Post-Conference Executive Board Meeting Minutes
Monday, March 23, 2015, 9:00 am – 12:30 pm CST

Attending  Carole Ann Fabian, Kristen Regina, Mark Pompelia, Martha Gonzalez Palacios, Sylvia Roberts, Robert Kopchinski, Heather Gendron, Jamie Lausch Vander Broek, Rebecca Friedman, Shalimar Fojas White, Carol Graney

Call to Order

Kristen Regina welcomed the new and returning members to the board and expressed enthusiasm for the coming year and commended the Fort Worth planning team on a job well done on this year’s conference.

Motion #2: Sylvia Roberts moves that the board commend the Fort Worth conference planning team for an excellent conference. Seconded by Shalimar Fojas White. Carried unanimously.

Action item #1: Kristen Regina will send out a commendation to the Fort Worth Conference Committee

Communications (Kristen Regina)

KR contact info until June 1 = kregina7058@gmail.com; cell 202-329-7470

Executive Board Meeting dates and times

Kristen Regina: A group will meet in Seattle for an ARLIS/NA+VRA mid-year Joint Conference Planning Meeting July 16 and 17. There is no CPAC because it will be a joint conference. The meetings will be full days, so it might be a good idea to arrive the day before. Kristen Regina, Carole Ann Fabian, Heather Gendron, Mark Pompelia, and Robert Kopchinski are expected to attend.

Mid-year Executive Board Meeting in Philadelphia

Kristen Regina: How does everyone feel about meeting the last few weeks of August or the first few weeks of September?

Carole Ann Fabian: The first few weeks of September will not be good for anyone at an academic institution.

Robert Kopchinski: I will find a few dates in August and will send out a Doodle Poll so that we can select a date for our meeting.

Executive Board monthly conference calls

Kristen Regina: Generally assume that times are EST unless otherwise stated. We have been meeting first Thursdays from 2:30 – 4:00 pm EST. Does anyone have a standing meeting during this time?

Carol Graney: I do, but I can adjust it.
Kristen Regina: Our meetings will be third Thursdays from 2:30-4:00 pm EST. The first call will be adjusted so that Carole Ann can make it; stay tuned for timing. Robert will send out an invite and a reminder.

**Reporting**

Kristen Regina: Board reports should go up on Wiggio the Monday before each board meeting. It’s important for all board members to have a chance to read the reports before each meeting, so content from late reports may need to wait until the next call.

Carole Ann Fabian: It’s incumbent upon board members to communicate these expectations well with their liaison groups.

**Technology Matrix**

Kristen Regina: Contact Robert to be added to any Basecamp site you might need access to work with your committees. Board members should familiarize themselves with the technology matrix so they can make the correct recommendations to committee leadership.

Carole Ann Fabian: Wiggio is a document library for the board. It’s only open to the board. These are our documents of record. In the past some board members have made use of folders to keep things organized. Mark and Eric have been particularly good at this. Basecamp is for project work.

**Project Charters**

Carole Ann Fabian: Groups within ARLIS/NA must create project charters to initiate the use of resources.

Jamie Vander Broek: Do groups need to do project charters when they submit special funding requests?

**Action item #2:** Mark will investigate the relationship between special funding requests and project charters.

**Action item #3:** Robert Kopchinski will place the project charter up on the website in the administrative documents section of the website.

**Action item #4:** Heather Gendron will create a statement about project charters for dissemination.

**Action item #5:** All liaisons will then share the project charter with their constituents.

**Code of Conduct**

Carole Ann Fabian: Other societies have created codes of conduct recently, such as ACRL and ALA. We made an announcement at the Membership Meeting about our conference code of conduct (posted to the Fort Worth conference site). We need to take what we’ve created for the conference and to create a statement that covers all ARLIS/NA transactions, not just the conference as discussed at the pre-conference Board meeting.

Heather Gendron: Creating a code of conduct expresses our character as a supportive and tolerant society rather than suggesting the opposite. This should be brought up to the joint conference planning committee; VRA has a Code of Civility.

Robert Kopchinski: We want to make sure that we are acting appropriately from a legal perspective. I will share the document we create with our legal counsel, which has associated costs. There were no reported issues related to conduct at this conference.
**Action item #6:** Heather Gendron will begin drafting a code of conduct statement and have something to report by our next meeting.

**Documentation Committee**
Carole Ann Fabian: When the updated bylaws are ratified, a new committee will be created. The committee will be responsible for the records of the society by: maintaining the guiding documents of the society, creating a records management policy for paper-based, web and other electronic records, and reinvigorating our oral history program. We need to draft a charge and identify a chair. The chair working with the vice president will identify a committee, one person for each of the three activities named above. Needs a charge plus three areas of activity.

**Action item #7:** Heather Gendron and Jamie Vander Broek will begin the process of creating a written charge and roles for the new Documentation Committee by the next meeting. Consult with Carole Ann Fabian if needed.

**Documentation Clean Up**
Kristen Regina: Even though there has been a lot of progress on the policy manual, there are remaining documents to clean up, including the conference planning manual.

Carole Ann Fabian: While the documentation clean-up was happening, there were some resignations on the CPC which created an opportunity to restructure. Carol Graney was appointed to fill the Communications and Publications Liaison vacancy on the board. After the bylaw vote, Carol will become the Editorial Director, a non-voting appointed member of the board.

Point of order: The bylaw revision will be sent out to the membership by Kristen Regina and Jamie Vander Broek. Please send historical membership information to Carole Ann.

**Past President’s Report** (Carole Ann Fabian)

*Bylaw Voting*
Article 6, Section 2 still needs to be updated.
Robert and Jamie will work together to prepare the voting and send out the bylaw vote announcement. The email message to the membership needs to succinctly state the changes that have been made that members are voting on.

**Action item #8:** Carole Ann Fabian will make the last of the bylaws changes and will get the document to the board.
**Action item #9:** Robert Kopchinski and Jamie Vander Broek will work together to prepare the voting and send out the bylaw vote announcement.
**Action item #10:** Kristen Regina and Robert Kopchinski will work together to update the management calendar.
**Action item #11:** Shalimar Fojas White will contact SF to get the liaison on boarding webinar and her final report
**Action item #12:** Robert Kopchinski will work with Beverly Mitchell and Lynn Wexler to update the conference planning manual. Liaisons should be in touch with Robert Kopchinski with issues or questions.
**Action item #13:** Kristen Regina will follow up to make sure the conference survey goes out.

**Secretary’s Report** (Jamie Vander Broek)
The Cataloging Advisory Committee is planning a project to investigate best practices in cataloging art catalogs. Jamie will ask them to do two project charters: one for their research project and one for the publication they would like to create and publicize.

**Treasurer’s Report** (Mark Pompelia)
The membership is asking questions due to our financial health. What we might be able to do because of the increase in the value of our investment portfolio and the success of our recent conferences and fundraising? Additionally, this year we had two factors contributing to our current budget situation: the front-loaded costs associated with our new three year TEI contract and conservative estimates for the Fort Worth conference.

Carole Ann Fabian: We should investigate how much of a reserve we should have to be financially prudent. Also, we can’t assume that our fund raising efforts will continue to be as successful each year. The Finance Committee together with the treasurer needs to develop a financial policy for ARLIS/NA that can be shared more broadly. This needs to be based on research of other organization’s behaviors.

Martha Gonzalez Palacios: There is value in communicating transparently the reasons for some of our decisions. For example: why isn’t our journal open access? There are costs associated with running a journal, and we pay the University of Chicago to take on these costs, which include not only infrastructure, but also marketing and distribution. Is the infrastructure required to run a journal where we want to put our energy as a society?

Heather Gendron: It would help to include clear visuals in any report produced: create a picture depicting the difference between stability and fluidity when it comes to funds. There is a financial literacy aspect to communication in this area.

Shalimar Fojas White: There is an ethical question here: people are working hard on fundraising and the membership contributes generously. It’s important for people to see the impact of these funds.

**Action item #14:** Mark Pompelia and Robert Kopchinski will conduct research on other organization’s financial behaviors and report this to the board.

**Action item #15:** The Finance Committee together with Mark Pompelia will develop a financial policy for ARLIS/NA. Robert Kopchinski will also assist with this.

**Action item #16:** Mark Pompelia and Robert Kopchinski will communicate the new financial policy via an email blast and webinar.

**Reimbursements**

Kristen Regina: We all have an approved amount indicated in the spreadsheet. We can use the amount as needed between conference travel, the mid-year meeting, and other travel that we need to do for the society. Submit receipts to Mark. Failure to submit receipts creates a situation in which you receive income.

**Divisions, Sections, and SIGs** (Heather Gendron)

**Academic Libraries Division**

The Academic Libraries Division was an active session. A lot of ideas came out of the meeting. There were concerns, however, about the size of the meeting, which has in the past been much larger. The Learning Portal can play a role in engaging these groups year round in educational activities and projects.

**Artist Files SIG**

The Artist Files SIG has an idea for a grant. Heather is working with them to fill out a project charter.

Also thinking about non-profit management strategies: we bring in so many new attendees at each conference. How do we transform them into life long members?

**Visual Resources Division**

Mark Pompelia: I attended the Visual Resources Division meeting.
We are re-envisioning the VRD. Over the next year the goal is to identify next steps, including the creation of a listserv (needs project charter) and reformulating their definition.

Carole Ann Fabian: This should incorporate photo archives in addition to image collections for teaching and learning.

**Liaison Reports:**

**Canadian Liaison (Sylvia Roberts)**

*Canada*

Liv Valmsted is the current secretary; I will send their board minutes to our email group.

**Public Policy Committee**

We talked about the project charter for the response to the CAA Best Practices: how to keep the membership informed about public policy discussions? The committee members have considered each taking a topic or category to follow.

Carole Ann Fabian: Is the issue instead the reverse? How does the committee keep on top of new policy issues? Encourage them to divide amongst themselves by policy issuing body rather than by topic.

They are also continuing to work on a white paper with the Museums Division on the state of art museum libraries. There is a draft on their Basecamp site.

The Public Policy Committee has also had some questions for the board about the revision of professional competencies.

**International Relations Committee**

There has been an idea to invite former study tour leaders to the US for a study tour here. Katie Keller will investigate something to follow or to precede the Seattle conference. There is also interest in something on the east coast with support from chapters there.

Carole Ann Fabian: It’s fine for them to also do more than one if there is interest. There should be a project charter for each.

The IFLA Art Libraries Section will be in Cape Town 2015. Next year (2016) IFLA will be in Columbus, Ohio and there is some discussion of a satellite conference in Chicago. There is a question of the possibility of ARLIS/NA acting as host.

Carol Ann Fabian: this past Board year, ARLIS/NA supplied a letter of support in principle for an IFLA satellite conferences. If there is a need for other types of support (e.g. financial, effort, etc...), there would need to be a new formal request to the Board (possibly using a project charter). Robert and Sylva will work on clarifying this.

There are not enough ARLIS member applicants for Kress grants. There is an idea to promote the reports the recipients give.

Heather Gendron: There is wording that says that attendees must attend “art library” conferences. Needs to be changed?

Carole Ann Fabian: Our profession is ‘bleeding’ into other fields. There are benefits to our members actively presenting in other arenas. We can look at the language of the award.

**Education (Shalimar Fojas White)**

*SEI*

There is an SEI conference call coming up next week with Greta Bahnemann and Meghan Musolff.
Professional Development Committee
I have talked with Janine Henri, incoming chair, and Maggie Portis, outgoing chair. PDC hopes to have a core competencies report by August 15.

New Voices
There has been some confusion over the New Voices panel. The Gerd Muehsam award winner has traditionally presented in New Voices. This needs to be codified in the conference planning manual.

Learning Portal
Some session presenters are uncomfortable with the permission form for recording and including their sessions in the Learning Portal because the form makes restrictions on their future use of the content and designates ARLIS/NA as the owner of the content. In the future we should have conversations with people whose sessions are going to be recorded in advance.

Carole Ann Fabian: The Learning Portal launch focused on technical aspects. We need to talk to about the policy, marketing, and communication aspects. The board needs to determine the purpose of the Learning Portal: should it be a revenue source or educational service? There is a conflict between our business interest and our professional values. It’s possible that the (likely to be) minimal revenue does not outweigh the possible value of disseminating our work in a broader context.

Leadership Breakfast
Some subcommittee chairs were concerned about being left out of the Leadership Breakfast. The event is richer if all are included. We should err on the side of inclusivity. If it is a question of money, we could offer fewer breakfast options to do this.

Carole Ann Fabian: We can’t include all subcommittee chairs in the current structure. The new board should feel free to restructure the event.

Development, Membership, Diversity (Advancement) (Martha Gonzalez Palacios)
Membership
The committee successfully launched our new brochure. Five libraries want to be featured libraries. The committee would like to do a promotional video and will do a special funding request.

Diversity
The question of co-chairs came up. The committee would like to know why they can’t have a co-chair.

Carole Ann Fabian: There are issues with a co-chair structure: accountability and efficient use of member time. Possibly we could look into succession, vice chairs and continuity. This needs to involve the vice president of ARLIS who makes chair appointments. Perhaps this should be the official confirmation, and not the initiation of the discussion of board succession.

Heather Gendron: People are rewarded for work on committees with leadership roles.

There should continue to be a single leader for each group. The committee can make a recommendation, but the VP makes the decision.
There was a meeting with Kristen Regina, Gregg Most, Billy Kwan, and Kai Alexis Smith about the DALI grant. ARLIS/NA is not able to support their current proposal, which proposes a federal grant application. Minutes from the pre-conference meeting will help clarify this issue.

The Diversity Committee worked with the Education subcommittee of the PDC to plan a webinar. They would like to continue that relationship. They are also working on more documentation for the committee in general. They requested that the Leadership Institute be recorded so that people could attend remotely in the future.

Kristen Regina: There will be more notice for the Leadership Institute next year, so this should be less of an issue.

The Diversity Committee is interested in working more closely with the Awards Committee on the Student Diversity Award. They are also interested in cultural competencies for award giving in general.

Carole Ann Fabian: The Alternative Voices Fund already includes this stipulation. It would be good to solidify this for both awards. Requires further discussion.

**Development**
The Development Committee is very organized. Clayton Kirking will be the local fundraising chair for the Seattle Conference.

**Communications & Publications (Editorial Director) (Carol Graney)**
There are some concerns over the proposed new name. Should it be Editorial Board? Would Publications Board be a better name so it is not confused with the Art Documentation editorial board? I will look to SAH for examples.

Multimedia Reviews is concerned about going from three reviewers to two.

I have some further edits for the policy manual to reflect clarification of responsibilities.

Carole Ann Fabian: Edits should be submitted within two weeks.

There are some work transitions: Elizabeth Berenz will do social media postings, but I will still do news tasks related to the website until the AWS editors are appointed.

The committee has one remaining approved project: the titles history project. Hillary did an excellent report. The board suggested some things for her to look into. I will follow up to find out what was asked of her and what was approved.

I will also work on position descriptions and send them to Kristen for feedback. I will work with Elizabeth Berenz to announce the awards on the AWS and on social media.

Carole Ann Fabian: We need to circle back with the budget for honoraria. Also, I will send out a letter to ARLIS-L about the changes.

**Action item #17: Carole Ann Fabian will announce interim appointment of Carol Graney as CPC liaison.**

Kristen Regina: The photographer at Convocation was Paul White. Beverly Mitchell can put Carol in touch.

**Chapters (Rebecca Friedman)**
The ARLIS/NA Northwest chapter is an international chapter, including US and Canadian members. They are having some financial issues because of currency exchange rates. Robert and I will look into solutions. They are next year’s host chapter, so this needs to be worked out.

Heather Slania approached Cara List to let her know that fundraising guidelines for chapters are being produced. I will make sure that chapters know that this is happening.

I met with Sarah Sherman. The big, outstanding issue is that the friends/non-member issue needs to be clarified. There are liability issue, etc. I will work with Robert on this.

I will also take a look at the chapter success book, and will plan for a revision during this year.

Robert Kopchinski: We should make sure the current version of the chapter success book is on AWS.

The ARLIS/NA - Mid Atlantic chapter developed its own policy manual.

Carole Ann Fabian: As long as it is in alignment with the mission, this is helpful. If not, this is a concern.

A chapter expressed frustration with the application process to host the annual conference. Could there be conference proposal templates or guidelines? Is the process transparent?

Carole Ann Fabian: There are the perennial concerns: regional diversity, strength of proposal, and available local resources. Providing an example of a successful proposal would be very helpful. This has been done in the past.

I will put out a call for proposals right away, recognizing that certain areas will not want to apply because the conference has recently been in that region.

**Conferences**

*2015 Ft. Worth Virtual Conference*
Should be announced soon.

*2016 Seattle ARLIS/NA + VRA Joint Conference*
The conference will be March 8-12 with board meetings at the front and back. The financial agreement has been signed.

*2016 AASL*
Martha Gonzalez Palacios: AASL will send out an official response. They will send out a survey to the membership to figure out what to do next year. They also want to gather feedback on their organization’s vision. Possibilities for the conference include meeting on their own in a location TBD.

*2017 New Orleans*
I talked with Kim Collins. There will be a meeting in November, and I will try to attend.

Robert Kopchinski: I suspect we will know by summer which hotel and which dates. I will be visiting coordinating with the local arrangements group.

*2018 TBD*
Kristen Regina: Our goal is to decide at the midyear board meeting. It is a selective process. The conference needs to be somewhere where we have not been recently.
Adjourn

Motion #3: Sylvia Roberts moved that the board adjourn. Seconded by Heather Gendron. Carried unanimously.

Summary of Motions:

2. Sylvia Roberts moves that the board commend the Fort Worth conference planning team for an excellent conference. Seconded by Shalimar Fojas White. Carried unanimously.
3. Sylvia Roberts moved that the board adjourn. Seconded by Heather Gendron. Carried unanimously.

Summary of Action Items:

1. Kristen Regina will send out a commendation to the Fort Worth Conference Committee.
2. Mark Pompelia will investigate the relationship between special funding requests and project charters.
3. Robert Kopchinski will place the project charter up on the website in the administrative documents section of the website.
4. Heather Gendron will create a statement about project charters for dissemination.
5. All liaisons will then share the project charter with their constituents.
6. Heather Gendron will draft a Code of Conduct statement and have something to report by our next meeting.
7. Heather Gendron and Jamie Vander Broek will begin the process of creating a written charge and roles for the new Documentation Committee by the next meeting. They will consult with Carole Ann Fabian if needed.
8. Carole Ann Fabian will make the last of the bylaws changes and will get the document to the board.
9. Robert Kopchinski and Jamie Vander Broek will work together to prepare the voting and send out the by-law vote announcement.
10. Kristen Regina and Robert Kopchinski will work together on the management calendar.
11. Shalimar Fojas White will contact Sarah Falls to get the liaison on boarding webinar and her final report.
12. Robert Kopchinski will work with Beverly Mitchell and Lynn Wexler to update the conference planning manual. Liaisons should be in touch with Robert Kopchinski with issues or questions.
13. Kristen Regina will follow up to make sure the conference survey goes out.
14. Mark Pompelia and Robert Kopchinski will conduct research on other organization’s financial behaviors and report this to the board.
15. The Finance Committee together with the treasurer then needs to develop a financial policy for ARLIS/NA that can be shared more broadly. Mark Pompelia and Robert Kopchinski.
16. Mark Pompelia and Robert Kopchinski will communicate the new financial policy via an email blast and webinar.
17. Carole Ann Fabian will announce the interim appointment of Carol Graney as CPC liaison.
18. Robert Kopchinski will update the AWS to rename the “Administrative Documents” page “Administrative Documents & Tools”.

Will put the tech matrix and the [3:49] under Admin Docs and Tools and will work with CG on the language.