Pre-Conference Board Meeting, Sundance 2 Room, Omni Hotel Fort Worth, March 19, 2015

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

**Observing/Presenting:** Carol Graney, Milan Hughtson, Judy Dyki, Gordon Rudy, Deborah Kempe, Catherine Essinger, Lynn Wexler

**Call to Order**

Carole Ann Fabian: Welcome. This has been a very busy year with the short calendar. Were there any other agenda items that we need to add? If not I will stick to the circulated agenda.

**Secretary’s Report**

Eric Wolf: Please be sure to update the action item list so that all items may be marked completed by the Membership Meeting and so that this board’s work will be complete before the new board is seated.

**Motion #77: Gregg Most moves that the February Conference Call Minutes be approved; Kristen Regina seconds**

Carried unanimously

Carole Ann Fabian: Welcome to the conference co-chairs, Lynn Wexler and Catherine Essinger.

**CPAC Report**

Catherine Essinger: Thank you for having us. It was a pleasure working with Carole Ann, Robert, Beverly Mitchell and Beverly Carver. We should have over 500 registrations by tomorrow. We developed the program in consultation with feedback from last year and the strategic directions. The local arrangement chairs put together some wonderful events.

Lynn Wexler: there are 25 sessions and 86 speakers this year.

Carole Ann Fabian: we also have a record number of non-ARLIS presenters as well, bringing many new voices.

Catherine Essinger: some of the tours have sold out, a couple had to be cancelled. One workshop was converted to a session to accommodate schedule of AASL members

Lynn Wexler: evaluations indicated desire for more sessions and fewer workshops.

Catherine Essinger: Registration is now open.

Lynn Wexler and Catherine Essinger: Please let everyone know we have had to change some rooms to accommodate attendance for larger sessions. The website has been updated, it has been announced on Facebook and Twitter, but please get the word out. Two breakfasts have been added on Saturday and Sunday outside the exhibit hall.

**Treasurer’s Report:**
Mark Pompelia: First quarter—revenue up, expenses low; I have not yet processed February numbers. 2014 was a partial audit year, I just received report. Only some small questions, TEI provided answers, nothing was amiss. Last three months of last fiscal years (membership renewals) are moved to this fiscal year. Conference registrations are ahead of what was budgeted. Exhibitors are at the level of Pasadena and Washington ($170,000); attendance is similar to Toronto figures. Not much on the expenditure side yet. $17,000 deficit budget, but this will be offset by increase in conference registration and fundraising. Society’s assets just broke the $1,000,000 level. So this is an excellent time for the Society. Concerns looking ahead we will have to be careful regarding increase in dues. I am prepared to research dues structures, etc, at parallel organizations. Learning Portal has not yet been a revenue source—so do we continue to offer content for free for membership? ARLIS Marketplace will cause some problems with conference revenue. Total assets now just shy of $1.2 million.

Gregg Most: do you have the income from Society Circle.

Robert Kopchinski: at least $6,000, perhaps higher.

Gregg Most: there is still the perception by some that it elitist, so we need to do a little marketing, explaining where revenue goes, etc.

Martha Gonzalez Palacios: this has been a subject for the membership committee.

Carole Ann Fabian: I was glad to see that in your report, Mar.

Executive Director’s Report

Robert Kopchinski: I just asked for the Society Circle numbers and will report when I get them. I have been very busy with the Fort Worth conference, the sponsorship dollars are the highest ever ($90,000 from sponsorship). Interest very high, room nights good. Jill and Alex are here from the office running registration with the volunteers. Moving on to Seattle, we have a hotel and dates, but have not yet signed contract, we will sign after this meeting—dates March 8-13, 2016 at the Weston Seattle. The promotional item is a bag of seeds with conference logo. In April or May I will have a site visit to New Orleans to find a conference hotel. With Sarah and Rebecca’s help we will begin approaching chapters for 2018 conference. Already 11 people registered for IRC study tour (up to 20 possible). I do not yet have current membership reports; non-renewals will expire April 1. I will have the numbers by Sunday.

Carole Ann Fabian: Everything has gone very well with TEI organizing this conference, many thanks.

Sylvia Roberts: Thanks on behalf of the IRC for turning around so quickly on the organization of the study tour before the conference.

Carole Ann Fabian: Thanks to TEI for accommodating us.

Mark Pompelia: coming from VRA, I am delighted to say that there is a great deal of excitement there for our joint conference with them.

Martha Gonzalez Palacios: I have had questions about fiscal years to be sure that two conferences aren’t in one year, so announcing dates is important.

Robert Kopchinski: at end of February we had 1,255 members, 372 of which are pending renewal.

Vice President’s Report
Kristen Regina: my report has concerns regarding SIGs, Divisions, and Sections. I would like to make sure VRD has the requisite number of members.

Carole Ann Fabian: That division could use some clarification.

Gregg Most: I had suggested that they broaden the definition of what that group does as they deal in electronic material beyond the visual.

Carole Ann Fabian: It might be better as a SIG than a Division following policy manual.

Gregg Most: this goes back to older ARLIS organization when Divisions were by types of library.

Sarah Falls: ADSL and Academic libraries were thinking of merging.

Kristen Regina: policy manual has the VRD moderator as VRA liaison, but our revisions remove that. Regarding IRC, there is no “vice-chair”; chairs are appointed by Vice President.

Carole Ann Fabian: Are we all appointed now?

Kristen Regina: Yes, except for Seattle fund raiser, who I have a candidate in mind for.

President’s Report

Carole Ann Fabian: It took a very long time to receive the proposal from UIUC for renewal of our archives from them. It has become an accessible and well managed archives. But we still need to archive digital documents and our website. I have talked with Columbia to archive AWS, I am happy to report that our site is 100% captured. I have not checked the open content in the portal, but checked everything else. UIUC is not doing web archiving, so this sits in internet archive at Avery; Columbia is happy to do this. So our paper-based stuff and electronic docs that are not web based can be at UIUC and the web can be at Columbia. This makes my idea of the Documentation Committee even more important. What UIUC is doing for us now is fine, and is affordable. The question is what capacity they have for digital material. My goal would be to sign this contract soon.

Sarah Falls: there is documentation on Basecamp, Wiggio, we need to make sure this gets archived and there is no schedule for collection and harvest of this. A records management schedule would be helpful.

Carole Ann Fabian: This is one of the important jobs for Documentation: Archiving (records management), policy manual, oral histories.

Motion #78: Eric Wolf moves that we renew the archives contract with UIUC; Mark Pompelia seconds.

Carried unanimously

Motion #79: Eric Wolf moves that the Executive Board continue to use Columbia University to archive ARLIS Web Site as an interim measure; Sarah Falls seconds

Discussion

Carole Ann Fabian: This gives us a safety net while the yet to be formed Documentation Committee takes this on for a final resolution.
Carole Ann Fabian: Columbia has done this for various Ivy League programs, but this is one of the first professional societies that they have done.

Kristen Regina: Could we try this on Wiggio and Basecamp?

CAF: No as they are authenticated.

Carried unanimously

Carole Ann Fabian: Carol Graney, me, Kristen and Hannah Bennett discussed changes to CPC’s organization. We have incorporated sitting CPC’s response.

Carol Graney: The editors have some questions about their own responsibilities, as some have changed. Some larger issues were raised with ARLIS Editorial Board being confused with Art Doc Editorial Board. Concern expressed about title of Editor-in-Chief. Concern about term of office for Editor-in-Chief being different than other Board liaisons.

Carole Ann Fabian: Editor-in-Chief is appointed by President-Elect, an appointment not by Election; s/he does not vote. They would serve at the pleasure of the VP, renewal to up to 6 years.

Carol Graney: Another concern was that the Editor-in-Chief does not really have editorial duties.

Carole Ann Fabian: This is like a Managing Editor.

Gregg Most: These are big changes, but there have been problems. They are no longer a committee, they are a group that works together.

Carole Ann Fabian: Also the introduction of project charters for new publications, this would go through the Editor-in-Chief to the board. They are not a committee, the editors are responsible for the publications they edit, not for creating new ARLIS publications.

Carol Graney: there is resistance to performance reviews.

Mark Pompelia: This might not really matter, as all service is at the pleasure of the board in the end.

Carole Ann Fabian: This is being done because they have had a great deal of latitude.

Holly Hatheway: I think the language could be change to something softer.

Gregg Most: we can call it a report like others have.

Carol Graney: There were questions about stipends and the policy manual.

Carole Ann Fabian: They are stated as existing in the policy manual, but the amounts are not fixed there.

Carol Graney: ARLIS-L is now a moderator, not an editor, should this be changed?

Carole Ann Fabian: This was for consistency, not for a change in the position.

Carol Graney: last issue was who would provide technical support; I believe the answer is TEI.

Carole Ann Fabian: Correct.
Carol Graney: There was no resistance to the idea from the committee, of changing it to an editorial board.

**Motion #80: Holly Hatheway moves to accept the proposal that dissolves the CPC and establishes the Editorial Board; Sylvia Roberts seconds**

Carried unanimously

Carole Ann Fabian: Policy Manual update. I would like to thank Kristen for working with me the last 3 months on this. And thanks to all of you for your revisions. I would like to go through the larger questions and discuss them. I would like to make sure we are in agreement on the large structural changes. Regarding Secretaries duties: should the Secretary sit ex-ufficio on the Documentation Committee? And does the Secretary serve on this committee a third year for continuity and governance.

Gregg: VP duty listed as liaison to CAC which is also listed as secretarial.

Carole Ann Fabian: It will stay with Secretary. To the question of Documentation being related to Secretary; oral histories and archival material have not been maintained. This is too much for one person, so should be a committee. So this would be like Finance Committee with past Treasurer. If there are no objections this will be added to policy manual as 3rd and 4th year of term. Diversity committee report moved into alignment with membership.

Gregg Most: I think Diversity is a function of the Membership committee.

Eric Wolf: we could use the term “Advancement” to cover Diversity, Membership and Development, following the museum model.

Carole Ann Fabian: I think that works. We could use Editorial Liaison instead of Editor in Chief.

Eric Wolf: Name changes require bylaws changes.

Carole Ann Fabian: We need statements of purposes for some of the SIGs. Regarding our liaisons to outside organizations, we need to work on this.

Kristen Regina: this appointments section was a first stab at trying to organizing this.

Carole Ann Fabian: Development Committee—awards committee chair has been placed ex-officio in many places, does s/he need to be here?

Martha Gonzalez Palacios: the Development Committee just needs to inform Awards committee amount of awards. Two to six years not necessary, perhaps this could be a task force (to be consistent with other committees). I believe 3 years is fine, if further service is required for continuity a task force can be appointed.

Gregg Most: also remove Alternative Speaker Fund from this committee, as it is funded from outside. This could be rolled in to discussion of other awards.

Carole Ann Fabian: IRC chair does not appoint IFLA chair. Awards committee chair not necessary ex-officio. Ed. Tech not called out in PDC.

Sarah Falls: Education has to talk to Development regarding SEI.
Carole Ann Fabian: Educational Technology Subcommittee needs to be inserted into PDC section of policy manual. Sarah, you wrote a document about this, we need to get the existing policies in here and then perhaps rethink it.

Carole Ann Fabian: We need to create new Documentation Committee. Should it be three people, one for each project?

Eric Wolf: I think that would make sense.

Carole Ann Fabian: Fund raising revenues. Gregg asked about alternative voices being absent, I have added it. The form needs to be in alignment with what is in policy manual.

Carole Ann Fabian: Relating to copyright, I want to verify that our copyright statements are true and in alignment with our agreement with UCP.

Holly Hatheway: I believe there is 3 year embargo on UCP content.

Carole Ann Fabian: This needs to be brought up to date. We need an explanation of different rules regarding Art Doc than our other publications.

Gregg Most: I don’t recall that SIGs are eligible for special funding. I want to be clear before this goes into policy manual.

Mark Pompelia: they are now.

Sylvia Roberts: Canadian Chapter does not act as the other chapters.

Carole Ann Fabian: could you rewrite this and send it to me.

Gregg Most: Should we formalize the idea of moderator/coordinator and vice-moderator and get rid of co-moderators, etc.?

Sarah Sherman: Chapter affiliation agreement posted on AWS made me think that there is little information on how to start a chapter. Should we have an explanation of how to start a chapter in the manual?

Gregg Most: That is in the bylaws.

**Motion #81: Gregg Most moves that we approve the policy manual draft with revisions forthcoming as discussed in the Board Meeting; Kristen Regina seconds**

Carried unanimously

Carole Ann Fabian: I would like to appoint a task force to make these revisions and work with TEI to replace existing content on AWS. I would like to appoint Gregg Most, Eric Wolf and myself. I would like to have this completed by the time the bylaws are amended and approved by end of April.

**Bylaws revision discussion**

Carole Ann Fabian: Appointment of Editor-in-Chief. Eric reminds me that we need to change other names in bylaws to reflect changes in policy and policy manual.
**Motion #82:** Martha Gonzalez Palacios moves that the board approve the proposed amendments to the bylaws; Kristen Regina seconds

Carried unanimously

**Action item #60:** Carole Ann to distribute proposed bylaws changes to ARLIS-L prior to the Membership Meeting

**Past President’s Report**

Gregg Most: AWS: Diversity Committee posted their activity this year; my main item is the ARLIS Marketplace proposal and Sponsorship proposal. Sponsorship membership levels: TEI will develop something that fits seamlessly into AWS. One of the comments that came out of the Task Force was cost of membership levels—are we losing money on them? We might be with all of the benefits bundled, but we want to transfer from conference benefits to year-long benefits.

Carole Ann Fabian: I am interested in what this does financially. We wanted to move fundraising out of conference-centric to general society-centric, but I am not sure if this is necessary. Additional benefit would be use of our platforms.

Martha Gonzalez Palacios: How does this affect the conference fundraiser?

Kristen Regina: this also affects small businesses and could change the culture of the organization.

Robert Kopchinski: at this point exhibitors at conference have used e-blasts, for $100. They were not used by business affiliate members.

Carole Ann Fabian: there is no action at this point, except a commendation to Gregg and the Task Force here.

**Action Item #61:** Carole Ann to write commendation to AMP Task Force

Gregg Most: I would suggest we continue with this idea so we can have a place for AWS advertising.

Gregg Most: We had 10 applicants for grants to attend ARLIS events. This included someone attending ARLIS sponsored event at CAA. 9 international members applying for Kress. 1 applied for IFLA. 1 went to Denmark for archiving conference. I will write the report to the Kress foundation for the President’s signature after the last winner gets back.

Carole Ann Fabian: I wrote a draft proposal for international guests (primarily from Latin America) for Getty. Kathleen Solomon helped with this and had positive response. She is ill so will not be here to discuss this further. I will continue this proposal forward so hopefully will have Getty support for Seattle.

Gregg Most: DALI proposal: the Diversity Committee is working on $500,000 grant; first step is $50,000 investigating grant to see if we have the ability to do this, to hire a principle investigator.

**Motion #83:** Kristen Regina moves that the meeting enter executive session; Sylvia Roberts seconds

Carried unanimously

**Meeting enters executive session**
**Motion #84: Kristen Regina moves that the meeting leaves executive session; Gregg Most seconds**

Carried unanimously

**Meeting leaves executive session**

Carole Ann Fabian: thanks for your report on DALI we would appreciate if you could communicate to the task force that they move towards committee work instead of a federal grant moving forward.

**Proposal from Milan Hughston and Deborah Kempe regarding Sotheby’s Institute of Art Award**

Carole Ann Fabian: Milan Hughston and Debbie Kempe have made terrific relationships with other organizations, most recently with SIA.

Deborah Kempe: here is some background to this proposal: SIA is a subsidiary of Cambridge Information Group. I made contact with their CEO when I was president and they paid for our rental of the auditorium. They have strengthened their support for ARLIS through ProQuest. Their CEO wanted to create a larger relationship with their SIA subsidiary and ARLIS. Their program is a graduate program. They have schools in New York, London, California and Asia. They specialize in art business.

Milan Hughston: they have become much more academically ambitious.

Carole Ann Fabian: The natural question is what does this have to do with an art libraries professional society?

Deborah Kempe: This is the opening question, as we are a client of ProQuest. They were trying to come up with how to make a good connection. Their idea was a research award, as librarians are mentors and deal with art information.

Carole Ann Fabian: This comes to our problem with working with undergraduates. Have they considered at all giving an award to study art business?

Deborah Kempe: I think this could help both organizations mutually be raising our profiles.

Milan Hughston: I agree that I would like to see a way it benefits our members directly in addition to their generosity, which we do love.

Sarah Falls: we certainly at OSU have art business undergraduates who would be interested in SIA.

Carole Ann Fabian: We have a tremendous amount of interest in making this work. I am curious as to what they see as success and the length of their commitment. Also interested in the disparity between this and our other awards.

Milan Hughston: I believe this is a long term commitment.

Sarah Falls: we would want to build in assessment.

Martha Gonzalez Palacios: Oregon has an arts administration undergraduate program. I know of two students who are applying to the SIA program.

Carole Ann Fabian: I would like to form a task group that writes a positive response with some suggestions, Sarah, Mar, Milan, Debbie and myself; let’s try to respond by the end of May.
Liaison Reports

Canadian

Sylvia Roberts: 12 Canadians at the conference this year, but I hope for larger contingent in Seattle. I have a new executive committee. There has been interest in soliciting more Canadian journals in JSTOR. Also suggested that contributions to Society Circle and other donations be considered charitable under Canadian law.

Carole Ann Fabian: Robert will look into this.

PPC:

Sylvia Roberts: Meeting at the conference to review charge and plan this year’s activities. They are working on response to CAA code.

IRC:

Sylvia Roberts: study tour registration going well. They are making plans to records symposium. They can make a special funding request to help with editing video.

Chapters:

Sarah Sherman: I have had more questions about membership and liability not covering non-ARLIS/NA members at ARLIS chapter events.

Robert Kopchinski: This is correct.

Gregg Most: I think the Society should just pay for the $75 rider for each chapter. We need to figure the Canadian angle is well.

Sarah Sherman: I would like this explained in the Chapter Success Book and the Policy Manual so everyone knows this.

Carole Ann Fabian: This needs to be the first order of business for the next board—the legal and financial reasoning and ramification of Chapter affiliation agreements.

Mark Pompelia: so do we need to name conference and co-chairs for 2018?

Sarah Sherman: this will be done by the mid-year board meeting.

Development and Membership

Martha Gonzalez Palacios: Conference fundraiser relation to board liaison and development committee; glad to see this made clear in the policy manual, but would like to see it in the conference manual as well. Clarification of role of the development committee and grants.

Education:

PDC

Sarah Falls: PDC should be forming task force to getting going on core competencies. This has not yet happened. Gerd Mueschem Award committee to take over New Voices each year.
Carole Ann Fabian: This has always been the Gerd winner. I think ARLISnap should take over the Gerd.

Sarah Falls: Mentorship people are stepping down, so someone is needed to administer year-long mentoring program.

**Education Technology**

Sarah Falls: we have statistics for portal. All content has been migrated so we can now track. We have had over 350 views of last year’s recorded sessions.

Carole Ann Fabian: Ed tech needs to document their workflows, put up their procedures; right now there is no documentation available to membership.

Sarah Falls: we need to get more use and revenue out of the portal; we need to market this better. Marketing both inside and outside of ARLIS/NA.

Carole Ann Fabian: we have analytics and more content is being put into this investment—IRC, etc. Maybe 5 year assessment.

Gregg Most: we need our liaisons to other organizations to push this out.

Sarah Falls: SEI registrants are a bit down, so please help market this at the conference.

Kristen Regina: maybe they need a little rebranding.

Sarah Falls: maybe we can put a session on the portal.

**Publications Report:**

Gordon Rudy: I am publications manager at UCP. I have been working on Art Doc for the past 5 months.

Judy Dyki: Things are going very well. Our relationship with UCP is excellent. Submissions are up both from ARLIS members and from outside (including an independent scholar in Cuba).

Gordon Rudy: The journal is doing well. Circulation has grown, as has revenue. Royalties to ARLIS have been going up accordingly. Overseas circulation growing particularly, including Saudi Arabia via consortia. Also in Mexico we have increased distribution and throughout South America.

Judy Dyki: ARLIS is the U.S., Canada and Mexico, but in my tenure there has never been a submission from Mexico, how can we reach them?

Carole Ann Fabian: Through IRC and other outreach efforts.

**Motion #85: Eric Wolf moves that the meeting be adjourned; Holly Hatheway seconds**

Carried unanimously
Motions:

#77: That the February Conference Call Minutes be approved
   (M: Gregg Most; S: Kristen Regina; V: Carried unanimously)

#78: That we renew the archives contract with UIUC
   (M: Eric Wolf; S: Mark Pompelia; V: Carried unanimously)

#79: That the Executive Board continue to use Columbia University to archive ARLIS Web Site as an interim measure
   (M: Eric Wolf; S: Sarah Falls; V: Carried unanimously)

#80: That the board accept the proposal that dissolves the CPC and establishes the Editorial Board
   (M: Holly Hatheway; S: Sylvia Roberts; V: Carried unanimously)

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Action Items:

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