Post Conference Board Meeting Minutes, May 5, 2014, Grand Hyatt, Penn Quarter Room A

Attendees: Carole Ann Fabian, Gregg Most, Kristen Regina, Mark Pompelia, Eric Wolf, Sylvia Roberts, Martha Gonzalez Palacios, Sarah Falls, Sarah Sherman, Holly Hatheway; Elizabeth Berenz for Media

Officer Report

Call to Order and Welcome (Carole Ann Fabian)

New Media Officer (Elizabeth Berenz)

Carole Ann Fabian: I would like to welcome Elizabeth Berenz, our new media officer, to connect us to broader audiences, outside the society.

Elizabeth Berenz: I am still inventing this role and am excited to work with everyone

Gregg Most: have you received the Wittenborn Award press release?

Carole Ann Fabian: we need to template our press releases, etc. that should become standardized; boiler plate, etc. Coming up with different templates for different constituencies, political, literary for Wittenborn, etc. Please share contacts you might have with Elizabeth. All this should be ready for quick deployment

Elizabeth Berenz: I will work with Robert and others to get this going and organize procedures for when to do what.

Carole Ann Fabian: You are part of Communications & Publications Committee and you should coordinate closely with them. You will only deal with high level news, as it is to an external audience. Thanks for taking this on!

Washington D.C. Conference

Carole Ann Fabian: I would like a commendation for the Washington CPAC

Motion #1: Gregg Most moves that ARLIS EB highly commend the conference co-chairs and the conference committee for their exemplary work in organizing the 42nd annual conference in Washington D.C; Kristen Regina seconds

Carried unanimously

Action Item #1: Gregg to write to conference co-chairs and committee thanking them for their service.

Carole Ann Fabian: Dates listed for Fort Worth CPAC and Mid-year board meeting in New York. Robert will create a Doodle poll for summer EB conference calls

Secretary’s Report (Eric Wolf)

Eric Wolf: New board members, please send liaison reports to list before conference calls and meetings, and if you know of motion text in advance, please send to me, as this greatly expedites my work. If will try to send out minutes from conference board meetings as well as motion and action item lists as soon as possible to give you a chance to review and revise before out next conference call

Treasurer’s Report (Mark Pompelia)
Mark Pompelia: I have met with Deborah Barlow Smedstad re: monthly and quarterly financial reports; I have her files and she will go over first quarter with me. I did attend finance and development committees; I have enquired about budget for Fort Worth and will work with Laura Schwartz on this.

Gregg Most: Yes, also work with Robert

Mark Pompelia: Deborah Barlow Smedstad has started changes on signatures for banks and investments—needs Carole Ann’s signature. We need forms for stipend expenditure from all board members. Reimbursement request should be in by the end of May.

Robert Kopchinski: if you don’t submit receipts, ARLIS will send 1099 and you will be taxed.

**Association Manager Report (Robert Kopchinski)**

Robert Kopchinski: I will reprioritize projects when I get back to office. I have been working on conference for last two months. New website, functionality; sponsor database; Bluesky people and committee about moving membership to that platform and providing functionality for payment for those who were not at conference, etc.

Carole Ann Fabian: also a FAQ page for different technological tools available to the society. If we could review that and then disseminate to liaisons, chairs, etc. What each platform is, who has access, who does one contact, etc. Deployment of identity in form of logo. We want our identity on all platforms; let’s get this completed by the June meeting.

Robert Kopchinski: Gregg and I need to finish up on advertising and marketplace as well. Member’s only page can now exist anywhere on website; so you only see it when you are logged in, so member’s only content can be anywhere on webpage now.

Carole Ann Fabian: this is a communications issue, we need to let the members know this, as we are used to this content living in a discreet area.

Robert Kopchinski: Nedda and I are aware of the documents that have not yet been transitioned. Some of this is a linking problem, we are working on fixing this.

**Divisions, Sections, and SIGs (Kristen Regina)**

Kristen Regina: we can have conference report next meeting

Sarah Falls: should we report on what we went to?

Carole Ann Fabian: SIGs reported to me well, Division and Sections were much less responsive. It seems that SIGs have more interest than formal divisions and sections, which are less active—maybe less important now; do we need to look at structure again? Should we talk to the membership about this? We did this last in 2005 or 2006. Let’s discuss this structure. SIGs are robust; sections still seem relevant.

Robert Kopchinski: in a more broad sense what is the function that these groups serve as opposed to committees, etc.?

Carole Ann Fabian: committees perform operational tasks for the Society, they have formal duties, divisions and sections are about our jobs outside the society, to share knowledge, etc. So, if they are not useful, we could use rooms at the conference more efficiently, etc.
Sarah Falls: I was on the assessment task force; we discussed combining sections and divisions—this was rejected because they mirror ALA and ACRL structures that people use to get institutional funding for conference attendance.

Carole Ann Fabian: Could we keep them but not require they meet?

Sarah Falls: they aren’t using webinars, etc.

Gregg Most: there are leadership problems, at least in the VRD, it seemed to me. Maybe we require they have at least one virtual meeting outside the conference

Kristen Regina: maybe we need to give them a charge

Gregg Most: I think we need to give them a chance before we consider dissolving them. I had more success getting reports back when I told them I needed to hear from them, even if they had nothing to report. This helped (and I suggest this to Kristen Regina)

Robert Kopchinski: As cycle of strategic plan is ending, this might be advisable to encourage them to report.

Holly Hatheway: maybe worth requiring a mid-year virtual meeting.

Eric Wolf: we need to include voices of young professionals who don’t serve on committees, etc. when considering changing divisions and sections. They are an important place for them to meet their colleagues and learn about what is going on in their fields.

Action Item #2: Kristen Regina to ask liaisons to reach out to their groups to consider strategic plan, list leadership, submit reports and their planning for the year; this should follow strategic plan; they should use tools offered by the society towards a virtual meeting this year

Break

Carole Ann Fabian: Many problems are from lack of alignment with goals of society (as in other societies); mentoring has to occur within these challenges. PDC has problems with this, as does the board. Committee reports; SF informed me about bad interactions within committees with people who act inappropriately. How do we address this in an all-volunteer organization?

Motion #2: Gregg Most moves that the meeting enter executive session; Sylvia Roberts seconds

Carried Unanimously

Meeting enters executive session

Motion #3: Gregg Most moves that the meeting leave executive session; Sarah Falls seconds

Carried Unanimously

Meeting leaves executive session

Other committee related reports

Strategic Planning

Carole Ann Fabian: Hannah Bennett submitted her annual report—with many recommendations for Board level review and action
**Action item #3:** all board members to thoroughly review SPC’s annual report for discussion at next conference call

Carole Ann Fabian: it includes that they would like appointment of new SPC before July to permit period of overlap between committees, so movement towards new plan can start as soon as possible. Also some ideas about people who might be good on this committee and a few approached me. If you have ideas for good people, please submit to me and Kristen Regina before next meeting. They have many recommendations for committee restructuring—particularly PDC, mentorship, membership. This will be the major theme of our next meeting.

Martha Gonzalez Palacios: Also please consider geographical diversity.

Sarah Falls: Will this include a facilitator? We did used a facilitator for strategic planning at NYSID who had worked with ACRL.

**Liaison Reports:**

Sylvia Roberts: I attended both PPC and IRC meetings. PPC accomplished internal statements about staff reductions. They have questions about putting press release beyond organization. Work with media-relations officer is next step. Call for statement on orphaned work in copyright is due on May 21. There content might not be same as ACRL and ALA; i.e. CAA may have different thoughts. Statement to US copyright office.

Carole Ann Fabian: I am not familiar with text from ALA and ACRL.

Sylvia Roberts: CAA may differ due to position of photographers that all creators be discoverable.

Carole Ann Fabian: do they have the texts from all three organizations? Please have them get those so we can see what they all say. This is a very fraught issue which needs much consideration before issuing a statement. Within an organization this would go through counsel. I have concerns. Why so late?

Sylvia Roberts: May 21st deadline is an extension. It was a short call.

Carole Ann Fabian: PDC needs to really keep their eye on these.

Sylvia Roberts: I will bring back view of the board that we do not have time before May 21st. Maybe seek recommendation about what we can do later.

Carole Ann Fabian: Please have them be more timely and ask for board support for policy papers.

Sylvia Roberts: For IRC—chief request for board input was for a colloquium for German/American book arts to have ARLIS sponsorship in name only.

Gregg Most: all American members are ARLIS members, and they are providing funding. I have no objections, but it needs board approval.

**Motion #4:** Sylvia Roberts moves that the board approves IRC request for ARLIS/NA IRC sponsorship for American and German Libraries and Archives & the Contemporary Artist’s Book Colloquium; Gregg Most seconds

Discussion:

Gregg Most: ARLIS speakers are Steven Bury, David Senior, Milan Hughston, Dora Bean, Deidre Lawrence; study tour in advance.
Kristen Regina: is this open or by invitation?

Gregg Most: small and by invitation with possibly some openings.

Motion carried unanimously

Carole Ann Fabian: if there is any documentation it should have ARLIS/NA logo with IRC.

Sylvia Roberts: IRC—Holly Hatheway provided report on study tour; possibly a travel award for students or early professional on future tours; board input for funding sponsorship

Carole Ann Fabian: maybe a topic for June meeting

MGP: maybe they should discuss this with Development committee—Anne Roll and cc me and Sylvia Roberts.

Carole Ann Fabian: good.

**Education**

Sarah Falls: Bluesky’s conference session taping went well; there were room space issues, etc., but we are learning. Friday we are meeting with Bluesky to set up registration and form timeline. We will then meet with media editor to get that out.

**Membership**

Martha Gonzalez Palacios: incoming members; make sure there is a Canadian member as per bylaws. I did remind them that we need to insure that there are new appointments, etc.

Carole Anne Fabian: we appointed task force to honor bylaws regarding this.

Martha Gonzalez Palacios: brochure was delayed, but is a priority; working on ability to edit and how to make it available, track it and see how it is being used. Needs further discussion. MOQ intern was to design this, but Nedda thought we should consider it being professionally designed, maybe contract the designer of the logo.

Gregg Most: didn’t we approve funds for MOQ to do this and give them a comp membership?

Martha Gonzalez Palacios: that was for a marketing plan initially.

Gregg Most: we can certainly ask Christopher Hibbard if he is interested.

**Action item #4: Gregg Most to ask Christopher Hibben to see if he is interested in doing this.**

Martha Gonzalez Palacios: I need to talk more about this as it is getting vague.

Carole Ann Fabian: let’s get this by June or July

Gregg Most: also remember we can have design work through TEI; we also already gave the comp membership.

Carole Ann Fabian: let’s follow up on what happened and see if we need to reposition.

Sarah Sherman: Can I be included in these discussions; as I have no info on MOQ’s plans

Gregg Most: I still have not heard from them after a few months, which was disappointing.
Martha Gonzalez Palacios: our discussion was with Jennifer Garland.

Development

Martha Gonzalez Palacios: I talked to Anne Roll about communication with board on all things related to development; she was unclear about numbers permitted on committee; but they are very clear on assigned tasks; preliminary result of Silent Auction was $3,000.

Communications

Holly Hatheway: Melanie has been excellent in following up with me on what is going on. Issue raised of offering honorarium to Elizabeth Schaub and Emily Matthews equivalent to other ARLIS officers.

Carole Ann Fabian: it is a stipend not honorarium.

Gregg Most: we give stipend to position, if they subdivide, the stipend would also be subdivided.

Carole Ann Fabian: we are not ready for a motion

Action item #5: Eric Wolf to check minutes regarding Communications stipends; and Mark Pompepila to check budgets

Holly Hatheway: all ARLIS/NA communications and social media to go through one central source, not through individual conference sites; Carol Graney and Beverly Mitchell will pass on info to Fort Worth and Seattle publicity teams. Any other notes from DC she will pass to me and I to you

Chapters

Sarah Sherman: all chapters represented at round table for chairs. Very successful. We talked about holding quarterly virtual meetings. I will start to set these up. I hope to have the first before midyear meeting. I invited SPC and Diversity reps, but they did not attend

Carole Ann Fabian: they should be guests at your first quarterly meeting

Sarah Sherman: Anne Roll will also be present at one of the virtual meetings.

Carole Ann Fabian: Development visitor for 1st one; Diversity for fall meeting; Strategic Planning for 3rd one.

Gregg Most: might be convenient to budget for boxed lunch.

Conferences

Carole Ann Fabian: Sarah Falls will inform us on dates for Virtual Conference; I met with Fort Worth CPAC and Seattle people sat in; they are a good team and open; I did ask them to consider a pre-conference THAT Camp (the humanities and technologies camp). Seattle 2016 Angela Weaver and Alan Michaelson attended CPAC and DC debrief.

The ARLIS/NA—VRA Joint conference task force convened an update meeting to discuss next revisions to documents.
**Motion #5:** Gregg Most moves that the ARLIS/NA EB thanks the Joint Task Force Committee for their excellent work preparing report to the Executive Boards of ARLIS/NA and VRA; Kristen Regina seconds

Discussion

Carole Ann Fabian: do I write a letter?

Gregg Most: Yes, a letter to the chair asking them to report to presidents.

Carried

**Action item #6:** Carole Ann Fabian to write letter to committee chairs thanking them for work on Joint Task Force Report

**Seattle:**

Kristen Regina: good meeting; response to how we marked the documents, adding some semantic changes. We came out with what administrative issues can’t be merged. We will hand this off to Alan Michaelson and VRA program coordinator.

Carole Ann Fabian: take away is to build a cross-organization team by assigning conference roles based on personal interests and competencies, rather than by equal representation from each organization – essentially, put your membership card aside and make a cohesive team. Jolene and Kristen are to make summary document and to revise financial document and other documents.

Robert Kopchinski: before we commit to finding a property do we need to wait?

Carole Ann Fabian: there will be a joint conference so you can start.

**Kristen Regina:** implementation plan will be based on task force recommendation

Carole Ann Fabian: 2017 site discussion; what is time table for making site selections, etc. We have received one proposal and we have interest in soliciting more

Sarah Sherman: Central Plains, NY, Ohio Valley and Southeast expressed interest. Central Plains submitted a proposal—I uploaded it to Wiggio.

Mark Pompeia: Mountain West might also be interested.

Carole Ann Fabian: please reach out to these 5 chapters to submit proposals so we can review

Sarah Sherman: I think New York is off the table; they are considering 2018; Ohio Valley will be involved with IFLA art satellite and might consider 2020.

Carole Ann Fabain: please go back to Central Plains and ask them to polish their proposal and we will discuss it at Midyear (end of July); maybe share the Seattle proposal with them as it was a strong proposal. We’ll discuss further in August.

Sarah Falls: Ohio Valley decided to have chapter work with IFLA; concerned about financial “seed” support from ARLIS/NA.

Carole Ann Fabian: we need clarity on what they define a “seed” as

**Marketplace**
Gregg Most: next steps are that I will review what Robert Kopchinski has suggested and put together my ideas on what that this can look like and to address concerns within the society over this. I would like a review committee outside the board that includes vendors who feel strongly and Paula Gabbard representing collection development SIG. I am also taking on ARLIS/VRA criteria for the retention and hiring of VR professionals.

New business

Gregg Most: American Council of Learned Societies asked why we are not affiliated with them

Carole Ann Fabian: I think we should be, as our sister organizations are

**Motion #6: Gregg Most moves that ARLIS/NA become an affiliate of the American Council of Learned Societies; Eric Wolf seconds**

Discussion

Carole Ann Fabian: we will need to know the process and who attends meetings; we need to know what this entails; who will follow up

Carried unanimously

**Action item #7: Carole Ann Fabian to follow up what affiliation with American Council of Learned Societies entails**

Carole Ann Fabian: thanks all for your service on the board and I look forward to working with all of you for the next year

Adjournment

**Motion #7: Eric Wolf moves that the meeting be adjourned; Martha Gonzalez Palacios seconds**

Motion carried unanimously

*Motions:*

#1: That ARLIS EB highly commend the conference co-chairs and the conference committee for their exemplary work in organizing the 42nd Annual Conference in Washington D.C.

  (M: Gregg Most; S: Kristen Regina; V: Carried Unanimously)

#2: That the meeting enter executive session

  (M: Gregg Most; S: Sylvia Roberts; V: Carried Unanimously)

#3: That the meeting leaves executive session

  (M: Gregg Most; S: Sarah Falls; V: Carried Unanimously)

#4: That the board approves IRC request for ARLIS/NA IRC sponsorship American and German Libraries and Archives & the Contemporary Artist’s Book Colloquium

  (M: Sylvia Robert; S: Gregg Most; V: Carried Unanimously)
#5: That the ARLIS/NA EB thanks the Joint Conference Task Force for their excellent work preparing report to the Executive Boards of ARLIS/NA and VRA

(M: Gregg Most; S: Kristen Regina; V: Carried Unanimously)

#6: That ARLIS/NA explore becoming an affiliate of the American Council of Learned Societies

(M: Gregg Most; S: Eric Wolf; V: Carried Unanimously)

#7: That the meeting be adjourned

(M: Eric Wolf; S: Martha Gonzalez Palacios; V: Carried Unanimously)

**Action Items:**

#1: Gregg to write to conference co-chairs and committee thanking them for their service (completed)

#2: Kristen Regina to ask liaisons to reach out to their groups to consider strategic plan, list leadership, submit reports and their planning for the year; this should follow strategic plan; they should use tools offered by the society towards a virtual meeting this year

#3: all board members to thoroughly review SPC’s annual report for discussion at next conference call

#4: Gregg Most to ask Christopher Hibbard to see if he is interested in designing an ARLIS/NA membership brochure. (completed)

#5: Eric Wolf to check minutes regarding Communications stipends; and Mark Pompelia to check budgets (completed)

#6: Carole Ann Fabian to write letter to committee chairs thanking them for work on Joint Conference Task Force Report

#7: Carole Ann Fabian to determine what affiliation with American Council of Learned Societies entails