ARLIS/NA Executive Board Meeting Minutes
December 11, 2014 11:30 am – 1:00 pm EST

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

Excused: Martha Gonzalez Palacios, Sylvia Roberts

Call to order

President’s report (Carole Ann Fabian)

Carole Ann Fabian: Thanks to everyone for making time in this very busy time of year. Full board reports will be next week; today is to take action on items necessary before New Year’s. Conference speaker lineup is firmed up and fantastic. The AASL might meet in Seattle over the same 10 day period as our joint ARLIS/NA and VRA conference. This year we are doing important things to set up the Society for the future. It is very important that we fix our infrastructure and your input is very important. Looking at many of our guiding documents, for example, we see they have been around a long time and might not reflect well our current structures and ways of working. Although this may be tedious and painstaking work, it is very important to bring these into alignment with current practice and I am thankful for all your work on this effort.

Approval of minutes (Eric Wolf)

Eric Wolf: Mr. Maher at UIUC says the archives contract should be sent for our review after the Holidays

Motion #62: Gregg Most moves that the minutes of the November meeting be approved; Kristen Regina seconds

Carried unanimously

Communications & Publications (Holly Hatheway)

Carole Ann Fabian: Current structure of CPC; there have been recent resignations. Holly, Kristen and I have been talking with the committee about going forward. Do we need reorganization?

Holly Hatheway: We have had two meetings since the last board meeting; most recently yesterday. We started with a basic draft for a new AWS editor. Yesterday’s meeting was devoted to discussing the way forward toward a new web editor. They seem to be moving toward having a group manage the website rather than one person handling the website. They wanted to talk to us and TEI before going forward;
they wanted a list of what TEI is already contracted to do regarding site maintenance and what this will be going forward. Do we want them to do most of the updating and maintenance? Can this be done without over working TEI? How does this compare with other organization’s websites that TEI maintains? The other model the group is looking at is the Music Library Association which is team based. Everyone seems to agree that the team should have the manager be more of an R&D person and they would be responsible for the site; also looking more at big picture items and others might be copy editors, etc. After understanding what TEI does, responsibilities could be distributed accordingly. In the past there was a web team that met regularly (four years ago or so). Having a single webmaster does put us in jeopardy if s/he quits, etc.

Carole Ann Fabian: In recent years it seems AWS authority was vested in one person, with perhaps too much autonomy. In terms of long-term planning, etc. there was again responsibility vested largely in one person which was unfair both to the individual and the Society. More team input is definitely a direction we wish to go. Holly, could you discuss the outward role and relationship to publications, etc. Is the AWS an editor role like Art Doc, Reviews, etc., or is it more of a communications role? Should we split CPC into two committees: Publications, and Communications? AWS is complicated because it is both of these. Whatever we decide about CPC has implications below re: honoraria.

Holly Hatheway: There was no discussion of splitting the committee in recent meetings. But all agree that the editor or lead manager should not be responsible for copy editing. They also questioned the efficacy of having this person be responsible for clearing image rights.

Carole Ann Fabian: I am not certain how this can be managed separately as AWS is so complex.

Holly Hatheway: Maybe delineating responsibility would allow us to create more specific parameters. The next conversation should be about how we define and divide tasks and work. It might be too early to know how this will go.

Carole Ann Fabian: I think looking at other organizations might be helpful. Mike McMannis did say that copy editing is part of our existing contract already and that TEI will support our website updates. Nedda always did this, because that was how it always was. Robert will speak to this below.

Holly Hatheway: One thing that kept coming up in the conversation was some trepidation about having a management company engaged in copy editing—mainly regarding response time, etc.

Carole Ann Fabian: We have three months before the conference to evaluate this.

Holly Hatheway: Can we have all the documentation before January 1st?

Robert Kopchinski: Yes.

Carole Ann Fabian: TEI will grant administrative access and authorizations, maintain software and infrastructure. They have not previously made changes to content from members. This is in the contract but had not been implemented in the past.
Robert Kopchinski: I echo what CAF said. I will get more specific in a written document, but from a client perspective we have a very broad range of services from just providing a platform and having the client provide all content, to content supplied by a client and edited by us. I will outline this further in paper for you.

Holly Hatheway: Also, a question about who would be providing service—are there developers, programmers, etc.?

Carole Ann Fabian: The committee should be the feeder to the board about its needs, goals, etc. They can go to the board and we would decide development issues, etc. I am not sure if this is understood. They make a recommendation to the board to resource or not.

Holly Hatheway: This is an opportunity to explain reporting, etc. Everyone agrees this is an opportunity to make everything line up better.

Carole Ann Fabian: Another question that arises is whether or not there needs to be a Professional Resources Editor. We will not maintain this, it will be folded into the chair’s position.

Holly Hatheway: Rosemary Davis, member at large for the committee has also stepped down. We will need to replace her by the Texas Conference.

Gregg Most: Member at large is appointed by committee chair, not EB VP (Kristen).

Carole Ann Fabian: S/he should start in the interim and serve into the next term.

Holly Hatheway: Also a question about Society Circle membership being made available (to be published in Art Doc and the website). Hannah raised the issue about publications agreements. Who should they be sent to and where are they stored.

Carole Ann Fabian: They should be in archives and live copies should be with management. These are great questions and are indications of our growing pains. Can we go back to AWS and opinions of board members?

Gregg Most: Can we talk about image rights?

Carole Ann Fabian: It is not just rights but also the creation of web-ready images for AWS, which Nedda had done. We need someone to clear them or make sure they are rights free.

Gregg Most: This was around the same time as Art Doc discussions. Nedda had pulled a lot of images from the National Gallery rights cleared section.

Carole Ann Fabian: There are lots of available sources, we decided we wanted the site to be visually compelling; we do need someone to refresh and add them. Maybe we need an AWS image editor.

Gregg Most: More of a duty than a position, I think. I see AWS as more of a place for content than content requiring lots of editing.
Carole Ann Fabian: This is more of a big question position, for instance who will change navigation, etc.

Gregg Most: But at some point someone needs to be in control. We need both big picture and nitty-gritty.

Carole Ann Fabian: This person doesn’t need to be the implementer but rather the decision maker.

Holly Hatheway: Another question was reporting—does this person report to the President or the CPC chair?

Carole Ann Fabian: This was an appointment. This committee is largely made up of appointments which gets to the honorarium question. It is a different structure than the rest of the Society, which is what I wanted to bring to everyone’s attention. This is why I want the committee’s suggestions that we can then discuss. Regardless of reporting, we do not want the previously held level of autonomy. The board needs to decide in the end. The chair reports to the liaison; I would like this to be less different than other committees. At least let’s explore this.

Gregg Most: We have all these appointments, and at-large member and a chair. Maybe the member-at-large should be the chair who brings this to the board through the liaison. It might be useful to get this changed now.

Sarah Falls: In terms of the portal, it seems to me that some of the roles regarding the AWS also apply to the portal. Is this a time to suggest workflows here to?

Carole Ann Fabian: I am thinking the same thing. Is this more like CPC? People have responsibility for platform and others for content. This also goes to the honorarium question. Should the Learning Portal team, now that the Portal is live, be moved to CPC?

Sarah Falls: I am thinking this way myself, this is a site, part of our suite of sites, and should be consistent.

Carole Ann Fabian: If that group was part of CPC this might be a better alignment. The Education Committee did a lot to develop this, but now that it is real, should it move from an incubation group to a production group?

Sarah Falls: Education would still provide much content, but this is now a publication.

Holly Hatheway: Can you join the next CPC meeting?

Carole Ann Fabian: These are the critical questions and we will pick this up again. This is an important conversation. Thank you Holly for facilitating this discussion.

Holly Hatheway: We will meet again in January and we will further this discussion with Robert’s documentation and Sarah Fall’s participation.

Carole Ann Fabian: Sarah Falls do you just need to be there or do you need to consult others?
Sarah Falls: Maybe PDC chair Maggie Portis should also participate.

**Executive Director report (Robert Kopchinski)**

Robert Kopchinski: I have been keeping track of changes coming into me re: AWS; they have been few, all small things (and less than 5) since Nedda left. They have been small like changing email addresses, committee members and have been handled the same day.

Carole Ann Fabian: And one benefit is not having it all on one person if TEI is handling things. But maybe we can get an interim ARLIS person to help as well if needed.

Robert Kopchinski: On the web team all clients are shared, not specific people for specific plans. Fundraising we are at 72% for fundraising for conference. We are still finalizing hotel for Seattle, but should be done shortly.

**Honoraria (Mark Pompelia)**

Mark Pompelia: I view the treasurer’s goal as taking care of numbers, and programming should be through the liaisons, board members, etc.

Carole Ann Fabian: I formed a taskforce of past presidents and only got one reply to date. I think we need to take a long view and think seriously about the volunteer nature of our organization. Is this an honor? It is not compensatory. There has been a legacy of travel support. It is a mixed set of reasons that has become confused and conflated and have pushed us in a direction that is not affordable or appropriate for an all-volunteer organization.

Mark Pompelia: So we have recognized that there can be a division between platform people and content people. I don’t know if we need to look at each position line by line; budget is a plan, it can be changed if numbers change after CPC is reorganized. Right now we have a deficit budget. I don’t think anything we do now will drastically change this.

Carole Ann Fabian: So, if we stayed with current group that would put us further in deficit.

Mark Pompelia: Essentially, since Art Doc has fewer issues we could lower it; the travel here is for a University of Chicago Press annual editor’s meeting. We can zero out Professional Resources. News and Features stays at $1000; Reviews and M&T go up to $1000.

Carole Ann Fabian: taking out Professional Resources allows us to move Portal over.

Mark Pompelia: communications we can lower to $500 (though it was voted at $2000); Ed Tech is currently at zero but I invite discussion.

Carole Ann Fabian: If we move these out of committee, and move to publication it would go up.

Gregg Most: One thing we need to try to convey with this idea of honoraria, is we want to use this to encourage people to serve, but it is mainly to defray their costs to attend conference where major
meetings occur. Rather than serve as a thank you, this should serve as way to get them to attend conference. This might be easier to sell.

Carole Ann Fabian: Like the board stipend which is for travel, not for thank you.

Sarah Falls: Should it be comparable to the Board (we go to mid-year and annual), so should it be $700 for one meeting as liaisons get $1,400 for two meetings?

Gregg Most: We are required by Bylaws to be at the conference (only Art Doc editor is similarly required); I think some of this is left over from before email.

Kristen Regina: Should the name be changed from honoraria to travel stipend like for the board?

Robert Kopchinski: I think that is an important question, it presents a fundamental shift—what is this money for? Is it strictly for travel or for reward for work?

Carole Ann Fabian: Maybe we should ask committees their rationale? I think it is largely the continuous nature of the work.

Eric Wolf: I like consistency with board whose members are consistently paid for travel which is necessary, we all have different workloads from year to year.

Kristen Regina: I am able to use my budget as best I can, I have fixed travel budget, if I get travel stipend I can attend another conference.

Mark Pompelia: Travel stipends avoids taxes, in a way that honoraria do not.

Carole Ann Fabian: We could reimburse travel up to a certain level.

Mark Pompelia: The board only gets reimbursed, they do not get a fixed payment.

Carole Ann Fabian: We will return to budget further down. Any other thoughts on honoraria?

Mark Pompelia: If it is travel, would it still be split between co-editors, etc.?

Carole Ann Fabian: I think so, it is not easily scalable as some groups need more people, etc.

**TEI negotiations (executive session)**

**Motion #63: Eric Wolf moves we enter executive session; Sarah Falls seconds**

**Motion carried unanimously**

**Meeting enters Executive Session**

**Motion #64: Eric Wolf moves that we exit executive session; Gregg Most seconds**

**Motion carried unanimously**
Meeting leaves Executive Session

Budget 2015 (Mark Pompelia)

Carole Ann Fabian: We can vote on budget over email after you post finalized numbers.

Mark Pompelia: That is ok.

Carole Ann Fabian: This way everyone would have the opportunity to vote.

Gregg Most: And we could ratify it in January.

Other business

Gregg Most: We should remind incoming board members to attend the pre-conference board meeting.

Carole Ann Fabian: I can send them another note or we can include this in the board orientation.

Gregg Most: Do we need to alert current honoraria receivers that there may be a change?

Carole Ann Fabian: We will discuss this with Holly.

Next Meeting:

December 18, 2014 | 2:30-4:00 pm EST | via GoToMeeting/conference call

Motion to Adjourn

Motion #65: Gregg Most moves that the meeting be adjourned; Sarah Falls seconds

Carried unanimously

Meeting Adjourned

Motions:

#62: That the minutes of the November meeting be approved

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

#63: That the meeting enter executive session

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

#64: That the meeting exit executive session

(M: Eric Wolf; S: Gregg Most; V: Carried Unanimously)
#65: That the meeting be adjourned

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