

**ARLIS/NA Pre-Conference Board Meeting
Wednesday, April 25th and Thursday, April 26th, 2007
Executive Boardroom
Sheraton Colony Square Hotel, Atlanta, GA**

Agenda

- I. Follow up to mid-year Board meeting (Imm-Stroukoff)
 - a. E-mail motions since Minneapolis meeting
 - b. Action items from Minneapolis meeting
- II. Chapter Success Handbook (Fabian, Gates, Ball)
- III. Affiliation follow up (Gates and Whiteside)
- IV. Auditor's report - (Scott)
- V. Headquarters report
- VI. Task Force work
 - a. Archives TF - (Whiteside, Webster, Imm-Stroukoff)
 - a. Options for moving the archives
 - b. University of Illinois requirements
 - c. Need to review and revise our guidelines
 - b. SEI Long Term Planning TF - (Webster)
 - c. Assessment TF - (Whiteside)
 - d. Education TF - (Fabian)
 - e. Nominations TF - (Imm-Stroukoff)
 - g. Membership Database TF - (Webster)
 - h. Awards TF - (Fabian)
- VII. Web services
 - a. MemberClicks implementation
 - i. what other implementations to undertake, and planning
 - b. community software (blogs, wikis)
- VIII. Liaisons
 - a. Liaisons in general and their roles in ARLIS/NA
 - b. ALA Liaison
 - i. ARLIS/NA banner
 - ii. sending ARLIS/NA brochures to art schools
 - c. VRA Liaison
- IX. Appointees
 - a. Art Documentation Editors
 - i. solicitation of paid advertisements
 - b. News and Features Editor

- i. master list of leadership changes (VP does this immediately after the conf.)
- ii. RSS feed

X. Conferences

- a. timing of conferences
- b. 2007 – Atlanta
 - i. budget
- c. 2008 – Denver update (Boudewyns)
- d. 2009 – Indianapolis update as needed
- e. 2010 – Boston
 - i. vote, pending approval of hotel

XI. Convocation

- a. timing, activities

XII. Workshop guidelines

XIII. Committees

- a. Development
 - i. planned giving
- b. Membership
 - i. Draft "What Members Are Saying" guidelines
 - ii. Improve society communication so that member comments reach the appropriate chapter/committee/roundtable/executive board member.
 - 2. Provide the committee chair with read-only access to the membership databases so that simple inquiries about membership status can be answered expeditiously
- c. Public Policy
 - i. concern about funding to attend events as ARLIS/NA representatives
 - ii. communication – various venues within ARLIS/NA to use
- d. Publications
 - i. online marketing and sales plan
 - ii. software to facilitate online publications
 - iii. web site issues, communication
 - iv. Handbook and Directory
- e. Wittenborn Award
 - i. advertising the winners before the conference
 - ii. presence of the award on the ARLIS/NA web site – spotlight?
 - iii. committee continuity
 - iv. certificates (see Awards TF)
- f. Gerd Muehsam Award
 - i. papers to be published in Art Documentation first
 - ii. wording change to submission guidelines

XIV. Vote upon new ARLIS/NA signatories - (Scott)