

Art Libraries Society of North America  
2005 Pre-Conference Executive Board Meeting  
Hilton Americas, Houston  
Friday, April 1, 2005  
9:00-5:00

Minutes

Present: Jeanne Brown, President; Elizabeth Clarke, Executive Director; Jonathan Franklin, Canadian Rep.; Suzy Frechette, Midwest Reg. Rep.; Carol Graney, Northeast Reg. Rep.; Eumie Imm-Stroukoff, Secretary; Peggy Keeran, West Reg. Rep.; Laura Schwarz, South Reg. Rep.; Allan Townsend, Past-President; Margaret Webster, Vice-President/President-Elect; Lynda White, Treasurer

Also attending: Heather Ball, incoming South Reg. Rep.; Leigh Gates, incoming Midwest Reg. Rep.; Ann Whiteside, incoming Vice-President/President-Elect; Carole Ann Fabian, incoming Northeast Reg. Rep.; Vicky Roper, HQ staff member

1. Call to order (Brown)

The meeting was called to order at 9:00 am.

a. Robert's Rules of Order reminder (Brown)

The Board will follow a modified form of Robert's Rules of Order. The Secretary will note actions and motions and track discussions for rationale and ideas. The Secretary will not document specifically what each particular board member states.

b. Welcome incoming Board members (Brown)

Incoming Board members will officially join the Board after the Membership meeting. They may not vote during the pre-conference Board meeting but are welcome to participate in discussion. Ground rules for meetings were established: respect for each other's opinions, flexibility, and compromise.

2. Approval of Motions Passed via Email Post Mid-year Board Meeting (Imm-Stroukoff)

The Board has voted and passed email motions 19-27 since the Calgary mid-year. These motions need to be formally ratified and approved by the Board at the pre-conference Board meeting.

**Motion 1:** to approve the email motions passed since the Calgary mid-year Executive Board meeting (motions 19-27); unanimously approved.

3. Publications

a. News and Features Editor, Professional Resources Editor status (Franklin)

The AWS News and Features Editor is a new position that replaces the *Update* Editor, and the new position of Professional Resources Editor replaces the Occasional Papers Editor. Carol Graney has been appointed AWS News and Features Editor. Linda Zieper will edit one more issue of *Update*. Paul Glassman will finish editing current Occasional Papers projects. These new positions incorporate additional tasks that are web-driven. *Update* was driven by deadlines; AWS news will be more current. This topic will be explored at the discussion portion of the Leadership Breakfast. Challenges will include archiving, since *Update* functioned as a type of archive of the Society's activities. Another challenge is that some members prefer print copies; under discussion is the idea that a broadside might be printed from the AWS.

b. Scarecrow negotiations status (Franklin)

Jack Robertson will discuss the possibility of joint publications between Society and Scarecrow press at the Publications Committee meeting and afterwards by the Board at the post-conference meeting.

c. AWS issues update (Brown)

The AWS might possibly include DSRT and committees web pages. Concerns include ARLIS/NA server space, maintenance, and finances. The Standards Committee web page is already on the AWS, with discussion about including the Professional Development Committee web page on the AWS. Some groups are eager to have their web pages on the ARLIS/NA server; however, other groups may want to keep their individuality and independence by maintaining their own separate web sites. Chapter web sites will remain independent and maintained by Chapters. Also under exploration is the idea of selling publications online and conducting surveys online.

d. Policy Manual R-12 revision (Franklin)

Articles electronically posted on the AWS need to be assigned ARLIS/NA copyright. The Publications Committee is working on a copyright agreement that states that ARLIS/NA would have the copyright, articles would be distributed on EBSCO, and writers would be able to publish their articles in other publications. The copyright transfer form will be given to writers and sent to Editor.

**Motion 2:** to approve the revision to Policy Manual R-12 as proposed by the Publications Committee; unanimously approved.

e. Policy Manual R-4, R-14, R-15, J-2 revisions (Imm-Stroukoff)

Many areas in the Policy Manual need to be changed relating to the *Update* Editor and Occasional Papers Editor. The Development Committee is already soliciting

advertising on the AWS in regard to Policy Manual R-4. The Board recommended deleting specific references to publication names and to make policy manual entries as generic as possible.

**Motion 3:** to approve the revision to Policy Manual R-4 to include any print and/or online publications; unanimously approved.

Not all editorial positions are included in the reporting structure in Policy Manual R-14. The Board speculated that these could be *Ad hoc* positions, positions that receive honorariums, or positions that report to the President. The Board discussed the split reporting structure of the editorial positions between the President and the Content Editors and the unclear roles in appointing these positions by the Chair of the Publications Committee and Vice-President/President-Elect. The Board decided to refer these issues to the Publications Committee. The Bibliographic Notes Editor will continue on the AWS.

**Action 1:** Jonathan will communicate to the Publications Committee that 2 editorial positions are not included in the reporting structure in Policy Manual R-14 and ask for clarification regarding the reporting structure and the roles of the Publication Committee Chair and the President. Deadline: Mid-year Executive Board meeting.

The definition of products and services is unclear in Policy Manual R-15. Jeanne and Eumie will look at this issue as it relates to advertising and in the context of the entire policy manual.

**Action 2:** Jeanne and Eumie will examine Policy Manual R-15 to clarify the meaning of products and services in the context of the entire policy manual. Deadline: Mid-year Executive Board meeting.

As Treasurer, Lynda sends out the information stated in Policy Manual J-2 in the budget report and has not been sent separately. This budget is posted on the AWS. This topic will be deferred to the overall policy manual revision until the mid-year Executive Board meeting.

f. Art Documentation contested review response (Brown)

Ron Burnett, the author of *How Images Think*, strongly protested the review of his book in the *Art Documentation* web reviews. The review was taken off the web site, and the issue was discussed via email. ARLIS/NA contacted a lawyer, who recommended that ARLIS/NA keep the review on the web site and contact Burnett. This lawyer based his opinion on the conclusion of the review's key paragraph, which states that Burnett pirated an image of a Vermeer painting. In the book, this image was credited to a web site address but not to the museum that image belongs to. An investigation supports that the image seems to be in the public domain. ARLIS/NA contacted Burnett to inquire if he would like to write

a letter to the editor correcting the perceived mistakes, but he did not want to do this. ARLIS/NA's conclusion was that it was an overstatement to say that Burnett pirated the image. Joan Stahl, the review editor, and John Hagood, the review author, wrote a paragraph to replace the incorrect paragraph in the print and web version of the review.

Burnett has discussed legal action against ARLIS/NA and against the reviewer. The lawyer says any statement that is submitted will be seen as an admission of wrongdoing or guilt. Margaret also consulted Cornell University's intellectual property rights lawyer, who was uncomfortable with the review's statement about image piracy.

The Board discussed three options. The first option is to put the review on web and with the correction as an addendum. The second option is to put the review back on the web without the image piracy statement. The third option, which is the lawyer's recommendation, is not to put the review back on the web and not to approach the author again.

Burnett does not want the review on the web and was very appreciative and thankful when ARLIS/NA took the review off the web. He objected to having a response to the review. Although Burnett's concerns relate to the entire review, ARLIS/NA is only concerned about the sentence in the review dealing with image piracy which make the Society liable. The reviewer is willing to comply with whatever decision the Board makes. The editor may be disappointed if the review is taken off the web. The electronic version of *Art Documentation* is through a subscription database, so no action needs to be taken for that version.

The Board discussed at length the fact that ARLIS/NA is a fiduciary entity. Although censorship and free speech are high ideals, the Society needs to be kept fiscally safe. Money should be spent on important projects to benefit the Society, instead of legal fees. The editors of the Society need to work proactively with the reviewers to avoid this type of situation. Reviews need to be edited to maintain balance and objectivity before being posted on the web. The Publications Committee is establishing guidelines for these issues. The majority of the Board agreed not to repost the review on the web.

**Action 3:** Jonathan will suggest the idea of adding a disclaimer to reviews published by the Society (to clarify that reviews reflect the reviewer's opinions and not necessarily the Society's) to the Publications Committee. Deadline: Mid-year Executive Board meeting.

**Motion 4:** to table the "Shallow Celebration" review issue until further notice; unanimously approved.

#### 4. Travel Awards

- a. Travel Awards Task Force report (Townsend)

Society Circle donations fund the travel awards. Donation money has been accumulating. The task force believes that money can be spent from year to year without depleting funds. Adding more money to the awards would give more people incentive for applying to the travel awards. The EB discussed how the money could be allocated either having three \$1000.00 awards or having four \$750.00 awards.

**Motion 5:** to increase the amount available for travel awards to \$3000 and award 4 awards at \$750 each; (8 yes, 1 not present)

b. ARLIS/NA-funded \$500 Travel Awards for a student from an under-represented group: review (Frechette)

The committee had a difficult time getting applicants. It had to be re-advertised. Kitty Chibnik reported that problems were caused by a late timetable, insufficient funding, and lack of advertising.

It was recommended to decide which groups receive the awards on a yearly basis. The four awards could be called “Conference Travel Awards” and include Canadians, underrepresented groups, and students. The Travel Award Committee could make an annual decision in determining which groups receive the awards for the year. This would be one way to keep the criteria flexible and generic. The Travel Award Committee could establish the criteria and define diversity in terms of students, VRA, public librarians, and ethnicity. The awards could be rotated among the many groups each year and could be one way to support all the different groups that belong to ARLIS.

**Action 4:** Suzy will ask the Travel Award Committee to make recommendations about award criteria and the possibility of rotating awards among target groups to ensure diversity. Deadline: Houston Post-conference Executive Board meeting.

5. Membership Committee: Board Role in Member Promotion (Brown)

Board members were asked to encourage conference attendees and members to submit profiles for the AWS.

6. Conference Content to Chapters: Chapter Survey Results (Franklin/Graney)

Survey did not have large response rate. It will be mentioned at the Leadership Breakfast and Professional Development Committee meeting. The survey was sent to Chapter officers only. It may be beneficial to send the survey to the entire membership. If the attendees at the Leadership Breakfast are interested in doing this, the survey will go out to the membership.

Break: 10:30-10:45 p.m.

## 7. SEI

### a. Fundraising (Graney)

SEI would like their Development representative as an ex-officio member of the ARLIS/NA Development Committee to coordinate and ensure the same donors are being pursued. This has been happening with the other fundraising projects, and agreeing to it would make it official. This ex-officio officer would need to be added to the policy manual. The ex-officio officer would not have to be a member of ARLIS since it is only for communication purposes.

**Motion 6:** to revise Policy Manual section G (Development Committee) to include the SEI development officer as an ex-officio member of the Development Committee; unanimously approved

### b. Policy Manual addition (Webster)

Since SEI is in its second year and ongoing operation, calling it an implementation team is no longer appropriate as it has changed its status to a committee. The wording in G-18 of the Policy Manual should be revised to use the term “joint committee.” Discussion revolved around the wording used and replacements.

**Motion 7:** to add a section to the policy manual on the ARLIS/NA and VRA SEI Committee as proposed by Margaret Webster, with the changes that were discussed; unanimously approved

## 8. Conferences

### a. Houston report (Schwartz)

As of March 28, there were 482 registrants. The room block was met with overflow at the hotel across the street. Many registrants have signed up for the visual information and digitization sessions. The membership luncheon is sold out. \$24,000.00 profit is budgeted, but full figures will be unknown until July. The fundraiser has raised \$3000.00 with 72 registrants. Workshops generated \$2000.00 in revenue. Four of the nine workshops were cancelled. The management of digitization and GIS workshops were the most popular. Tours generated \$2600.00 in revenue. One tour was cancelled. The most popular tour was the modern architecture tour. The EB speculated that more institutions are conducting leadership workshops, so perhaps that is why people did not sign up for the workshops. Conference planner may wish to send messages about workshops to target groups. Perhaps workshops can be tied to the Core Competencies document. It was mentioned that the New York City leadership workshops were also not well attended. Perhaps Leadership Breakfast attendees could be given a free leadership workshop at the next conference. The EB was reminded to thank donors and sponsors throughout the conference.

### b. Banff update (Webster)

Banff CPAC will be meeting on Saturday afternoon with the Houston conference planning committee. The Banff Conference will be smaller with an emphasis on workshops and discussion groups. Programs will emphasize fundamentals of art librarianship, based on the Core Competencies document and the Strategic Plan.

c. Atlanta update (Brown)

ARLIS/NA has a contract for a hotel with 818 rooms for April 25-30, 2007.

d. Indianapolis update (Brown)

There are problems booking the hotel during the conference dates. Suzy explained that the Mid-states Chapter originally wanted to hold the conference in 2007; they may want to hold the conference in February or May. The EB decided to explore all possibilities. If Indianapolis does not work out; perhaps a joint conference with VRA in San Diego could be scheduled for 2008.

**Action 5:** Suzy will talk to the Mid-States Chapter about changing the dates of the conference in Indianapolis. Deadline: Houston Post-conference Executive Board meeting.

9. Special Funding Awards: Eligible Expenses (White)

The section on eligibility in Special Funding Awards guidelines for group sponsoring was discussed. The EB explained that the section on eligibility was written at the time when Sections and Divisions sponsored conference sessions.

**Action 6:** Lynda will delete the section on eligibility in the Special Funding Awards guidelines for group sponsoring. Deadline: Houston Post-conference Executive Board meeting.

Lynda asked if chapter conferences have been sponsored in the past and if the Society should be sponsoring joint chapter meetings or single chapter meetings. The EB speculated that the chapter should have a strong program and that general business meetings should be distinguishable from fundable events with strong programming value. It recommended that wording be added that business meetings are not supportable, but programs can be funded. A Special Funding Guidelines Revision task force should be formed to look into these issues. Regional and Canadian Representatives could also ask chapters for input.

**Action 7:** Lynda will establish a Special Funding Guidelines Revision Task Force to examine the issues of special funding awards and eligible expenses. Deadline: Mid-year Executive Board meeting. Regional and Canadian Representatives will ask for the Chapters for input at the leadership breakfast and report during the post-conference board meeting.

#### 10. Professional Development Committee: Core Competencies Report (Graney)

**Motion 8:** to approve the ARLIS/NA Core Competencies for Art Information Professionals submitted by the Professional Development Committee; unanimously approved

The Board commended Heather Ball and committee members who worked on the draft of the Core Competencies document. The PDC tried to make this document generic so that the various committees and groups take this document and apply it to their situations. The committee recommended that conference planning committee use the document to help plan next year's conference. PDC will continue to revise and work on the document and will discuss how the Society will use the document at their meeting. The EB recommended that the PDC also examine the Core Competencies as a document that can be used for SEI and certification. The PDC might also examine what other groups might be interested in this document. The EB is comfortable with the PDC's continuing work on this document and monitoring its usage. The EB charged the PDC to establish an implementation plan.

**Action 8:** Chair of the Professional Development Committee will distribute the document "ARLIS/NA Core Competencies for Art Information Professionals" to the library schools along with letter from Margaret, as ARLIS/NA President. Deadline: Mid-year Executive Board meeting.

**Action 9:** The Professional Development Committee will revise the annual report guidelines to include "ARLIS/NA Core Competencies for Art Information Professionals." Deadline: Mid-year Executive Board meeting.

#### 11. Public Relations Options (Brown)

Stickers for non-ARLIS conference badges have been created to provide PR. They will be distributed at the Leadership Breakfast, ALA conference in Chicago, and ACRL. The EB agreed to also distribute the ARLIS/NA pin at the Leadership Breakfast. The stickers and pins will also be distributed to all ARLIS/NA liaisons. Other PR options discussed included: placing an advertisement in ACRL for \$2760.00, getting our own booth at the ALA annual or mid-year conferences for \$1875.00, or using the affiliates booth at the ALA annual conference for free. The EB suggested using the affiliates booth to display handouts, brochures, stickers, and pins at ALA and to monitor its successfulness. Sherman Clarke has offered to help staff the booth. Elizabeth will get a banner for booth. If the ALA affiliates booth is successful, than perhaps the Society can purchase a booth at the Mid-winter conference. ARLIS/NA's ALA liaisons could possibly organize and staff the booth, keep a log of people who stopped by at the booth, and collect feedback information.

**Action 10:** Margaret and Ann will examine the Policy Manual regarding the roles and duties of affiliate liaisons to determine if additional duties to increase exposure to ARLIS/NA are possible. Deadline: Mid-year Executive Board meeting.

The EB also contemplated placing an advertisement in ACRL and having a booth at ACRL, where the Core Competencies document could be presented. The Society may also want to pursue having a session at an ALA conference about the Core Competencies.

The EB discussed forming a PR task force to explore the need for the Society's PR agenda, to follow up on PR items; and to estimate annual expenditure. This directive can be tied to Visibility section of the Strategic Plan. Other issues included the fact that liaisons do not meet at the ARLIS conference and that they may not have funding to attend both the ARLIS conference and the conference of the organization for which they act as liaison.

**Action 11:** Margaret will form a Public Relations Task Force to examine the roles of affiliate liaisons in public relations. Deadline: Mid-year Executive Board meeting.

Break for lunch: 12:30-1:55 p.m.

12. Public Policy Committee: Draft of Letters re Value of Museum and Academic Art Libraries (Brown)

Drafts of letters can be used as a template so that the Society can quickly respond to situations, such as a library closing or a museum librarian not being replaced by professional. This draft could reside on the Board-only section of the AWS and could be edited to be situation specific as needed. Three drafts were distributed to the EB: 1<sup>st</sup> one for small academic libraries (addressed to university administrators), 2<sup>nd</sup> one for academic library administration for closing or destaffing of branches, and 3<sup>rd</sup> one for museum libraries.

13. Affiliation with SAH (Brown)

Society of Architectural Historians will be voting on this proposal at their April meeting. If the EB of ARLIS approves affiliation with SAH, it will need to go to the general membership for vote.

**Motion 9:** that ARLIS/NA affiliate with the Society of Architectural Historians; unanimously approved

The Society's Bylaws call for a membership vote. The last bylaws revision indicates that we can vote electronically. Electronic voting will need to include: emailing all members; a voting mechanism on the members-only section of the web site; and a mechanism generated to prevent members from voting twice.

**Action 12:** Heather, Peggy, and Elizabeth Clarke will work on an electronic voting method for membership-wide voting in relation to SAH affiliation. Deadline: one month after Houston Post-conference Executive Board meeting.

#### 14. Liaison to Subject Analysis Committee (SAC) (Webster)

This is a new sub-liaison for the Subject Analysis Committee, an ALA Committee. The Cataloging Advisory Committee has asked for a sub-liaison. Jeanne Brown will be overall ALA liaison. The CAC will select the appropriate liaison once EB approves this.

**Action 13:** Margaret will revise wording in Policy Manual regarding CAC and the ALA liaison to the Subject Analysis Committee. Deadline: Mid-year Executive Board meeting.

**Motion 10:** that the G-8 Policy Manual entry for CAC be revised to include an ALA liaison to the Subject Analysis Committee of ALA; unanimously approved

#### 15. Peer Statistics (Brown)

The EB expressed concern about the task force's report, which discussed conducting a survey but did not examine how to gather statistics or finding a mechanism for gathering statistics. The original 1999 task force recommended that the present task force find a sophisticated mechanism to gather statistics. Another concern expressed was that certain issues were absent from the report, such as how similar organizations deal with this issue. The EB would like to see an investigation of what other groups use and how they gather statistics. Concern was also expressed that a level of skill is needed to analyze survey statistics. The Society should consider getting a knowledgeable consultant to analyze, as opposed to report, survey statistics. Ideally, annual statistics would be gathered which deal with collection size, staffing levels, museum libraries comparative statistics, and benchmark peer statistics. UVA staff manage the ACRL survey, which could be a model.

**Action 14:** Lynda will talk to ACRL to determine how they gather statistics and manage surveys in regard to ARLIS/NA's peer statistics survey. Deadline: Mid-year Executive Board meeting.

The Board recommended compiling an active task force to organize this and get the information collected. This new task force should propose a methodology and use the current report as resource material. Lynda could work on the task force next year if she is free. Kay Teel was also suggested as possible chair for the task force.

#### 16. Leadership Breakfast Update (Webster)

Carol and Suzy have organized the Leadership Breakfast differently this year. Attendees will be divided into groups for discussions. General introductions and information will be discussed in ½ hour period, then the attendees will be separated into two groups for group leaders and for chapter officers and their regional and Canadian representatives. This will be an opportunity to pose questions and get feedback. The Role of EB will be as active participants and role models to provide information and feedback.

## 17. Finances

### a. Final 2004 budget and audit (White)

The final budget was presented with a deficit of \$16,000 last year and a surplus of 15,000 this year due to conference and SEI. Lynda will ask the Finance Committee how to deal with surplus.

### b. Timeline for special funding requests (White)

The timeline will be changing for the chapter funding process so that funding will be in place by January. The EB agreed to pursue the timeline.

### c. ARLIS/NA budget: relationship to conference budget (Townsend)

Volunteer financial people can deal with the revenue. Planning should not be only the Treasurer's responsibility and should be the responsibility of two volunteers.

### d. Policy Manual addition of J-13: ARLIS/NA Tax Status (White)

Lynda proposed to state the type of non-profit organization, outline status, and ID number in the Policy Manual.

**Motion 11:** to add Section J-13: Tax Status to the ARLIS/NA policy manual;  
unanimously approved

## 18. Development/Sponsorship/Business Affiliate Memberships (Townsend)

The Development Committee created a tiered sponsorship system for this year's conference. F.A. Bennett, Inc. has a silver membership; Saskia Ltd. has a gold membership. In-kind contributions were the largest type of gifts for the conference. Houston MFA, a gold sponsor, did not charge the Society for use of their space. The Development Committee will examine what benefits are actually given to sponsors and business affiliates and report back to the EB. The EB speculated that perhaps the Society should offer vendors visibility on the AWS or the ability to attend conference sessions in exchange for sponsorship. It was agreed that in-kind contributions are very important to the success of a conference. The Development Committee will approach exhibitors for their input on the desired types of sponsorship packages.

## 19. Chapter relations

### a. Liability insurance (Clarke)

### b. Chapter affiliation with ARLIS/NA (Webster)

A second insurance company is willing to quote a price. Forms need to be filled out by the chapters, but many of them did not submit the necessary information. Vicky pulled the information from the chapter web sites. HQ will find out how much it will cost for liability insurance for the Chapters and the Society. The Society is examining the issue of liability insurance because the organization is responsible for the chapters and a structure needs to be in place for any liability issues. The affiliation agreement deals with tax status for ARLIS/NA and extends to its chapters, but the Society's liability insurance does not extend to

the chapters. Many of ARLIS/NA chapters are financially insecure and independent organizations. Many other organizations have affiliation agreements with their chapters. Generic documents for ARLIS/NA and its chapters could be included in Chapter Success Handbook and Policy Manual. Financial issues include deciding who pays for insurance; if the Society would collect chapter dues and forward it onto the chapters; if insurance would be split between the chapters and the Society, and if this would result in an increase in chapter dues. All of these issues are pending until HQ can gather further information.

20. Awards committee

a. Umbrella structure (Frechette)

The new umbrella structure of the Awards Committee worked well for some of the sub-committees and not as well for other sub-committees. There were reports of lack of communication, confusion over the centralized mailing list, and lack of documentation. The new structure will need another chance work out the problems and issues. Daniel Starr will be chairing next year. The EB also discussed the reporting structure for the DSA and Wittenborn Committees under the umbrella system.

**Action 15:** Carole Ann will get feedback from the DSA and Wittenborn Committees about the effectiveness of the reporting structure using the umbrella system. Deadline: Mid-year Executive Board meeting.

b. Policy manual addition G15: Internship Award subcommittee (Webster)

The EB discussed moving the Internship Award sub-committee from the Professional Development Committee to the Awards umbrella group. This will enable the Professional Development Committee to work on other projects. This move will require a Policy Manual addition and deletion.

**Motion 12:** to add policy G-7-c: Internship award to the Policy Manual; unanimously approved

c. DSA in the structure; guidelines re confidentiality (Brown)

21. Nominating Committee recommendations update (Brown/Webster)

Betsy Peck Learned will be talking to the new chair, Deborah Kempe. The present committee recommended that the Society may want to consider having elections if there are multiple candidates for one position. They wanted to verify if members would like to run for an EB position if there were an election. This would require a bylaws change. Previous committees had recommended election by acclamation because it was difficult to find members to run for a position after being defeated in an election. It was also pointed out that the size of some chapters may be advantageous to some candidates in an election.

The EB suggested that the Nominating Committee should ask current Regional and Canadian Representatives for their input for candidates for incoming Regional and Canadian Representatives. They also suggested that the Nominating Committee should be talking to the leadership of ARLIS/NA and might wish to consider a call for interested volunteers prior to the conference. It also pointed out that the slate of candidates needs Board approval and that the Nominating Committee needs a pool of applicants in case the Board does not approve the slate.

22. Strategic Plan 2006-2009 process: update (Brown)

Survey results were accumulated and incorporated into a revised draft of the Strategic Plan. This draft will be distributed during conference for input and comments. The final draft of the Strategic Plan will be presented to the EB at the mid-year Board meeting. There were only 73 responses to the survey, but it was pointed out that a 10% response to a survey is considered normal.

23. Strategic Plan action items for upcoming year (Brown)

The EB discussed what action items they would like to tackle using the current strategic plan.

a. Board items: Among the items discussed included:

- goal 3: increasing ARLIS/NA visibility among affiliate organizations using the ALA booth and other PR
- goal 1 and 2: distance delivery of conference content to make it available at the local chapter level though possible use of web cast
- goal 4: work out details for electronic voting and increase the Society's efficiency
- goal 4: implement methods for the EB to use the AWS for communication to the membership
- goal 3A: encourage, support, and advocate ARLIS group use of the core competencies document
- goals 1 and 4: evaluate EB performance and responsibilities for EB leadership development

b. Soliciting DSRT and Committee action items

24. Board roles at the Houston conference:

Board members will act as liaisons to various groups and committees. The Board should discuss issues from the pre-conference meeting to get responses from the committees and find out what issues are important. Margaret has posted an envelope on conference bulletin board for any group or committee issues and concerns for the post-conference agenda.

The Board will highlight the Strategic Plan and Core Competencies documents and encourage groups and committees to use them to establish their goals for the

year. Chapters and groups should come up with set of action items developed around the Strategic Plan and propose them to the Board. The new Strategic Plan will be submitted for voting at the mid-year Executive Board meeting. Society groups can use the current strategic plan to develop their action items.

Break: 3:25-3:49 p.m.

Ann and Margaret will attend division, section, and round table meetings. Those leaders will be encouraged to bring their concerns and issues to Ann or Margaret. Board members are encouraged to also attend these meetings and report back to Board.

Carole Ann and Suzy will attend the umbrella meeting for the Awards Committee. Board members are encouraged to also attend the awards sub-committee meetings and report back to the Board. Daniel Starr and Clayton Kirking will forward recommendations for Board consideration to Carole Ann and Suzy.

Jeanne presented gifts to outgoing Board members Carol Graney, Laura Schwartz, Allen Townsend, and Suzy Frechette in appreciation for their hard work.

Adjourn 4:08