Annual Report 2015  
Chapters Liaison

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Meetings Attended:
- Attended Executive Board Orientation online, February
- Attended most online monthly board meetings since Fort Worth conference in March
- Attended membership meeting and post-conference board meeting in Fort Worth, March
- Attended one or two chapter meetings in Fort Worth, the Leadership Breakfast and Chapter Chairs meeting, March
- Attended mid-year board meeting in Philadelphia, August
- Attended New England Chapter webinar entitled, "Virtual Snapshot: What's Up with Librarianship?" in November
- Attended two-day Southeast Chapter meeting in Atlanta, GA in November (gave report at business meeting on behalf of the EB)
- Attended New York Chapter Annual Business meeting, November (gave report on behalf of the EB)

Liaison Activities:
- Acted as Executive Board liaison to 17 ARLIS/NA Chapters, including joining listservs, reading chapter newsletters, receiving meeting minutes, answering routine questions from chapter leaders and sending reminders to them as needed
- Facilitated communication between ARLIS/NA committee members who wished to communicate about various projects to chapter leaders
- Kept abreast of upcoming chapter meetings to inform Board members who might wish to attend
- Submitted column to seven chapter newsletters (+ 1 submitted by S. Sherman in 2015)
- Solicited and coordinated chapter conference proposals for 2018 and 2019 annual conferences
- Coordinated chapter donations to the annual conference in Seattle; all chapters who have pledged support have now paid and 2015 (and some 2016) chairs have been formally thanked

Special Projects/Issues:
- Assisted at least a few chapters with chapter bylaws questions relating to a new officer position, redirecting of earmarked funds, and, replacing an officer who resigned.
- Due to incoming officer stepping down in Ohio Valley chapter, I did a survey of all chapter bylaws to see how many had a clause for replacing officers and how, and not all do. I will need to follow up and suggest that all chapters have such language with some examples to share.
After a question from a NY Chapter member at that chapter’s annual business meeting, I conducted a brief survey of all chapter websites to determine how chapters are accepting online payments, and those that do accept, overwhelmingly use Paypal.

Facilitated decision to extend liability insurance to all ARLIS/NA Chapters on the Society’s dime and not paid for by individual chapters as was previously the case.

2011-15 Strategic Plan:
- Expansion of mentoring activities: many chapters now have formal mentoring programs in place with individuals designated as Chapter Mentoring Liaisons in several chapters. A member of the Mentoring Subcommittee of the Professional Development Committee will be attending the Chapter Chairs meeting in Seattle to speak to chapters briefly about their efforts.
- Improve communication across the organization, including with chapters: My predecessor held quarterly meetings with chapters (three were virtual, often with guest speakers), and new technology tools have been introduced to facilitate easier communication across chapters and related to specific concerns the chapters have in common (like Basecamp).
- Tools and best practices for record retention: This has recently been presented to me as an issue within some chapters, but I am hoping that with the establishment of the Documentation Committee this past year, chapter needs and best practices can begin to be addressed with the goal of some standardization across chapters, if at all possible.

Board Activities / Action Items:
- Assisted in revision suggestions for updated Policy Manual, including recalling past leaders for various Sections, Divisions and Roundtables/SIGs.
- Had several communications with Canadian Liaison to clarify overlap in duties, and will need to nail this down in official documentation in the coming year.
- Due to my involvement on the EB, I publicized and solicited candidates at Princeton for the newly established Sotheby’s Institute of Art Research Award and know of one Princeton undergraduate who was planning to submit a paper for the award.
- I still need to follow through with AI 44 regarding creating a document on proposing conference locations including a form for submissions. (May or may not incorporate a calendar, as I am very interested in tightening up procedures for conference proposals: when to solicit and how far in advance; when to inform those chapters who proposed; when to announce new conference sites and dates to ARLIS/NA membership, etc.)
- Offered input to newly formed Documentation Committee via the ARLIS/NA Secretary to consider Chapter archival needs in their discussions. As mentioned above, the issue of chapter documentation and succession planning has recently been brought to my attention as an issue of concern for some chapters.
- AI 65: I have been tasked with determining the legal and liability risks associated with the Canadian Chapters and may serve on a task force to sort these out with the current and soon-to-be Canadian Liaisons.
- I joined the Society Circle recently because encouraged to do so by the ARLIS/NA President and in order to attend the SC/international attendees’ reception in Seattle.

Project Charters:
- Received proposal for ARLIS/NA support for IFLA Satellite organized by two ARLIS/NA Chapters; liaison between point person and Executive Board; communicated Board’s decision to provide special funding to the two chapters after Board deliberation (completed)

Issues for Future Board Consideration / Items to Accomplish in the Coming Year:
The Chapter Success Book is overdue for an update, which I will get working on in the coming year.

Heather G., Jaime and I agreed to put the approved Code of Conduct in the current Chapter Success Book for now and we will ultimately have to decide how chapters should point to/link to this document from their sites (e.g. chapters may be invited to include on their websites in a message from the ARLIS/NA President).

Conference proposals: 2018 and 2019 have been decided, but I need to confirm that the host chapter for the latter is on board. *When will Society membership be informed about these two sites?* As was decided at a past board meeting, two specific cities will be encouraged to submit proposals for 2020 so as to return to this particular part of the country, and it will be Canada’s turn to host in 2021.

**Items of Note from Individual Chapter Annual Reports (as of this writing, I have received and read 9 of 17 reports):**

- **MIDSTATES:** Concerns at two meetings held in 2015: efforts are needed to keep membership numbers up and to attract local graduate students; dwindling funds are a concern, as is an inability to keep the Bunch travel award going. A plan is in place to explore new fundraising possibilities, including charging fees for events. The EB was thanked for support for the upcoming IFLA Satellite.

- **NEW YORK:** Membership dues make up over 80% of revenue (172 members in 2015), supplemented by donations, sponsorships and fundraising.

- **NORTHERN CALIFORNIA:** This chapter is experiencing financial challenges currently, and low membership numbers in recent years (48 in 2010 vs. 24 in 2015). Have asked members to contribute to an “endowment” to avoid bank fees. Have raised $218. Mentioned $128 fee for their list serv (*I have informed them that this fee will be waived going forward*). They have had to reduce the amount of their travel award and alternate years for donating to the annual conference. They are currently looking into additional fundraising options especially beyond the immediate membership.

- **TEXAS-MEXICO:** “Concerning our forthcoming conference in Mexico City, we would welcome any advice from the Executive Board about coordinating a successful conference in this region, as well as any guidance that the Board might have in advancing the broader interests of the Society. We have already been advised to consult with the International Relations Committee and will also reach out to the coordinators of the prior IFLA convergence in this city to benefit from their expertise.”

- **TWIN CITIES:** A joint meeting with VRA-Midwest in October led to members on both sides feeling that the two groups had more in common than had been the case in the past. A task force is to be developed to consider a possible merger following the Seattle conference. [*Any implications for us? Questions to consider?]*

**Chapter Membership Statistics (most recent # available):**

- Canada: ?
- Central Plains: 27
- Mid-Atlantic: 42
- Midstates: c. 25
- MOQ: c. 40
- Mountain West: 29
- New England: 64
- New York: 172
- Northern California: 24
- Northwest: 25
- Ohio Valley: 32
- Ontario: ?
- Southeast: 45
- Southern California: ?
• Texas/Mexico: 41  
• Twin Cities: 34  
• Upstate NY: 29

Upcoming Chapter Meetings (not including at the Seattle conference, and not exhaustive):
• MOQ: potential Spring meeting in Quebec City
• Upstate NY (joint mtg. with VRA Upstate NY): June 3, 2016, SUNY Oswego
• Texas-Mexico: Oct.(?) 2016 in Mexico City
• Mountain West: Dec.(?) 2016, virtual conference entitled “Innovative Uses of Art Resources and Marketing Success Stories” (proposals accepted until 3/7/16)