ARLIS/NA Executive Board Meeting Minutes
November 13, 2014 2:30-4:00 p.m. EST
Conference Call using GoToMeeting™

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

1. Call to order

2. Officer reports:

a. President (Carole Ann Fabian)

i. Conferences

Carole Ann Fabian: Fort Worth is coming along fine. Robert will update us re: Seattle. Southeast Chapter has announced that New Orleans has been chosen at their meeting, but this has not yet been formally announced. We need to let other chapters who proposed know that they were not picked. When should this be announced?

Gregg Most: usually it is announced at the Membership Meeting. There is no hard and fast rule.

Carole Ann Fabian: Is there a problem announcing now?

Gregg Most: Not that I see.

Carole Ann Fabian: Have the chapters that were not chosen been notified?

Sarah Sherman: Yes

Carole Ann Fabian: Then we can announce it. Do we have Seattle dates yet? We are down to two dates and two hotels. Also the Joint Conference Agreements are almost set, we are working on one last item. Elaine Paul, Kristen and I have cut the language way down and it is much simpler. It has taken a long time, but has been well worth it. I hope to sign off on it soon.

Robert Kopchinski: I visited two properties in Seattle: the Weston in Downtown and the Marriott on the waterfront. The Weston is larger and self-contained, the Marriott is smaller and across the street from a conference center. I am working with Alan and Josh from VRA to make a final
decision on this. Alan had some concern about the dates: AASL is holding their conference in Seattle shortly after ours. March 7-12 was the original preference; the AASL is scheduled for the 17-19; would it be better for ARLIS to be right ahead of the AASL meeting. Is it important to be over the weekend?

Gregg Most: VRA meetings are usually held on weekdays.

Sylvia Roberts: At the Northwest meeting Alan did a straw poll and nobody objected to weekdays.

Carole Ann Fabian: I think it would be good to get this squared. I think we can flexible.

ii. Bylaws & Policy Manual updates

Carole Ann Fabian: The ballot went out earlier this week and seems on track. There were a few edits which will be incorporated before they are posted. We are working on policy manual updates for Board vote in December,

iii. TEI negotiations

Carole Ann Fabian: We had a call yesterday with Liz, Mike, Kristen and I about contract negotiation

**Motion #58: GM moves that we enter executive session; Martha Gonzalez Palacios seconds**

Carried unanimously

*Meeting enters executive session*

**Motion #59: Eric Wolf moves that we exit executive session; Sarah Falls seconds**

Carried unanimously

*Meeting exits executive session*

b. Secretary (Eric Wolf)

Eric Wolf: Contacted Mr. Maher at UIUC re archives, awaiting response.

**Motion #60: Martha Gonzalez Palacios moves that the October conference call meeting be approved; Sylvia Roberts seconds**

Carried unanimously

c. Treasurer (Mark Pompelia)

Mark Pompelia: The old checking account has been closed (National Bank) and TEI will instruct how much to leave in new account at Associated Bank, the balance will be moved to Vanguard.

i. Honoraria
Mark Pompelia: Publications, website, listserv honoraria; Holly, Sarah Falls and I have talked about M&T reviewer and communications positions; so budget distributed has more parity than listed previously; the total expenditure on honoraria goes up $1,000 from previous years. Reviews were at $500; is that fair for the amount of work? Particularly if they are being divided.

Carole Ann Fabian: We are a volunteer organization, so I am concerned about compensation and fairness, particularly people like conference planners who work very hard and they receive no compensation. I think we on the board have a responsibility to be fair and equitable about this. Education technology and Media Relations are two new roles that we do not yet know the work associated with.

Sarah Falls: I would just like to see equality and consistency applied.

Carole Ann Fabian: Publications were spun off of Art Doc and were consistent. Communications and Ed Tech are new. The communications piece is more questionable.

Gregg Most: With Media Relations, it is different as the press releases are drafted by committees; they are not drafting new material, but rather disseminating.

Gregg Most: Maybe we need a non-board group to analyze this and make a proposal. We do need to let current position holders know that this is under review.

Carole Ann Fabian: Mark what does it mean if we can’t finalize these numbers?

Martha Gonzalez Palacios: We need numbers to pass the budget.

**Action item #48: Carole Ann Fabian to appoint task force to investigate and rationalize honoraria across society editors, communications officers and platform administrators (and other potential society leaders)**

ii. Budget 2015

Mark Pompelia: We can vote any time before December 31st or even after January 1st (we have money). Total honoraria is $2000 increase over previous year based on commitments and new.

Mark Pompelia: Let’s vote on the budget in December as I need to incorporate new management numbers.

d. Vice President (Kristen Regina)

Kristen Regina: The issue of onboarding has been discussed over email. I would like to have the onboarding workshop by the conference. I wanted this to be in line with new bylaws and policy manual revisions. Please remind committee chairs that the VP has to appoint and reappoint chairs and board needs to approve these appointments.

Carole Ann Fabian: We have the opportunity at Fort Worth to do some training. We could have new board training after the board meeting.
Sarah Falls: onboarding and leadership mentoring are different; new members need to learn the very basics.

**Action item #49: Kristen Regina and Sarah Falls and Carole Ann Fabian to discuss leadership mentoring programming for incoming board and committee chairs**

Sarah Sherman: I would like the chapter chairs to be included in this onboarding in some capacity

**e. Past President (Gregg Most)**

Gregg Most: all in my report, nothing to add

**f. Executive Director (Robert Kopchinski)**

Robert Kopchinski: All in report

**3. Liaison reports**

**a. Communications & Publications (Holly Hatheway)**

i. CPC chair

Holly Hatheway: we will present in December

**b. Education (Sarah Falls)**

i. IFLA Arts Section

Sarah Falls: Cleveland Museum will not be able to host IFLA

ii. Onboarding initiatives/ leadership mentoring

**c. Canadian Member/PPC (Sylvia Roberts)**

Sylvia Roberts: I was not able to attend IRC meeting; but they wish to bring to board that the 2015 study tour will be in the Netherlands; they would like to invite foreign affiliates to Fort Worth conference

**d. Chapters (Sarah Sherman)**

Sarah Sherman: Ohio Valley chair asked if there are any larger ARLIS/NA issues if they could use travel award for non-ARLIS related conference travel?

Carole Ann Fabian: I think this contrary to the role of the chapters as serving ARLIS

Sarah Falls: I think this was for SEI

Carole Ann Fabian: That is fine, as it is ARLIS supported

Sarah Sherman: I think they may have wanted it broader than just SEI
Sarah Sherman: Diversity Committee has established liaisons to chapters

e. Development/Membership (Martha Gonzalez Palacios)

i. Membership brochure

Martha Gonzalez Palacios: I just received an email saying we should get quote for printing costs soon. If anyone has comments about how it is looking now, please let me know.

4. Next Meeting:

a. December 18, 2014 via GoToMeeting/conference call

5. Adjournment

Motion #61: Gregg Most moves that the meeting be adjourned; Martha Gonzalez Palacios seconds

Carried unanimously

Motions:

#58: That the meeting enter executive session

   (M: Gregg Most; S: Martha Gonzalez Palacios; V: carried unanimously)

#59: That the meeting exit executive session

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

#60: That the minutes of the October Conference Call be approved

   (M: Martha Gonzalez Palacios; S: Sylvia Roberts; V: carried unanimously)

#61: That the meeting be adjourned

   (M: Gregg Most; S: Martha Gonzalez Palacios; V: carried unanimously)

Action items:

#48: Carole Ann Fabian to appoint task force to investigate and rationalize honoraria across society editors, communications officers and platform administrators (and other potential society leaders)

#49: Kristen Regina and Sarah Falls and Carole Ann Fabian to discuss leadership mentoring programming for incoming board and committee chairs