ARLIS/NA Executive Board Meeting Minutes
January 15, 2015, 2:30–4:00 pm EST

Attending: Carole Ann Fabian, Kristen Regina, Gregg Most, Eric Wolf, Mark Pompelia, Sarah Falls, Martha Gonzalez Palacios, Holly Hatheway, Sarah Sherman, Sylvia Roberts, Robert Kopchinski; incoming board members: Heather Gendron, Jamie Lausch Vander Broek, Rebecca Friedman

Call to order

Carole Ann Fabian: Welcome to our new board members, Heather, Rebecca and Jamie. Please observe and comment if you wish, but you will not participate in voting until after you assume your roles at the Membership Meeting in Fort Worth.

President’s Report (Carole Ann Fabian)

TEI

Carole Ann Fabian: TEI contract negotiations are moving forward. I have discussed with Gregg, Kristen and Mark. I have submitted revisions to Mike McMannis. I will talk to him next week and everything is going well. New contract will take effect January 2015, so our calendar year will be in synch with our contract year and fiscal year.

CPC

Carole Ann Fabian: We have been talking about CPC over the last few meetings. Sadly Holly is stepping down from the board after the Fort Worth conference; Carol Graney has agreed to join the board as CPC liaison. She is very experienced and has previously served on the board and will finish out this term. So we have to replace her on News and Features; I have asked Elizabeth Berenz to take this on and we agree that combining News and Features and her role in publicity. Hannah Bennett will chair CPC and will lead a meeting with me, Carol and Kristen dealing with roles for appointees and responsibilities. We will meet again in Fort Worth.

Gregg Most: When is Carol taking over?

Carole Ann Fabian: She will take over at Fort Worth. I feel those on the committee are very enthusiastic and I am optimistic that it will go smoothly.

ARLIS/NA Leadership Program
Carole Ann Fabian: Kristen, Sarah Falls and I have discussed leadership and mentorship. As we approach a transition to a new board and as there have been a number of upsets with leadership, we have found that there are some problems with clarity regarding leadership responsibilities within the Society. So the three of us are formulating a new ARLIS/NA Leadership Program. This brings together existing policies and practices. Kristen’s VP report outlines the 5 levels of leadership training. I will discuss the formulation of the Leadership Institute—a facilitated session on what leadership means in a non-profit volunteer organization. Robert and others have suggested potential facilitators; this will be followed by a board dinner in the Presidential Suite at Fort Worth.

Kristen Regina: I have been focusing on the Leadership Breakfast which is a good opportunity for communication and an overview of the organizational structure, technology matrix and other important organizational material.

Carole Ann Fabian: we have also discussed the liaison to liaison handoffs. We need to try enforce information sharing and passing on responsibilities. I welcome your ideas on this.

Sylvia Roberts: I think this is a great idea.

Sarah Sherman: I was wondering if Chapter Chairs would be included in this.

Carole Ann Fabian: Certainly the Chapters Liaison would be. Including all chapter chairs might make the group too large.

Gregg Most: This might take place in the Chapter Chairs Roundtable or a webinar.

Sarah Falls: This helps ensure we have leaders for our Society, but also helps shape our members with their own positions in their own institutions. An institute is helpful and gives something that they can put on their CV. We have scheduled the liaison to liaison meeting, for January 26.

Eric Wolf: Would there be a time for Board Officers as well as liaisons?

Carole Ann Fabian: I will take that back to our discussion.

Jamie Lausch Vander Broek: I feel that this should be announced as soon as possible so people can book their flights and schedule accordingly.

Policy Manual

Carole Ann Fabian: Kristen and I continue to work on the Policy Manual. It is in a heavily red-lined state. I want to pass on to Mark the heavily financial elements. Once this is back, I want to pass it to the board so we can go into the new year with an updated Policy Manual that reflects the actually workings of the Society. So please set aside a day to read this closely.

Conference Code of Conduct

Carole Ann Fabian: I hope everyone had a chance to look at the ALA code I distributed via email. Stanford is sending two librarians to the Fort Worth conference and would like assurance that ARLIS/NA
will consider adopting a similar policy, or at least to indicate that it is under discussion. Robert had some concerns.

Robert Kopchinski: I just wanted to make sure that when we adopt a policy of our own or endorse someone else’s that we do not incur liability. We might consider having this reviewed by legal to make sure we haven’t overlooked anything.

Carole Ann Fabian: If someone were to bring a suit to ARLIS because they felt they were harassed what would our liability be? Does anyone have any thoughts on this?

Gregg Most: I feel that legislating civility is always problematic. I don’t think we have ever had problems with this in the past; this may be the difference between the university world and the museum world. I am opposed to this.

Sarah Falls: I am wondering what the larger context for this type of policy is. Is this something that only ALA is doing? Have they had problems that this has come out of? Or is this common practice.

Carole Ann Fabian: I have seen unprofessional conduct within the Society, nothing slanderous, but less than civil. The harassment part may have as much to do with diversity as well as civility in my understanding.

Gregg Most: I think Sarah Fall’s recommendation that we do more research is a good one. I also think that such a policy should not be limited to the conference.

Sylvia Roberts: If we do adopt something like this we might want to include nationality.

Gregg Most: AAM does not have such a policy.

Kristen Regina: VRA does have a policy for conferences.

Carole Ann Fabian: Is there a board member who can research what similar societies have done?

Mark Pompelia: I think such policies only come up after something has happened. They are usually reactive.

Robert Kopchinski: I have seen similar policies that cover all proceedings, I am not familiar with them just for a conference.

Carole Ann Fabian: Kristen, let’s put this in the Policy Manual discussion.

**Action item #53: Carole Ann and Kristen to address Code of Conduct in Policy Manual Discussion.**

Gregg Most: We do have some language regarding ARLIS-L.

AASL

Carole Ann Fabian: I received a letter from Gilda Santana and Martha Walker proposing to us having our Seattle meeting be three organization meeting including with AASL, VRA and ARLIS/NA. I do not think
this is possible for us, as AASL may still wish to meet with ACSA whose meeting is a week later than ours. Also we have been working with VRA for three years on this, and we cannot at this point add a third organization as a full partner in a jointly organized conference. We would be happy to give them a meeting room at our conference, welcome them to register for our conference, consider their members in our room block, etc. but we cannot change our conference dates or hotel selection at this point.

Gregg Most: Can we suggest New Orleans?

Martha Gonzalez Palacios: Actually there are a number of their members who are not in ARLIS.

Carole Ann Fabian: But there is a large overlap. We welcome them, but we do not have any flexibility in Seattle.

Secretary’s Report (Eric Wolf)

Approval of Minutes

Motion #70: Kristen Regina moves that minutes from the December 11 and December 18 Conference Calls be approved; Gregg Most Seconds.

Carried unanimously

Bylaws approved and posted

Eric Wolf: The results of the ballot have been posted to ARLIS-L and the new bylaws have been posted to AWS and are adopted and now in effect.

Cataloguing Advisory Committee

Eric Wolf: Laurie Chipps has stepped down as Chair of the CAC; Marie-Chantal L'Ecuyer-Coelho is filling in until Fort Worth as the new committee chair.

Treasurer’s Report (Mark Pompleia)

Mark Pompleia: Not much to report since approving the budget. Since the transfer of accounts and the maturing of CD we have some strong investment numbers. I have been in touch with the incoming board members regarding travel stipends which will continue next month.

Past President’s Report (Gregg Most)

Gregg Most: The only thing we have to discuss is the Principle Investigator position the Diversity Committee wants for the IMLS grant. I think this person should liaise with Past President who will liaise with the board.

Carole Ann Fabian: we discussed this whole question of grant management and reporting at our mid-year meeting.
Gregg Most: I will tweak this and send this back to them before we discuss this. We need to be able to review this before the board meeting.

**Action Item #54: Gregg to work with Diversity Committee to clarify grant management and reporting in IMLS grant proposal and have them revise before Board discussion.**

Carole Ann Fabian: Are they advertising for someone to take this on and be paid if the grant is awarded?

Gregg Most: This needs to be clarified and I will be in touch with them.

Carole Ann Fabian: This may be too ambitious. Please get back to them and report back to us.

**Vice President’s Report (Kristen Regina)**

Kristen Regina: My Report contains most of what I have to say. I am working on appointments.

**Executive Director’s Report (Robert Kopchinski)**

**Fort Worth update**

Robert Kopchinski: We have 109 people registered for the conference at this point. The planning committee is working on publicity which has begun. The early registration deadline is February 5th, so we should have a better idea then. We have 52 exhibitors as this point. This about $52,000 in revenue. Our sponsorship is at $60,000 which is right on target. There are still several asks out.

Carole Ann Fabian: we are currently over our goal for income. We are at $140,000 for non-registration revenue. Our goal was $129,000.

**Seattle update + conference theme**

Robert Kopchinski: I have the first draft contract from the Westin, which I am currently reviewing. We are planning on our CPAC equivalent meeting in July or August. The theme that has been identified is “Natural Connections”.

Mark Pompelia: How is the room pick-up?

Robert Kopchinski: We are about half way there. We do not have a large block for the Wednesday. I have a contact if you need to get the room rate extended for that day.

Carole Ann Fabian: Wednesday night Milan has arranged a special board event at a collector’s home.

Mark Pompelia: Can you recall what rate of attrition we can maintain without penalty?

Robert Kopchinski: 80%.

Robert Kopchinski: On February 5th at noon eastern time, we will have a new board orientation. Oncoming board have been added to board list, Wiggio, etc.
Communications & Publications (Holly Hatheway)

Holly Hatheway: I will be available via email through February. The January report I posted covers the last few months due to the confidential nature of what was happening over the last few months.

Carole Ann Fabian: I will write to the committee regarding the new appointments.

IRC & PPC (Sylvia Roberts)

Sylvia Roberts: In response to an email I sent to Christina Peter about considering Italy in 2016, she told me that they have already accepted the Netherlands.

Carole Ann Fabian: Procedurally you were correct. This has been a problem with many groups this year.

Sylvia Roberts: As this is so far along, I think we should support them. Italy might be a good destination for 2017, and it would be in sync with the Biennale di Venezia. And they are considering host institutions in Italy. They do not yet have dates for the Netherlands; they are trying to follow the Board’s suggestion about synchronizing with conferences. I do have questions about Kress connections.

Robert Kopchinski: Are they planning on running registration through Headquarters like last year?

Sylvia Roberts: I believe so, but I will clarify this.

Carole Ann Fabian: They need to codify their procedures all around, site selection, timing, content, etc. We need to know what TEI’s responsibilities are. They are a committee within the Society and need to go through the Board before they act. Shouldn’t there be something from the President on letterhead for accepting invitations?

Sylvia Roberts: Should I bring these things to the Board for approval?

Carole Ann Fabian: Yes; when a proposal is made, the Board needs to review and accept or deny it; write the acceptance letter etc.

**Motion #71: Sylvia Roberts moves that the Board approve the Netherlands as the Study Tour destination for 2016; Gregg Most seconds.**

Carried 8 ayes 1 abstain

Robert Kopchinski: $400 were carried forward from 2014 Study Tour, so they are carried over as revenue for 2015 Study Tour.

Carole Ann Fabian: This was done so there would be some cash for advance payments before registrations come in.

Sylvia Roberts: The PPC is very excited about CAA Fair use guidelines.
**Chapters (Sarah Sherman)**

Sarah Sherman: Mid-Atlantic Chapter will donate $1,000 to Fort Worth in appreciation of the Ontario Chapter’s $1,000 for the DC Conference. So the total is now $3,500 from Chapters.

Robert Kopchinski: Texas/Mexico has already donated $500 and are considering a further $500 or $1,000 to sponsor a session.

Sarah Sherman: I heard from Ohio Valley Chapter that some members do not know they have to be ARLIS/NA members. Do we need to explain this again?

Carole Ann Fabian: There is no discussion: this is policy that was enacted in 2006 or 2007.

Sarah Sherman: I think this needs to come from higher up; we have tried to do this through the Chapter Chairs.

Carole Ann Fabian: When this was first an issue we had Regional Representatives who travelled around and talked to all the Chapters.

Heather Gendron: I was surprised to hear this, as we had all of the Chapter bylaws changed with this in mind.

Sarah Sherman: I will send a reminder to all Chapter Chairs to remind them that this is in their bylaws.

**Action item #55: Sarah Sherman to remind Chapter Chairs that ARLIS/NA membership is required for Chapter membership in all Chapter Bylaws.**

**Education (Sarah Falls)**

Sarah Falls: We have two webinars coming up, being sponsored by special funding request, one in collaboration with mentoring and one with diversity. They will be put on the Learning Portal. Ed Tech is working on getting Virtual Conference organized and Bluesky will be recording a fifth session.

Carole Ann Fabian: Robert could you send me the Bluesky contract? I would like to review it.

Robert Kopchinski: I sent it to you this morning.

**Development & Membership (Martha Gonzalez Palacios)**

Martha Gonzalez Palacios: The prospect database is progressing. The first version of user’s manual has been uploaded. I think it would be good for people to test it to make sure it is clear. Ann does not have anyone identified as incoming chair. How should we approach this?

Kristen Regina: We could solicit through ARLIS-L.

Carole Ann Fabian: As membership renewals occur people identify service interests.

Martha Gonzalez Palacios: Should I contact Robert or someone else for that list?
Robert Kopchinski: I have that report and I will send it to Mar and Kristen (who already has it).

Gregg Most: Development is extremely important, so we usually want someone with previous experience. Former presidents or board members are desirable.

Carole Ann Fabian: I think Martha and Kristen need to discuss this.

Martha Gonzalez Palacios: The Membership Committee is in good shape. The brochure is almost done, just working on some copyright issues.

Carole Ann Fabian: Current membership number is 1182.

Next Meeting:

February 19, 2015 | 2:30-4:00 pm EST | via GoToMeeting/conference call

Adjournment

Motion #72: Sylvia Roberts move that the meeting be adjourned; Gregg Most seconds.

Carried unanimously

Motions:

#70: That minutes from the December 11 and December 18 Conference Calls be approved.

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

#71: That the Board approve the Netherlands as the Study Tour destination for 2016.

   (M: Sylvia Roberts; S: Gregg Most; V: Carried: 8 ayes, 0 nays, 1 abstention)

#72: That the meeting be adjourned.

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

Action Items:

#53: Carole Ann and Kristen to address Code of Conduct in Policy Manual Discussion.

#54: Gregg to work with Diversity Committee to clarify grant management and reporting in IMLS grant proposal and have them revise before Board discussion.

#55: Sarah Sherman to remind Chapter Chairs that ARLIS/NA membership is required for Chapter membership in all Chapter Bylaws.