ARLIS/NA Executive Board Meeting Minutes

October 16, 2014 2:30---4:00 p.m. EST

Attending:

Carole Ann Fabian, Kristen Regina, Gregg Most, Eric Wolf, Mark Pompelia, Martha Gonzalez Palacios, Holly Hatheway, Sylvia Roberts, Sarah Sherman, Robert Kopchinski

Excused:

Sarah Falls

1. Call to Order

2. Officer reports:

a. President (Carole Ann Fabian)

Carole Ann Fabian: Kristen and I worked on Policy Manual revisions; we are about halfway through. Many thanks to Kristen for coming to New York and working on this. We hope to have draft completed by the next meeting. We want to update that document to reflect current practice. We also worked on ARLIS/VRA Joint Conference documents. There is the formerly named Financial Agreement, which I would like to call Master Agreement going forward. Second is the financial Memorandum of Understanding which relates to Seattle conference; there would be a new one for each successive joint conference. Third is the Joint Conference Implementation Plan (JCIP) which outlines how we would plan the conference, construction of the joint conference implementation team, and CPAC which seems to be the most controversial part. ARLIS CPAC meets midyear between our annual conferences and brings together local and program chairs and EB members (officers); this is the only time officers meet with conference planners. That this group (officers from both organizations) and implementation chairs would regularly meet/report via email communications seems unwieldy and unnecessary as each organization’s implementation chair would be in direct/regular communication with their respective Board. Therefore we suggested renaming our CPAC meeting to a mid-year planning meeting. We have submitted this proposed revision to the JCIP to Elaine Paul, President of VRA. It would be good to have a final draft of this document before the joint chapter meeting in Seattle on November 7-8, 2014.

Gregg Most: is this only for the joint conference or would this be for all CPACs?

Carole Ann Fabian: In ARLIS practice CPAC only meets once and would continue as such; the proposed revision is for the purposes of Joint Conference planning only.
Kristen Regina: When they read our document and CPAC language they thought all CPAC members would be part of the weekly/daily planning group and communication work flow throughout the year, not just at the one mid-year meeting.

Carole Ann Fabian: Regarding Fort Worth, things continue to move along; the key note speaker is confirmed, as is the membership lunch speaker. Milan is moving along with development and we will be meeting next week to discuss commitments to date and plan for the next tier of donor cultivation. ARLIS-L announcement regarding conference website is forthcoming, but I have decided to delay it due to ebola news out of Dallas.

Holly Hatheway: We have a first case in New Haven so this is definitely on peoples’ minds.

Gregg Most: Maybe give it a few weeks.

Sylvia Roberts: ALA was in Toronto during SARS outbreak and that was devastating to conference, so waiting might be a good idea.

Carole Ann Fabian: I authorized Robert to purchase cancellation insurance some weeks ago, timely given current circumstances.

Robert Kopchinski: Ebola falls under communicable disease. But the insurance firm currently considers ebola an existing condition so would not be covered.

Carole Ann Fabian: This is a potential problem which we will explore further if needs be; ebola is also a potential problem of perception at this stage rather than an actual outbreak. We, as a Board should be thinking about potential impacts and alternate strategies for Society conference, e.g. do we want to broaden our virtual conference? Robert, we should keep tabs on what our debt might look like if we had to cancel Fort Worth conference, in part of in whole.

Carole Ann Fabian: Problems in M&T Reviews is under discussion with CPC, MTR editors and Board liaison, President and Vice-President.

**Motion #52: Eric Wolf moves that the meeting enter executive session; Kristen Regina seconds**

Motion carried unanimously

Meeting enters executive session

**Motion #53: Eric Wolf moves that the meeting exits executive session; Kristen Regina seconds**

Motion carried unanimously

Meeting leaves executive session

i. Discussion: Bylaws revisions

Carole Ann Fabian: Gregg has helped us understand history of our bylaws revisions; Robert has provided a history of dues increases over recent decade. Bylaws require that we poll the membership regarding
dues increases. At our mid-year meeting, we asked the membership committee to approve them, they said they thought they were reasonable. Robert and I were ready to send them out, but we realized it requires a membership vote which must be open for 35 days. So we should forgo dues increase this year, but restore the business affiliate which has not been an available option for some years (though still listed in Bylaws).

Motion #54: Eric Wolf moves that we approve the bylaws revisions proposed by Carole Ann Fabian and Kristen Regina; Gregg Most seconds

Discussion:

Carole Ann Fabian: Kristen and I have posted the revisions in August and again this week. The sticking point is article 2 section 3 about how dues changes are enacted.

Gregg Most: We can’t plead ignorance as we are in process of bylaws revision.

Carole Ann Fabian: In 2008 we have compared how our dues structures look against other organizations and we updated that comparison at our mid-year Board meeting; our dues are inline with comparable organizations. ARLIS/NA is incorporated in Washington, DC and under their jurisdictional guidelines, the Board is authorized to make changes to membership dues.

Mark Pompelia: We can approve a budget, and spend differently; the society has ran a deficit budget in the past. Even if we do not raise dues, I believe, we would still come out at zero or just barely in the red. What are our goals? How much do we need to stay within bylaws, etc?

Carole Ann Fabian: I would like to amend the bylaws as proposed, which will allow for dues increases by vote of the Board in future years.

Motion carried (Ayes: 6, Nays: 0, Abstentions: 2)

Action item #45 Carole Ann and Eric Wolf to create and distribute ballot via email and survey monkey for up or down vote on bylaws revisions

Carole Ann Fabian: We can give Robert the go ahead to distribute membership renewals; individuals $120; introductory member $90; business $190; retired $60; and students $50.

b. Secretary (Eric Wolf)

i. Motion 51: Approval of Slate of Candidates

Motion #51: Eric Wolf moves that the Executive Board approve the Slate of Candidates proposed by the Nominating Committee, Mark Pompelia seconds

Eric Wolf: The vote by email was 9 ayes, 0 nays, 0 abstentions. A quorum having cast ballots, the motion carried and, without objection has now been read into the record and is thereby ratified and adopted
**Action item #46** Carole Ann to inform nominating committee chair Amy Trendler that Slate has been approved by the board and can be prepared for approval by general membership

ii. Approval of Minutes of September Conference Call

**Motion #55:** Gregg Most moves that we approve the minutes of the September Conference Call; Kristen Regina seconds

Motion carried unanimously

c. Treasurer (Mark Pompelia)

i. Budget 2015

Mark Pompelia: The budget needs to be redrafted in light of recent discussion of dues schedule; publications honoraria also needs to be revised. Sarah Falls and I are trying to come up with a more equitable distribution. We might not want to propose any increases due to the problems discussed today. We also have a request to increase the Gerd Muehsam award.

Carole Ann Fabian: I think this is an equity issue as other student awards are at $1,000 and this is at $500

Mark Pompelia: Conference development in Fort Worth is going well. I will work on a draft budget now and we can discuss this over email and have an email vote or vote at our next meeting. We have closed the old account and we can see if we need to transfer more money to Vanguard and see if we need to make adjustments.

d. Vice President (Kristen Regina)

Kristen Regina: For Robert, how is ARLISNAP transition and MASC SIG subdomain building going?

Robert Kopchinski: I am working on this and will update when I have more information

Kristen Regina: Artist files Archive-It project. They have not developed protocols and procedures and to date have not obtained permissions. They are not using the ARLIS/NA name, but they do link directly back to AWS. Do they need to work with a committee, as they are not following any legal protocols?

Carole Ann Fabian: I do have concerns about the Artist Files Working Group web-archiving protocols. We are enthusiastic about the project but want it to follow protocols and best practices.

Gregg Most: If you are using someone else’s content, you need to have their permission. It must be a more formal approach.

Carole Ann Fabian: If it is an ARLIS/NA SIG project it should follow protocols and carry the ARLIS/NA brand.

Kristen Regina: I have asked them for more information, as I think this is for a broader group than merely the Artist Files SIG
e. Past President (Gregg Most)

Gregg Most: Robert and I have not yet set up ARLIS Marketplace Website. The taskforce has given a bit of pushback, they don’t want something too complicated

f. Executive Director (Robert Kopchinski)

Robert Kopchinski: Prospect Database is being populated with legacy information and has been shown to Beverly Mitchell and Sam Duncan who will be doing data entry for the Fort Worth conference. 2015 Conference, 10 exhibitors have committed, we are a quarter of the way there.

i. Conference updates:

Seattle 2016: I have completed receiving proposals for hotels, I will be going to Seattle to see two properties, a Weston and a Marriott; CBB New Orleans 2017: I have access to a database that tracks conference activity; at this point there is still good availability at many hotels. Average room rates during month of March and April about $170—quite in our ballpark. March 30-April 3 or April 20-24.

Carole Ann Fabian: I think we are ready to have a motion to accept the Southeast Chapter proposal to host the 2017 conference in New Orleans

Motion #56: Sarah Sherman moves that we accept the Southeast Chapter Proposal to host the 2017 conference in New Orleans; Kristen Regina seconds

Discussion:

Carole Ann Fabian: Do we need dates?

Gregg Most: Not yet

Carole Ann Fabian: we should check with conflicts with other conferences: VRA, AASL, SAH, etc.

Motion carried unanimously

Action item #47: Sarah Sherman to contact the Southeast chapter with the approval of their proposal for the 2017 Conference to be held in New Orleans, and to contact the other chapters with thanks and that their proposals have been declined

Gregg Most: And let the other chapters know they can resubmit for 2018

3. Liaison reports

a. Communications & Publications (Holly Hatheway)

Holly Hatheway: Hillary Veeder’s proposal we approved last meeting includes a searchable .pdf. Does anyone see any problems with the searchable .pdf version?
Carole Ann Fabian: If this is a one-time publication, I have no problem; if this is a collective, collaborative effort, it needs to go through a committee or Collection Development SIG for more input on member interest in participating in an ongoing effort which may require a more robust platform.

b. Canadian Member/PPC (Sylvia Roberts)

Sylvia Roberts: Nothing beyond what is in my report.

Carole Ann Fabian: I am pleased with Patrick’s thoughts about seconding another organizations position on net neutrality.

c. Chapters (Sarah Sherman)

Sarah Sherman: Nothing further beyond my report

d. Development/Membership (Martha Gonzalez Palacios)

Martha Gonzalez Palacios: Development Committee, as Robert indicated, is working with local committee to populate Fort Worth prospects. While Teresa will continue to coordinate this project, Ann Roll has asked members of the committee to help in populating database with the legacy data. Regarding Society Circle, Jennifer Freedman and Ann Roll will work on a campaign to increase awareness and understanding of the role the Circle in fundraising beyond simply being able to attend the special event at the annual conference.

Carole Ann Fabian: Please let them know that whatever messaging they develop needs to be approved.

Martha Gonzalez Palacios: Lindsay King will be working on coordinating grants.

Carole Ann Fabian: I am not sure what role Development should have for grants. I don’t think grants are necessarily part of the Development. We had discussed at our mid-year meeting that the Past President should be the grants leader/administrator. Gregg and I will clarify the role of Board officers and Development committee. Until them, ask Lindsay and Ann to hold off on any actions.

Martha Gonzalez Palacios: Membership committee is meeting on Monday. I will try to get a timeline on the brochure.

4. Discussion: Technology Matrix & Project Charter

Carole Ann Fabian: Robert Kopchinski and I have been working on the matrix and charter. I will compose a letter to ARLIS/NA group leaders and each liaison will disseminate this to their respective groups. Making liaisons point of contact would remind everyone that you are the conduits they should go through. Also, Greg and I still need to develop a logo/identity management guideline; this will be prepared for distribution with the matrix and charter. Robert will create a Basecamp project for ARLIS/NA Leaders and make logo assets and these documents available within the project.

5. Next Meeting: November 13, 2014 via GoToMeeting/conference call

6. Motion to Adjourn
Motion #57: Gregg Most moves that the meeting be adjourned; Martha Gonzalez Palacios seconds Carried unanimously

Motions:

#51: That the Executive Board approve the Slate of Candidates proposed by the Nominating Committee
(M: Eric Wolf; S: Mark Pompelia; V: Carried Unanimously)

#52: That the meeting enter executive session
(M: Eric Wolf; S: Kristen Regina; V: Carried Unanimously)

#53: That the meeting exit executive session
(M: Eric Wolf; S: Kristen Regina; V: Carried Unanimously)

#54: That the Board approves the bylaws revisions proposed by Carole Ann Fabian and Kristen Regina
(M: Eric Wolf; S: Gregg Most; V: Carried: Ayes 6, Nays 0, Present 2)

#55: That the Board approve the minutes of the September Conference Call
(M: Gregg Most; S: Kristen Regina; V: Carried Unanimously)

#56: That the Board accept the Southeast Chapter Proposal to host the 2017 conference in New Orleans
(M: Sarah Sherman; S: Kristen Regina; V: Carried Unanimously)

#57: That the meeting be adjourned
(M: Gregg Most; S: Martha Gonzalez Palacios; V: Carried Unanimously)

Action Items:

#45: Carole Ann Fabian and Eric Wolf to create and distribute ballot via email and survey monkey for up or down vote on bylaws revisions by membership

#46: Carole Ann Fabian to inform Nominating Committee chair Amy Trendler that the slate has been approved by the board and can be prepared for approval by general membership (completed)

#47: Sarah Sherman to contact the Southeast Chapter with the Board’s approval of their proposal for the 2017 Conference in New Orleans, and to contact the other chapters with thanks and that their proposals have been declined