ARLIS/NA Executive Board Meeting Minutes
June 19, 2014 2:30-4:00 p.m. EDT
Conference Call using GoToMeeting™

Call to order

Present: Carole Ann Fabian, Gregg Most, Kristen Regina, Eric Wolf, Mark Pompelia, Sarah Sherman, Sarah Falls, Martha Gonzalez Palacios (first 45 minutes only), Holly Hatheway (first hour only), Sylvia Roberts, Robert Kopchinski

Reports:

President’s Report (Carole Ann Fabian)

AASL update

Carole Ann Fabian: I have contacted Gilda Santana (Pres, AASL) and Martha Walker (VP,AASL) regarding moving their meeting from Seattle to Fort Worth, I have not yet heard back officially from them.

CPAC update

Carole Ann Fabian: As of Friday (original deadline) we had received 57 proposals for sessions; tomorrow we will hear numbers from extended deadline. Contracts for special events are underway with Robert. Milan Hughston has good local contacts for fund raising and things are going well. Fort Worth conference progressing nicely. I will review amended contract with Omni Hotel

VRA

Carole Ann Fabian: Do we wish to name with VRA Board one representative who would be reciprocal for both organizations as opposed to each organization appointing a liaison to the other? This suggestion came from the VRA board. We have not appointed a VRA liaison for some time. Have we never had a VRA liaison or have we been remiss in appointing over last few years?

Gregg Most: I can’t remember us ever having a liaison; there is a large overlap in membership.

Carole Ann Fabian: Also discussion of liaison for cyclical joint conferences. But we do have liaisons to AASL, SAH, etc.

Eric Wolf: I think we should treat them the same as the other organizations that we are affiliated with
Mark Pompelia: I am the VRA liaison to CAA; I am not sure

Carole Ann Fabian: I will reengage with Elaine and let her know we should each appoint our own liaisons.

Gregg Most: I suspect this may be a problem on their end; maybe they are having trouble filling volunteer positions.

Carole Ann Fabian: I will talk to Elaine and discuss next month

Secretary’s Report (Eric Wolf)

Motion #12: Sylvia Roberts moves that the minutes of the May conference call be approved; Sarah Falls Seconds

Carried Unanimously

Treasurer’s Report (Mark Pompelia)

Mark Pompelia: We have been working with Holly Hatheway on revised honoraria schedule. Gregg and I have been approving DC invoices, those numbers are coming. So far A/V has come in 20% lower, so numbers look good. I will have firmer numbers in July.

Association Manager’s Report (Robert Kopchinski)

Robert Kopchinski: Regarding web development, we have a draft website for the Fort Worth conference and we are continuing to tweak AWS. We are still developing a sponsor’s database. And I am porting over data to Bluesky. 807 is the unofficial number of attendees from DC. We are still doing financial wrap-up of DC. And next week I will be working on hotels for 2016 Seattle Conference. And I am developing a list of tools for Committees, Divisions, Sections, SIGs, etc. There has been a staff change for ARLIS, Karen Olsen has left and Shannon Lorenz has replaced her.

Discussion: Statement on Staff Reductions (Sylvia Roberts)

Carole Ann Fabian: Sylvia and I have made some good progress here.

Sylvia Roberts: I think we want to provide the PPC with some direction to meet the overall goal, which is to prevent further job loss at ARLIS institutions. We will leave the statement on the PPC website for members to use as they see fit personally, but not to disseminate further for fear of unintended consequences. I think the PPC would not want to see that the statement had the effect of leading to circumstance where institutions were put in a position where administrators would push back; particularly at institutions where it has not been solely libraries and VR departments that took cuts. Based on discussion I have crafted three motions for discussion.
Motion #13: Sylvia Roberts moves that the ARLIS/NA EB express their thanks to the PPC for their action in crafting the Statement on Staff Reductions in Art Museum Libraries and Visual Resources Collections and making it available to members for their individual use; Eric Wolf seconds

Carried Unanimously

Motion #14: Sylvia Roberts moves that the EB direct the PPC to engage with the leaders of all ARLIS/NA divisions (museum, academic, visual resources, and art & design schools) in conversation about recommended actions and communications related to the “Statement on Staff Reductions,” in order to ensure the interests of our diverse membership are considered. And that the results of these consultations will be reported to the Executive Board in 6 months; Sarah Falls seconds

Discussion:

Eric Wolf: Can we incorporate reporting back to the EB regularly on progress?

Gregg Most: We should revise motion 14 to add a timeline for reporting back from divisions in six months. This give the PPC time for discussion before Fort Worth Board Meeting.

[Motion so amended—see last sentence in Motion #14]

Sylvia Roberts: Should we set up introductions like with did with PPC and Museum Divisions?

Carole Ann Fabian: Yes [see below, Action Item #13]

Sarah Falls: Where do libraries lie in terms of accreditation criteria?

Carole Ann Fabian: Yes, this is important, but fits in more with motion #15

Carried Unanimously

Action item #13: Sylvia and Kristen to make appropriate introductions between PPC and Division leadership

Motion #15: Sylvia Roberts moves that the EB direct the PPC to consult with the Education and Mentoring subcommittees of the PDC about the development of training and/or mentoring programs that focus on skill-building and strategies for individual and institutional advocacy and that develop skills and knowledge essential to maintaining staffing of academic and art museum libraries and visual resources collections; Martha Gonzalez Palacios seconds

Discussion:
Carole Ann Fabian: This goes to being proactive rather than reactive to staffing reductions that could occur. We have discussed this in past meetings, e.g. aligning with mission statements, assessment, even if it is not demanded by administrations. Identifying skill sets that our members need is something PPC could integrate into workshops and mentorship opportunities they offer.

Carole Ann Fabian: A lot of this work should be shared with divisions and groups; PPC should really concentrate on policy issues, it is not charged with being an educational unit.

Sylvia Roberts: Policy manual does state that educating the membership on policy issues falls under PPC’s purview.

Carole Ann Fabian: This is more disseminating information on policy issues (such as new copyright legislation) rather than holding workshops, etc.

Gregg Most: This might be a good topic for discussion at the next SEI.

Carole Ann Fabian: If PPC can cue them in, these issues can be part of lunchtime chats, SEI, etc.

Carried (Ayes: 8; Nays: 0; Abstentions: 1)

Action item #14: Sylvia Roberts to clarify PPC ‘educational’ role, i.e. PPC is not charged with providing education programs but rather they are charged with informing other ARLIS/NA groups on policy issues.

Discussion: Strategic Planning Committee recommendations (ALL)

Carole Ann Fabian: Let’s go over the SPC annual report for 2013 and address their questions and suggestions:

Recommendation 1— is to establish time period commitment for committee members. The bylaws do state anything different for SPC than for other committees.

Eric Wolf: Having served on the SPC from 2009-2011, I can give some history. The SPC was not originally a standing committee, but rather a task group formed to create the Strategic Plan and then dissolve; this changed with the desire to form an action plan for implementation of strategic goals (while Patricia Barnett was chair); the board approved this change and SPC became a standing committee for the duration of the five-year plan, though I and a number of other members rotated off the committee after the completion of the original Strategic Plan, and Pat Barnett passed the chair on to Hannah Bennett.

Carole Ann Fabian: So using the annual reports might be a good way of making the action plan a better guide for Committees, Divisions, SIGS, etc. We should think of what the term of service should be.
Gregg Most: If we want continuity we should have at least one person from the old committee for at least one year. I think five years is too long a commitment for anyone.

Carole Ann Fabian: They are asking for 6 month overlap of old committee and new committee. We also have the idea of two separate teams the first tasked to develop the new Strategic Plan and accompanying Action Plan, and a second team to monitor progress on the Action plan.

Sarah Falls: When I have worked on action plans they are living documents that can be adjusted year to year. It has been hard to see what has been done, so having a little better reporting of what got done and when would be very helpful.

Carole Ann Fabian: The Action Plan could function more as a score card.

Sarah Falls: I think it should be more communicative.

Carole Ann Fabian: And posted to the website (the link on AWS is currently broken); but we need to make some term assignments (2 year term)—first year SP, second year action plan, handed off to 2 year action plan committee, then back to SP, etc.

Sylvia Roberts: Is 5 years the right length?

Carole Ann Fabian: I have worked with organizations that used strategic documents which were less binding than a strategic plan, but rather strategic directions, followed by an action plan.

Sarah Falls: At OSU we have focus items, there are very few in number, but they are big ideas.

Carole Ann Fabian: Shifting to that sort of framework is accomplishable in a year.

Sylvia Roberts: That sounds like a good solution.

Holly Hatheway: That would allow you to include specific people for specific topics.

Kristen Regina: this could move to a term closer to the board’s.

**Action item #15:** Gregg Most and Carole Ann Fabian will make a reply to Hannah Bennett, suggesting a shift to Strategic Directions and Action Plan scorecard approach and two-year terms for Strategic Planning Committee members, with carry-over appointment of at least one member to assure continuity.

Carole Ann Fabian:

Recommendation 2 -- is for Executive Board to make recommendations for new SPC membership by July. Thoughts?

Kristen Regina: Should we identify two or three central people?

Carole Ann Fabian: maybe Kristen and I can discuss this together.
[3:25 EST: Holly Hatheway left meeting]

Carole Ann Fabian: I think the response is that we will work on nominating people and will get back after the Midyear meeting.

Carole Ann Fabian:

Recommendation 3 -- is regarding outreach. This is about communications across the organization. I think the work Mar is doing on the brochure is helpful in standardizing language and guidance on using the ARLIS brand throughout the organization. I do not think further action is needed. Work is going on already, perhaps SPC is not aware of this.

Carole Ann Fabian:

Recommendation 4 on mentorship—SPC thinks this should be a separate committee. Sarah Falls, what do you think, the current arrangement came from the last Executive Board restructuring.

Sarah Falls: I do not think this should be a separate committee. I think we can work to make them work more cohesively.

Sarah Falls: I am working with them on crafting a curriculum (I had a retreat with them last week)

Carole Ann Fabian:

Recommendation 5 -- regarding collaboration.

Gregg Most: This is what we have been discussing.

Eric Wolf: We need to integrate reporting to SPC on what Committee, Divisions, Sections, etc. and their leaders are doing.

Carole Ann Fabian:

Recommendation 6 -- regarding an Inventory of society tools available to groups. This is something Robert and I are already working on.

Carole Ann Fabian:

Recommendation 7 -- regarding PDC action items.

I do see PDC as being massively over programmed. I have been working on having them deploy projects out to other groups. I feel that they should be more concerned with management and less with project execution.

Carole Ann Fabian: could you write a reply and share with me and Gregg?

Action Item #16: Sarah Falls to draft a reply and share with Gregg Most and Carole Ann Fabian for inclusion in Board response to SPC recommendation
Carole Ann Fabian:

Recommendation 8 -- for Chapters to assume more engagement with SPC. I believe this work is already underway; Sarah Sherman can provide detail.

**Action Item #17: Sarah Sherman to write paragraph for Carole Ann Fabian and Gregg Most regarding progress with Chapters for inclusion in Board response to SPC recommendation**

Carole Ann Fabian:

Recommendation 9 – regarding mid-career fellowship assigned to Awards committee, development committee, PDC, CPC. Is this a priority for fundraising?

Martha Gonzalez Palacios: Not currently.

Sarah Falls: We have had trouble establishing what “mid-career” means. Doesn’t have to be years in the field, but can be based on titles, responsibilities, etc.

Carole Ann Fabian: at Columbia it is not tied to title, years, etc., but rather towards professional shifts; e.g. funding for training in management, new skills, etc. Is this in the scope of SPC, or is this for Education committee?

Gregg Most: This is too specific for SPC.

**Liaison reports**

Martha Gonzalez Palacios: Membership committee has question re: brochure. 1) Do they need EB approval for text?

Carole Ann Fabian: I would want a review text. I think the EB should approve before it is printed and disseminated.

Gregg Most: I agree.

Martha Gonzalez Palacios: Next question was how to communicate with designer? But I will talk to Gregg about this. Another thing that came up was a copyright statement. I was thinking of Creative Commons, but much of copyright would belong to designer.

Carole Ann Fabian: Marketing material with the exception of graphic design is not generally copyrightable. Have we trademarked the ARLIS Logo?

Gregg Most: I do not believe so; I don’t think Chris is concerned about copyright.

Robert Kopchinski: We can trademark the logo if we think it is something that might be infringed upon. It does take time to go through the process.

Carole Ann Fabian: My impression is that we do not need a copyright statement.
Martha Gonzalez Palacios: Can we get approval via email?

Gregg Most: I don’t think the board needs to approve text, just Carole Ann.

Kristen Regina: there is a request for a new SIG. What do they need to do?

Carole Ann Fabian: They need to submit a formal proposal. I can send you examples from last year. After that is submitted the Board votes whether or not to accept it.

Kristen Regina: Nedda asked about SIGs having moderator’s emails embedded on website, but other groups do not. Should they all?

Carole Ann Fabian: Yes, they all should.

Kristen Regina: Museum Division is drafting white paper, but Allison is leaving, so I will make sure that work continues; SIG leadership positions are now filled.

Sylvia Roberts: Regarding job losses in Canadian institutions; I was thinking about sending a link to the PPC statement.

Carole Ann Fabian: People can share emails as they please.

**Next Meetings:**

  a. CPAC: July 14-15 in Fort Worth
  b. Board: July 24, 2:30-4:00 pm EST
  c. Mid-year: August 14-15 in NYC

**Adjournment**

**Motion #16: Eric Wolf moves that the meeting be adjourned; Sylvia Roberts seconds**

Carried unanimously

**Motions:**

#12: That the minutes of the May conference call be approved

  (M: Sylvia Roberts; S: Sarah Falls; V: Carried unanimously)

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(M: Sylvia Robert; S: Martha Gonzalez Palacios; V: Carried: Ayes: 8; Nays: 0; Abstentions: 1)

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**Action items:**

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