ARLIS/NA Executive Board Meeting Minutes
December 18, 2014 2:30 – 4:00 pm EST

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

Excused: Martha Gonzalez Palacios, Eric Wolf

Note: Meeting Minutes taken by Eric Wolf from recording provided by Robert Kopchinski

Motions from #66; Action items from #50

Call to order (Carole Ann Fabian)

President’s report (Carole Ann Fabian)

ARLIS/NA conferences update

Carole Ann Fabian: Things going well with Fort Worth group; Registration released yesterday; will go out to the list presently. Program is out and I have heard positive feedback about the program. If you see any inaccuracies please let us know so we can fix them quickly. I requested that we have a President’s Choice session to allow for late breaking topics. This year the CAA will present their code of best practices for the visual arts. This will be a one hour session. Patrick Tomlin from PPC will moderate and the proposed list of speakers are Peter Jaczi and Patricia Auferheide who are authors of the code and possibly the director or deputy director of Dallas Museum of Art and an artist or art historian. I am very excited about this. And the Learning Portal group has selected this as one of the sessions to be recorded. This is great for raising the profile of PPC. We will also be having an international session. This will be a Saturday afternoon session, moderated by an IRC member, helping elevate their presence. Our development progress is going very well; we are at about 85% toward our goal and we still have promising asks out; this is excellent with three months still to go. AASL will meet in Toronto, but they have made an overture to meet with us in Seattle which could lead to a trifecta with us and VRA. As they are not part of our agreement with VRA they cannot be a joint conference, but can be before or after our meeting. New Orleans will be announced after New Year’s to not interfere with Fort Worth communications.

Bylaws update:
Carole Ann Fabian: As Eric is not here to report this I will; voting has closed on December 15th with 253 respondents in favor of the changes as proposed, 15 opposed, 5 abstained; total of 273 voters out of 1,068; we are only required to have 25 votes, so these bylaw amendments are approved. We have 21 days to enact these amendments now that they have passed.

**Action Item #50: Carole Ann Fabian, Robert Kopchinski and Eric Wolf to enact bylaws with corrections of typographical errors**

**Vice-President’s report (Kristen Regina)**

Kristen Regina: Artists’ Files SIG reports that they are creating an FAQ page about how, why and what they are collecting, everything else is in my report

**Past-President’s report (Gregg Most)**

Gregg Most: I sent my Diversity Committee Report. The only extra is that tomorrow is the end of the response period for the Marketplace document. Paula Gabbard is the only person with much response that requires discussion.

Carole Ann Fabian: You mentioned seeking comment from Membership and Development Committees. Is this in advance of the board?

Gregg Most: Yes, as this effects the work of these two committees, as this effects membership and fundraising, as this switches fundraising from conference specific to general fundraising

Carole Ann Fabian: The timing might be problematic with the MOU with VRA regarding Joint Conference fundraising. Let’s table this discussion until we see the document. I also have a question regarding Diversity Committee: Kai states that she has developed a new position between Awards Committee and Diversity Committee; I thought that such appointments required Board approval

Gregg Most: I believe this is just a liaison, not an official appointment

Carole Ann Fabian: Can you find out more? If this is just a point of contact this is fine, if it is an appointment, it should go through the Vice President

Gregg Most: I will talk to Kai and work this out

**Treasurer’s Report (Mark Pompelia)**

Carole Ann Fabian: There were some procedural problems with our email vote so I will ask for a motion and we will vote today

**Motion #66: That the Budget be approved (M: Mark Pompelia; S: Kristen Regina)**

Discussion:
Carole Ann Fabian: I was supposed to convene a task force to discuss honoraria; I only received two responses: Daniel Starr was for rethinking this, Jon Evans was more supportive of continuing compensation, particularly for Art Doc. We will need to discuss with CPC before we decide, but we have a budget. There are a few contract questions with TEI we are also still working on, so these are both approximations in the budget under consideration.

Gregg Most: Does this mean we need to hold the budget vote?

Carole Ann Fabian: No, we make a budget and then can act on individual line items

Carried; 1 abstention

Mark Pompelia: We have a review by the auditor, not a full audit; I signed the document for our CPA to do this. This should be finished in mid-February. This is for the calendar year closing now.

**Executive Director report (Robert Kopchinski)**

Robert Kopchinski: We conducted a webinar on the 12th last week and it is now posted on the Learning Portal. Somebody needs to provide publicity for this. I have been in contact with Kristen about setting up doodle-poll for new board orientation. Some of you will be invited to participate in this. For Fort Worth we currently have 37 exhibitors; registration is live, and I will send out to ARLIS-L presently. For Seattle, I uploaded to Wiggio the information from our site visit by me, Josh from VRA and Alan for ARLIS; we visited the Westin and Marriott; both could accommodate our meetings, but we preferred the Westin. The site team is recommending we pursue the Westin, the dates would be March 7-12, during the week, room rate is $211 in keeping with 2014 and 2015, as is Food and Beverage minimum; they gave us many of the concessions we asked for; also more convenient to public transportation. The Marriott has lower room rates. This information was also sent to VRA board, we need approval from both boards to start contract negotiations.

Carole Ann Fabian: We will need to also discuss with AASL; Sylvia may want to address that at MOQ as there are some fiscal year issues with Canadian libraries with early meetings—as DC was late and Fort Worth was early. This probably doesn’t matter as Fort Worth and Seattle won’t be in the same year.

Gregg Most: We have already used outside convention space at Pasadena. This is a problem we will encounter more and more.

Robert Kopchinski: We are at a size which does limit conference hotels, we are right on the cusp of needing larger conference facilities.

Sylvia Roberts: Alan mentioned that generally there is high demand for conference space in Seattle and was concerned we might be a little behind on selecting hotel.

Robert Kopchinski: This is largely correct; Seattle does not have enough space for the demand. We were a little behind on this due to the negotiations with VRA; we will be quicker with New Orleans.

Carole Ann Fabian: Let’s hear what VRA has to say and then discuss this further in January.
Robert Kopchinski: Renewals coming in: 1177 members as of last report; donations are coming in for Society Circle and we will start getting more now that registration is up via registration form. There has been one update to AWS; there have been some links updated and caused for some review of posted information, mostly on the page for publications guidelines. We have been able to keep up with changes almost immediately.

Liaison reports:

Education (Sarah Falls)

Sarah Falls: In the Education report under PDC, they have a task force to update Core Comps; they feel it needs an overhaul. Does this need a board mandate? Or should it be large document or a summary like we had on the website? Some members are coming off the committee in March, so it might be something that should wait until the next iteration of the committee.

Carole Ann Fabian: Their work making revisions and suggestions are appropriate and should be presented to the board for further discussion. It might go back to the board or Strategic Planning Committee. I would like them to make a formal report to the board.

Action item #51: Sarah Falls to inform PDC that they are on the right track with preparing report on Core Comps

Sarah Falls: The ACRL liaison is a on the PDC but has not been participating; perhaps these liaisons need to be reminded of duties. They proposed a round table to discuss core comps at Fort Worth, I think Seattle would be better. Anna Simon is resigning as chair of Mentoring. I have asked for a formal resignation. Ed Tech had a session proposed for virtual conferencing say ‘no’ to recording. If we are going to do this going forward we should have a checkbox stating whether or not they are willing to be recorded or else say that they agree to recording.

Carole Ann Fabian: this could be done at the point of acceptance.

Sarah Falls: Right, this involves CPAC planning, when sessions take place, rooms, etc. This happened yesterday, so we are looking for a replacement. Regarding CAA session, do we want to make it available to CAA members for free?

Carole Ann Fabian: This is actually a very good question.

Sarah Falls: I have been working with VRAF Education Liaison and co-chairs of SEI to talk about vetting process for SEI sites. It will be at UIUC this year (like last year); it was a successful site; going forward we do not have sites laid out and there is not a procedure in place for vetting sites. We are redoing the application to better facilitate vetting. Going forward this group would do the vetting. I have volunteered for next year to be the member at large on this group, as I will be off the board. How do we want to release locations, etc.?
Carole Ann Fabian: This gets back to joint projects with VRA; a question for Kristen and VRA President Elaine Paul. I do have a question about the virtual conference and Learning Portal and how we can better market them. Robert reports that the Learning Portal has not been getting enough traffic. Visibility is a problem, as is the fact that we are not hearing what is getting posted to it. We need to get the communications team publicizing this.

Sarah Falls: This is a problem with the committee structure, as they are all busy with other tasks. We need to do more emails and posts out; but I don’t want to overload these committees.

Carole Ann Fabian: They need to work with the communications group; the communications people can’t be expected to know everything that is happening in the Society—they need to pass this information on. They can pass it on to Carole Graney who can place on AWS, social media, etc. A press release is not needed.

Sara Falls: A webinar on how to use the Portal could be helpful.

**Canadian Member-at-Large (Sylvia Roberts)**

**IRC**

Sylvia Roberts: The IRC did put forward for 2015 a Brazil trip proposal and for 2016 a Netherlands proposal.

**Motion #67: That the Board accept the IRC proposal of the 2015 Brazil study (and 2016 Netherlands) tour(s) and to encourage the IRC to continue to emphasize art libraries scholarship and cultural exchange and to share outcomes with the larger ARLS/NA membership through reports, conference proceedings and other communications (M: Sylvia Roberts, S: Holly Hatheway)**

Discussion:

Sylvia Roberts: This was discussed by the Executive Committee of the Board. I found Mark’s comments very helpful, that these were very serious tours with a conference component. The IRC has taken the feedback of the board seriously and have incorporated board reservations.

Carole Ann Fabian: I think they have made solid proposals including conference days and tours, as well as dissemination through a session at the ARLIS/NA annual conference. My question about the motion is for Brazil and the Netherlands as Brazil is already upon us. I had heard about another proposal for an Italy tour. I think we have partners in Italy who would welcome a tour (including Villa I Tatti); why would we return to the Netherlands instead of going to Italy?

Holly Hatheway: I can speak to this; at the DC conference the director of the Rijksmuseum invited us to see their newly renovated library.

Kristen Regina: When I was chair of that committee there was a lot of work involved, but now we have this down, so maybe we could consider two trips in a year and not have to choose between the two of them.
Holly Hatheway: Brazil is pretty far along; the Netherlands is probably better to be discussed here.

Sylvia Roberts: There have been no actions beyond the invitation from the Netherlands on the Netherlands trip.

Carole Ann Fabian: I would then like to modify the motion to be for the Brazil trip alone.

Motion amended to exclude Netherlands.

Carried unanimously

Action item #52: Sylvia please inform them that Brazil is approved and ask for more information about Netherlands and ask about how venues are selected; also ask them to reconsider Italy

Sylvia Roberts: The next item is about a reciprocal study tour.

Motion #68: that the Executive Board approve the IRC’s invitation to past study tour hosts to participate in July 2015 reciprocal study tour in New York and Washington D.C., the expectation is that the IRC will make arrangements but the participants cover their own travel expense (M: Sylvia Roberts; S: Gregg Most)

Discussion:

Carole Ann Fabian: I have a concern about this; to my knowledge these tour hosts were not invited to the Fort Worth conference which is more important than this visit to New York and Washington. I think this might be better done as an invitation to our national conference; obviously anyone can invite guests to visit on their own.

Gregg Most: We tried to do this in D.C. but were unable to do this. The interest on their behalf is often more toward the large eastern libraries.

Holly Hatheway: I would add that this tour is largely a continuation of the failed attempt that Gregg alluded to, rather than a regular occurring tour, particularly for the British and German librarians.

Sylvia Roberts: Yes, this is my understanding as well.

Kristen Regina: I think Carole Ann has a point that we should try to tie these tours to our conferences, as we planned our British trips to ARLIS/UK, Netherlands to ARLIS/Norden, Mexico to IFLA, etc.

Carole Ann Fabian: I think the IRC should make their priorities line up with ours as a Society. Also we have only had two applicants for the Kress grant thus far.

4 ayes; 1 nay

Motion carries

Carole Ann Fabian: The PPC has a webpage within AWS, so they do not need a blog site.
Sylvia Roberts: I think they want something more dynamic.

Carole Ann Fabian: That is why we have news and features and should go through there.

**Next Meeting:**

January 15, 2015 | 2:30-4:00 pm EST | via GoToMeeting/conference call

**Motion to Adjourn**

**Motion #69: That the meeting be adjourned (M: Holly Hatheway; S: Sarah Sherman)**

Carried unanimously

**Motions:**

#66: That the Budget be approved

(M: Mark Pompelia; S: Kristen Regina; V: Carried; Ayes: 7, Nays: 0, Abstentions: 1)

#67: That the Board accept the IRC proposal of the 2015 Brazil study tour and to encourage the IRC to continue to emphasize art libraries scholarship and cultural exchange and to share outcomes with the larger ARLS/NA membership through reports, conference proceedings and other communications.

(M: Sylvia Roberts, S: Holly Hatheway; V: Carried unanimously)

#68: That the Executive Board approve the IRC’s invitation to past study tour hosts to participate in July 2015 reciprocal study tour in New York and Washington D.C., the expectation is that the IRC will make arrangements but the participants cover their own travel expense.

(M: Sylvia Roberts; S: Gregg Most; V: Carried; Ayes: 4, Nays: 1, Abstentions: 0)

#69: That the meeting be adjourned.

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

**Action Items:**

#50: Carole Ann Fabian, Robert Kopchinski and Eric Wolf to enact bylaws with corrections of typographical errors.

#51: Sarah Falls to inform PDC that they are on the right track with preparing report on Core Comps.

#52: Sylvia to inform the IRC that Brazil is approved and ask for more information about Netherlands and ask about how venues are selected; also ask them to reconsider Italy.