ARLIS/NA Executive Board Meeting Minutes
July 24, 2014 2:30-4:00 p.m. EDT
Conference Call using GoToMeeting™

Attending: Carole Ann Fabian, Gregg Most, Kristen Regina, Eric Wolf, Mark Pompelia, Sarah Falls, Holly Hatheway, Sarah Roberts, Sarah Sherman, Robert Kopchinski

Excused: Martha Gonzalez-Palacios

Call to order: Carole Ann Fabian

Officer reports:

President’s Report (Carole Ann Fabian)

Carole Ann Fabian: The CPAC meeting in Fort Worth (July 14-15) was beautifully organized by conference team; hotel is lovely; Fort Worth was amazing. Venues are dazzling—the Modern Art Museum of Fort Worth, the Kimbell Art Museum and Amon Carter Museum of American Art; we will have events at all three institutions. I am very pleased and excited about the Fort Worth conference. This is moving quickly as it is a 10 month year, but CPAC group is very well organized and terrific to work with. We were thinking of two pre-conference events—offering space to AASL and sponsoring a THATcamp.

• AASL conference will not be relocated to Fort Worth (from Toronto), but they have changed the dates to Tuesday and Wednesday before ARLIS/NA Conference so there is no conflict. I am not sure if this will work for budgets. I voiced my concerns about this -- forcing members to choose between meetings. Catherine Essinger asked if she could send a message to the list to ask how many people intend to come from Toronto to Fort Worth as we were scheduling a workshop on urban planning for Friday (particularly of interest to architecture librarians)—would they be more likely to come on Friday or Monday (if they can come at all).

• For THATcamp we had a strong proposal from Sarah Falls and the Education Committee. Feasibility at a Fort Worth area academic site is a concern; proposal suggested University of North Texas as a venue. Subsequent to CPAC meetings we learned that UNT had scheduled a THATCamp for this fall so another so soon would not likely be successful. This might be better for the joint conference with VRA next year in Seattle, as shared interest in digital humanities with VRA members, and finding a host site in an urban area with mass transport options might
be easier. This will continue to be discussed and resolved before mid-year. If not THATcamp we should have another workshop geared toward digital humanities.

I have been working with nominating committee and they are finding interesting nominees. We should have a preliminary slate of candidates at Midyear and will probably vote at the September meeting. DSA also at work on promising packets. Midyear coming up in three weeks, so please let me know agenda items you would like to cover. Board dinner will be Thursday evening following all day meeting.

Secretary’s Report (Eric Wolf)

Motion #17: Kristen Regina moves that the June Conference Call minutes be approved; Gregg Most seconds.

Carried unanimously

Eric Wolf: I have begun correspondence with William Joseph Maher, Archivist at University of Illinois at Urbana-Champaign about archiving our website. He let me know that we need to extend our agreement. Nedda has migrated and linked 95% of material from old website to new AWS.

Action item #18 Carole Ann and Eric to discuss renewing UIUC archives agreement

Treasurer’s Report (Mark Pompelia)

Mark Pompelia: processed monthly financials in early July; prepared 2015 conference budget and worked with Laura Schwartz. It was discussed and adjusted at CPAC, this will be worked out and reported at Midyear meeting.

Carole Ann Fabian: A large section of Midyear will be devoted to budget review. Mark is to be commended for budget report at CPAC. Working with Robert Kopchinski, he prepared a very helpful review of past conferences costs/revenues which helps us forecast for Fort Worth and for future conference expenses.

Vice President’s Report (Kristen Regina)

Kristen Regina: Manuscripts, Archives and Special Collections SIG proposal: Special Collections assistant has found 25 people who said they would be interested in forming a SIG. Marcy Farwell at Cornell is proposing this.

Motion #18: Eric Wolf move that the ARLIS create a Manuscript and Special Collections Special Interest Group; Sylvia Roberts seconds

Carried unanimously

Action item #19 Kristen Regina to notify the group that the Manuscripts, Archives and Special Collections SIG has been approved
Kristen Regina: SIGs reports: Auction catalogue SIG is interested in cataloguing auction catalogues in RDA. Fashion SIG interested in working with Italian groups; let’s hold this discussion for Sylvia’s report. ARLISNAP working with Robert to get blog migrated to AWS; they are also interested in hosting a webinar. SCIP in contact with Fort Worth CPAC regarding art sale in conjunction with silent auction with proceeds going to Diversity Award.

Gregg Most: Diversity Committee working toward undergraduate award re: diversity. I was skeptical about an undergraduate, as commitment to profession is uncertain. I think this was associated with a proposal at CPAC, but proposal has not yet been approved. I did not get the impression that it was associated with the silent auction, but maybe it could be linked to it.

Carole Ann Fabian: Maybe they could donate money from silent action back to diversity. Issue is exhibition space and what they would need beyond a table (like silent auction)

**Action item #20: Kristen Regina to get in touch with Catherine Essinger and Lynn Wexler and clarify SCIP proposal and its status**

Gregg Most: They initially wanted to work with a gallery, but it seems unlikely that a gallery would support this

Kristen Regina: Space Planners SIG has been revived. Architecture Section would like to know if they can get $26 per year to maintain their domain, but I suggested they migrate to AWS instead.

Carole Ann Fabian: they should sit tight, as Robert and I are developing a matrix for ARLIS group infrastructure

Kristen Regina: Carole Ann, Gregg and I are nearly finished with VRA/ARLIS agreements and then we will take them back to VRA

Carole Ann Fabian: Correct, I am going over them one last time before submitting to Elaine Paul and Jolene de Verges

Robert Kopchinski: we are supposed to create a new resource to migrate the database of the Artist File SIG

Carole Anne Fabian: Gregg, I think this was covered last year, but don’t we need a formal proposal?

Robert Kopchinski: last year this was a special funding request. At midyear last year we discussed migrating to TEI instead. My concern is that I heard from Melanie Emerson that the project is essentially dead

Gregg Most: Perhaps Melanie should have a conversation with Kristen about the viability of the project and see if it is worth migrating.

Carole Ann Fabian: Does this just need to be archived, or does it need to be a dynamic database for further growth?
Action item #21 Kristen to work with Artist Files Sig and Robert and Melanie to determine what the needs are near and long term for sustaining this resource.

Past President’s Report (Gregg Most)

Gregg Most: I have submitted my liaison report for the Diversity Committee and we have discussed; IMLS grant—Kai asked for contacts, but suggested that we not contact them as they review proposals when they are received but do not give advice about the process. I will have a proposal for the Marketplace in time for the midyear meeting. The task force will come after the proposal.

Carole Ann Fabian: one of my chief concerns in this effort is to keep the process transparent as many in the Society are deeply concerned with this project.

Association Manager’s Report (Robert Kopchinski)

Robert Kopchinski: I have been working with the Development Committee on putting together a prospects database. Should be done in the next couple of weeks and will accessible under password protection on AWS.

Carole Ann Fabian: I hope we can have a demonstration at midyear meeting.

Robert Kopchinski: We should be able to do that. My big to dos from CPAC are the vendor prospectus and getting the conference website up and running—I hope to have this done in the next couple weeks. I sent an RFP to hotels in Seattle for the 2016 conference; I should have a comparison ready for mid-year and then we can arrange site visits. Proposal is branded as ARLIS and VRA, though I am the lead contact. I have put together a list of technology platforms available to ARLIS groups. Management Report posted on Wiggio. At the end of June we had 1,119 active members.

Liaison reports

Communications & Publications (Holly Hatheway)

Holly Hatheway: Stipends for Emilee Mathews and Elizabeth Schaub should be the same as ARLIS Reviews editors and Nedda’s should be raised.

Carole Ann Fabian: Good that you bring this up, but it should be saved for budget discussion at midyear meeting.

Holly Hatheway: M&T reviews: we need to make clear to them what we see as the future of M&T reviews. Do we want to apply for an ISSN for this, also apply for an ISSN for ARLIS/NA Reviews? How will this work with AWS? How do we want to handle this going forward? I think we should migrate to AWS before we apply for ISSN. Everything we host should be integrated. It would be much easier if everything is on the same platform. Nedda is working on this. This might not follow standards for the ISSN.
Carole Ann Fabian: I think the ISSN issue is separate from technology issue. I would be in favor of an ISSN to legitimize these publications of the Society. Archivability is another issue. I think we need to parse these issues even though they are intimately linked. We need to look at archiving (as part of our discussion Eric re: Society archiving plan). So we need to decide about migration separately.

**Motion #19:** Holly Hatheway moves that M&T moves from WordPress to Joomla on ARLIS Website and Nedda Ahmed, Emilee Mathews and Elizabeth Schaub work on toward this; Sarah Falls seconds

Sarah Falls: One thing that concerns me is that blog posts feels less published; so standardizing formats following ISSN would be helpful for tenure review

Holly Hatheway: This is how this discussion came to be. In order to get ISSN you need volume and issue number on each publication. We can redesign our Reviews to incorporate this

Carole Ann Fabian: If we know we want an ISSN and peer review status, then these requirements must be met first

Motion tabled until midyear until we have understanding of implications

**Action Item #22:** Holly Hatheway to discuss this with Nedda before we commit to migration

Holly Hatheway: Future of archiving asked by CPC, but being handled by board. Conference proceedings should be linked and loaded soon

Mark Pompelia: M&T stipend was left dangling from May—so I can include in 2015 budget, do we need to include in budget for 2014?

Carole Ann Fabian: Let’s discuss this at mid-year as part of budget discussion

**Education (Sarah Falls)**

Sarah Falls: Education: SEI went very well, we will hear more at mid-year from Amy

Carole Ann Fabian: I asked her to give a demographic snapshot of enrollment, VRA vs ARLIS, job descriptions, and sort of institutions they are working at. As this illustrates some of the shifts in our professions

Sarah Falls: I have seen a huge shift into museums, archives, etc.

Sarah Falls: PDC formed core comps group. Virtual conferencing coming along well; content is loaded, and ready to be released. E-commerce is the only element lacking. Robert and I have been working with Bluesky, they have not built in different user levels. They are only using one e-commerce provider (PayflowPro), so we are not currently able to work with our vendor. I told them we need this resolved or we’d have to work with someone else next year. They have waved fees, but we need to subscribe to their provider. They might be able to build out to work with our provider in a few months. This should be launched in August
Carole Ann Fabian: we need to get this up now, as we don’t want competition with publicity for Fort Worth conference. We need to move forward and launch this in August, whether it is ideal or not.

Motion #20 Sarah Falls moves that we subscribe to Payflow Pro to collect fees for 2014 virtual conference through end of December 2014 pending renewal of the Bluesky contract; Holly Hatheway seconds

Gregg Most: let's put a time limit of 6 months to get them to switch to our provider

Carole Ann Fabian: let’s pin this to our Bluesky contract expiration date [motion so amended]

Carried unanimously

Sarah Falls: lots of questions about PATH software. Maybe this is for August presentation on Society tools

Robert Kopchinski: We can add a column to our spreadsheet with who has admin rights

Sarah Falls: Mentoring wants to use platform for online course. They would need access to site admin tools, so there is concern about access to entire site. We could ask for different user levels. At this point it is all or nothing

Carole Ann Fabian: We need policy from committee for how content gets nominated as well as process for mounting it

Canadian Member/PPC/IRC (Sylvia Roberts)

Sylvia Roberts: apologies for sending report late. PPC had no activity this month, but they are scheduling an August meeting. I reported to them on the last EB meeting. Nothing to report from Canadian Chapter. IRC: two major issues. July meeting with development commitment: Martha Gonzalez Palacios, Ann Roll, Debbie Kempe and Christina Peter (were interested in) discussed a travel award for new (members) professionals to attend study tours. The plan was to seek multi-dimensional funds not conflicting with existing donations. Does the board support earmarking funds or matching funds for this?

Carole Ann Fabian: My concern is that these tours are interesting ambassadorial missions, but I see little enduring benefit to the membership as a whole. The reports have been excellent, but have not shared back resources or established greater connections with the membership at large, such as conference sessions, articles in Art Doc, online resources, increased ARLIS/NA memberships or participation in ARLIS/NA initiatives, collaborative projects, etc. I would therefore like to see some evidence of greater contribution back to the general membership before we support a funding initiative.

Holly Hatheway: Direct value to the organization, I don’t know how to represent, but personally and professionally I have gained a lot of important relationships. Going forward I think we could have more half-day conferences. I am not sure if the society should put up the money for it
Kristen Regina: Fund raising is always difficult. Maybe a stepping stone to expanding fund raising. Maybe premature to ask ARLIS for money at this point

Eric Wolf: Can we continue this discussion in Executive Session?

**Motion #21: Eric Wolf moves that meeting enters Executive Session; Sylvia Roberts seconds**

Motion Carried unanimously

**Meeting Enters Executive Session**

**Meeting Exits Executive Session**

**Motion #22: Eric Wolf moves that meeting exits Executive Session; Sarah Falls seconds**

Motion carried unanimously

Sylvia Roberts: I will inform the committee that funding in future would be contingent on showing broad enduring benefit to society

Carole Ann Fabian: we defer discussion of funding until they have demonstrated value to the general membership. I encourage them to look at strategic plan and committee charge when making proposals

Sylvia Roberts: Sandra Leigh asked about fashion symposium in Italy and inviting Italian group to join FTC SIG. This grew into a discussion of forming ARLIS/EU or ARLIS/Italia

Gregg Most: this seems more in line with charge of IRC

Carole Ann Fabian: This sounds like something the IRC can do without the board. We do not form other national groups, though IRC can offer a consultative role, we are happy to share knowledge. ARLIS groups are all self-formed and there is no international umbrella group (like IFLA) for ARLIS national/regional organizations

**Chapters (Sarah Sherman)**

Carole Ann Fabian: anything you need to discuss before midyear meeting?

Sarah Sherman: Please let me know if you have any questions for the chapters you need before midyear, otherwise we can defer discussion

Gregg Most: All liaisons should request midyear reports from their respective groups, though they are not required as the annual reports are, they are helpful to the board to gauge activity of groups and to keep them informed of activity

**Introduce conference site proposals (Sarah Sherman)**

Deferred to Midyear meeting
**Next Meeting:** Mid-year: August 14-15 in NYC

**Motion to Adjourn**

Motion #23: Gregg Most moves that the meeting be adjourned; Sylvia Roberts seconds

Motion carried unanimously

**Motions**

#17: Kristen Regina moves that the June Conference Call minutes be approved; Gregg Most seconds.

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

#18: That the ARLIS create a Manuscript and Special Collections Special Interest Group

(M: Eric Wolf; S: Sylvia Roberts; V: Carried unanimously)

#19: That M&T moves from WordPress to Joomla on ARLIS Website and Nedda Ahmed, Emilee Mathews and Elizabeth Schaub work on toward this

(M: Holly Hatheway; S: Sarah Falls; V: motion tabled)

#20 That we subscribe to Payflow Pro to collect fees for 2014 virtual conference through end of December 2014 pending renewal of the Bluesky contract

(M: Sarah Falls; S: Holly Hatheway; V: Carried unanimously)

#21: That meeting enters Executive Session

(M: Eric Wolf; S: Sylvia Roberts; V: Carried unanimously)

#22: That meeting exits Executive Session

(M: Eric Wolf; S: Sarah Falls; V: Carried unanimously)

#23: That the meeting be adjourned

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

**Action Items**

#18 Carole Ann and Eric to discuss renewing UIUC archives agreement

#19 Kristen Regina to notify the group that the Manuscripts, Archives and Special Collections SIG has been approved
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