The meeting was called to order by the chair at 8:30 a.m.

Welcome and Introductions

The chair welcomed everyone to the meeting and asked that members and guests introduce themselves. After introductions, the chair announced that Lee Viverette was completing her term and thanked her for her service to the committee. Rosemary K. J. Davis is a new member-at-large but unable to make the meeting. There are spaces for additional members-at-large and Jonathan and Amy Lucker, the incoming chair, will decide if Jonathan will remain on the committee after stepping down as chair at the completion of the conference.

Minutes and Annual Report

A motion was made and seconded to approve the minutes from the 2011 meeting. The motion passed unanimously. The 2011 annual report of the committee was also approved as written.

Art Documentation

Kari Roane, the acquisitions manager—journals, from The University of Chicago Press (UCP) attended the meeting to provide an overview of the publication transition of Art Documentation to UCP. Kari distributed copies of the “Publishers Report, Art Documentation, March 2012” and displayed the cover for the Spring 2012 issue. Highlights in the report were presented:
Transition year
Transfer of institutional subscribers and rate increase
UCP’s Emerging Nations Initiative

Question/discussion: A question was raised about the availability of the number of readers, as opposed to subscriptions, so authors can say they’ve published in a journal read by a specific number of readers. UCP believes usage is important, including use in aggregated collections, but is not yet able to supply exact number of readers for any of its journals.

Licensing and permissions contracts

Question/discussion: Should ARLIS/NA have a contract with UCP for licensing reviews and Occasional Papers? Kari explained that normally UCP wouldn’t do this for other society publications. If they are supplements to Art Documentation, they could put the content online. A committee member suggested that the committee should talk about what we want to do with Occasional Papers. It was stated that Occasional Papers are really books. Judy forwards member ideas for Art Documentation that are too extensive for articles to the Professional Resources Editor for possible publication in a different format.

Production including design and advertising
Visibility and promotion

ARLIS/NA members will be able to log in through the members only section of the ARLIS/NA website (AWS) without going through JSTOR; the committee will need to communicate this to membership. Jonathan will announce this around the time content will be available online. A concern was raised about changes in staffing at TEI and the effect this may have on access to the journal through the website. The incoming chair and incoming executive board liaison will work with TEI to assure the necessary steps are being taken for a smooth technological transition.

Kari showed the UCP brochure in which Art Documentation is included.

Calls for papers - UCP uses pre-printed post cards that are used for many purposes including calls for papers. There was a question about having both UCP and ARLIS/NA do a call for papers, but it was decided that we both should be doing so to encourage anyone to submit to Art Documentation. A suggestion was made to have theme issues but it was decided that themes are better suited to Occasional Papers.

New Initiative – UCP will soon unveil new landing pages for journals on the revamped UCP website and will notify us before they go live.

Online usage stats – currently available for back file only since first UCP-published issue is not yet available.

Discussion:

A question about using Art Documentation cover fonts, colors, etc. for the website was raised and Kari indicated this would be fine since UCP owns the design; they will give us the colors, fonts, etc.

It was suggested we might use the same graphic designer who designed Art Documentation to do our website to give our publications a cohesive look. Kari will check into this.
A question was raised about the arrangement set up with Bridgman for images for covers and if Bridgman images could be used on the AWS. ARLIS/NA would need to negotiate this, possible in return for an advertisement on the AWS. The ARLIS/NA executive board would first need to decide if we are going to allow advertisements on the website. Something like this may be appropriate and useful for the redesign and makes sense due to the pre-existing relationship with UCP. It was suggested that the recognition of Bridgman be an acknowledgement rather than an advertisement.

Kari will check to see if UCP received the ARLIS/NA mailing list from TEI for mailing the printed issue. If not, Melanie will make sure they get it from TEI.

The chair and executive board liaison thanked Judy and Kari for the transition work and for moving the initiative forward.

Editorial board update: There are eight members and we will be in touch with them after the first issue is released to work out details about corresponding with them. The editorial board members will get complimentary issues and Judy is working out who else should get them. Comps will be memberships so they will have access to Art Documentation via the members-only section of the AWS.

**Professional Resources**

Hannah suggested some ideas for professional resources including moving Occasional Papers to an online format but proposers of upcoming projects have indicated they want something more professional than a digital resource. She indicated that there is a bit of an identity crises for professional resources. She suggested that standards need to be developed and guidance for the different publications needs to be provided. Jonathan will give Hannah files about guidance.

The committee agreed that we need a venue for materials we can put up quickly. A suggestion that materials that require links would be most effective online but they should be reviewed on a regular basis and a structure/policy for taking them down and archived if they are dated should be developed.

It was suggested that calls for revisions and/or editors be made for older publications. Usage statistics would be useful to determine what might need to be updated. Reorganization of the publications section of the AWS was discussed in the AWS subcommittee to provide better access to publications. Repackaging of publications may be helpful to clarify the differences between them.

One project suggestion to create a resource for artists interested in creating an archive, a how-to type of resource, was seen as interesting. Another project to index LibGuides was not seen as useful since LibGuides maintains such an index.

**Strategic Plan**

Committee concerns about Strategic Plan items identified for implementation by the Communications and Publications Committee (CPC) have been communicated to the Strategic Plan Committee (SPC). Hannah Bennett, a member of the SPC, stated that the assignment of action items were not directives but guidelines and discussion starting points for committee-to-committee discussions and collaborations. The need for a standing strategic planning committee was also questioned. Hannah will communicate the CPC concerns to the SPC.
ARLIS/NA Website

There has been discussion about reviving the administrative documents editor position that had ceased when editing had been completed some years ago. The executive board secretary had been charged to do the editing thereafter but it has proved to be too much work. The committee agreed that it is up to the board to determine if the position is needed.

The AWS sub-committee reported that the website will be moved to the Joomla platform this summer with the help of TEI. Interest was expressed for moving the calendar of events to something like Google Calendar for integration into the website. The integration of the calendar and a blog for news that will be pushed out to Facebook will be possible in Joomla. The blog will allow the news and features editor to approve blog posts written by representatives of ARLIS/NA groups. It was suggested that the CPC articulate a policy for blog content including who can post and how posts will be approved by the news and features editor. The policy could be similar to the one for ARLIS/L posts. In anticipation of the change in software platform, the sub-committee also has plans for reorganizing some of the content.

It was announced that ARLIS/NA has a presence in Facebook, Twitter, and LinkedIn. The committee finds Google+ less useful at this time. Strategic Plan Goal V, Objective C, Action 2 calls for creating a position for an ARLIS/NA “voice”. The committee agreed that we already have such a position, a news and features editor, who has been adding news and events to the AWS and has recently begun adding content to Facebook and Twitter so it does not believe that the additional position is needed. Hannah will ask the SPC to consider indicating that there is no need for this position or to rephrase the action.

Reviews: It was expressed that a database for reviews would be helpful to provide searching capabilities. The CAA model is seen as desirable but is a subscription service and ARLIS/NA probably doesn’t have the resources to pay for it. It was stated that we do not get complaints about access to reviews so perhaps this is not an issue. The only complaints we have received are in response to reviews opening as pdfs rather than as a page on the site. Changing this would require more maintenance for Nedda. It was reported that the first online resource review was recently posted. A question was raised about reviewing online resources that have been in place for a while. They are changing so it may make sense to review the changes in terms of what’s new in content and functionality. It was suggested that we increase the number of words in each review but it was determined that 450 words is sufficient and fits into a one-page pdf, which is preferable.

Other Business

Thanks were expressed to Jonathan for his leadership and service as chair and to Sandy as executive board liaison.

Carmen Orth-Alfie thought we might be discussing what constitutes a white paper. Hannah will be looking at categories of publications and determine guidelines and suggested that position statements might become white papers. A suggestion was made to establish a place on the website for policy and position statements and that the American Library Association, the Association of College and Research Libraries, and College Art Association position papers might be good models for us.

It was mentioned that the change in our name to include “communication” made some people think we were going to articulate positions and policies in addition to communicating or publishing them. The committee believes that other groups should be developing and writing the policies and positions and we should be the vehicle for communicating them.
The meeting was adjourned at 10:30 a.m.

Recorder: Carol Graney
Submitted 11 April 2012