21st Century grant. Deadline: Mid-year board meeting.

Action 14: Ann and Jeanne will work on a statement about the value of art libraries for the AWS. Deadline: Mid-year board meeting.

Action 15: Jonthan will edit the print version of the Handbook; and Jeanne, Ann, and Margaret will work on the web version of the Handbook with Vicky. Deadline: Mid-year board meeting.

Action 16: Eumie will consult with Margaret to set up a task force to deal with archiving documents and publications both in print and on the AWS. Deadline: Mid-year board meeting.

Action 17: HQ will file all Society print publications for which we have copyright with the US Copyright Office and report to the editor that it has been done. Deadline: Mid-year board meeting.

Action item 18: Jeanne, Carole Ann, Heather, and Lynda will form a task force to work on demographic questions to append to membership form. Deadline: by September 1.

Action 19: The Regional Representatives will ask each Chapter to examine the strategic plan and report how it will apply to their chapter’s activities for the year. Deadline: Mid-year board meeting.

Action 20: Jeanne will look at the Policy Manual for changing roles of the Regional Representatives and the Vice-President in relation to the Strategic Plan action items. Deadline: Mid-year board meeting.

Action 21: Vicki will make available badge ribbons for ARLIS/NA liaisons for use at affiliate conferences. Deadline: by May 1.

Action 22: Ann and Jeanne will examine the liaison section of Policy Manual to ensure there is a job description for ARLIS/NA liaisons to affiliate organizations. Deadline: Mid-year board meeting.

Action 23: Lynda will send Special Budget requests proposal to Board members for future discussion about the revenue funds at the mid-year board meeting. Deadline: prior to the mid-year board meeting.

Action 24: Board members will look at the management calendar for the accuracy of their own individual deadlines and report any changes to Margaret. Deadline: Mid-year board meeting.

Action 25: Eumie will establish an Excel spreadsheet for action items and Board members will post on Board-L when their action items are completed. Deadline: Mid-year board meeting.

Action 26: Vicky will provide a monthly HQ's management report for the Board at the beginning of each month. Deadline: Mid-year board meeting.

Action 27: Elizabeth and Ann will provide for the Board ideas for self-evaluation and performance evaluation to promote Board leadership and growth. Deadline: Mid-year board meeting.