ARLIS/NA Executive Board Meeting via GoToMeeting
MINUTES
May 21, 2015 2:30 – 4:00 pm EST

Attending: Carole Ann Fabian, Robert Kopchinski, Jamie Lausch Vander Broek, Mark Pompelia, Rebecca Friedman, Shalimar Fojas White, Ann Roll, Heather Gendron, Sylvia Roberts, Kristen Regina

Excused: Carol Graney

Call to order

Consent Agenda

- Approval of Pre-Conference Meeting Minutes (March 19, 2015), Motions, Action Items (Carole Ann Fabian w/JLVB)
- Approval of Membership Meeting Minutes (March 22, 2015) (CA w/JLVB)
- Approval of April 9, 2015 Meeting Minutes (JLVB)
- Approval of 2015-2016 Leadership Roster (Kristen Regina)
- Approval of updated ARLIS-L Policies Document (CG)
- Approval of Northwest Chapter’s proposed bylaws change to add a Communications Officer (Rebecca Friedman)
- Ratify board vote to approve Art Documentation rate increase, 9 votes yes (JLVB)
- Bylaw amendment vote, 287 yes, 4 no, 6 abstain (Robert Kopchinski w/JLVB)
- Editorial Director Report (CG)
- Treasurer Report (Mark Pompelia)
- Secretary Report (JLVB)
- Past-President Report (Carole Ann Fabian)

Kristen Regina: Note regarding the Editorial Director’s report: The University of Chicago Press is providing us a service to complement the JSTOR change. We will still be able to customize our logo and brand. The “Approval to form an SEI Task Force” was moved from the consent agenda for discussion.

Motion #7: Mark Pompelia moves that the board approve the consent agenda. Seconded by Heather Gendron. Carried unanimously.

President’s Report (Kristen Regina)

Strategic Planning and Leadership Institute
I would like feedback and comments on everyone’s experience with the institute at the annual conference. I would like to create a task force to work on this for next year.

Carole Ann Fabian: Think it is beneficial going forward. I think it should be a full day and should precede the post-conference board meeting.

Heather Gendron: It would be nice to have a theme. Highlight year-to-year changes and perhaps areas of the strategic plan we’re focusing on. It would also be nice to have speakers from elsewhere in the organization.
Mark Pompelia: We want to make sure that it’s not too repetitive from year to year.

**IMLS Board Meeting**
I recently attended this meeting; topics discussed:

- The NYPL is working on an app to simplify library lending of e-books. Right now they’re working with publishers on children’s books.
- DPLA is looking for cultural institution partners to work with them on e-publishing. They are keen to be able to program content themselves.
- IMLS is holding meetings around the country for feedback about potential programming and new directions. One noted comment was by David Ferriero, Archivist of the United States, that information schools are not providing adequate technical training for staff entering the profession.

We should think about how we can be involved in these areas. Curriculum issues tie into the Diversity committee’s efforts.

**Joint ARLIS/NA-VRA membership**
There is a proposal from Elaine Paul from VRA to consider joint ARLIS/NA-VRA memberships. Would take effect in 2017, so not in time for the joint conference.

Mark Pompelia: If, for example, the bundled memberships saved members $50 off of the total cost of the two memberships, we would need 14-15 people to make use of this offer before it would benefit us financially. VRA members can already register for our conferences at the member rate and vice versa. We haven’t done any modeling of potential scenarios for splitting the fees or other analysis.

Ann Roll: Do we know how much overlap there is currently in our membership?

Robert Kopchinski: 101 members.

Heather Gendron: This is something we should definitely keep exploring because there do seem to be other benefits.

Carole Ann Fabian: An idea like this is worth exploring, but we’d need to do a full analysis of the financials and form a task force. This pushes us toward an exploration of the two organizations and is a movement toward thinking together. The task force needs to have a defined timeline. Needs also to match up with the annual cycles for the two organizations.

Robert Kopchinski: The dollar is only one motivator – it might help us in continuing to think together as aligned organizations.

**Action Item 21:** Kristen Regina will reach out to Elaine Paul to let her know that the board is interested in the idea of potentially bundling memberships. Will also proceed to form a joint task force to investigate how to move forward with this.

**AASL Conference Proposal**
Heather Gendron: It sounds good to me and Mar reiterated that they are flexible.
Mark Pompelia: I think this is very good. Fantastic will on the part of AASL. The tone of the letter and the details are both excellent.

**Action Item 22:** Kristen Regina will report back to AASL that the board supports their proposal and would like to investigate how to move forward. (COMPLETED)

**Chapters** (Rebecca Friedman)
Extending our insurance to chapters
In my report, I mentioned liability insurance for chapters. Gregg Most brought up the possibility of ARLIS paying the $75 liability insurance cost on behalf of each of the chapters.

Carole Ann Fabian: Last year’s board did want to do this.

Mark Pompelia: Robert Kopchinski and I talked about which budget line to put it in. It’s not in the budget for this year, so it will be in the red, but that’s okay.

Heather Gendron: Do we regularly review our insurance policy?

Robert Kopchinski: We regularly do, but there is no formal review process. One could make the argument that the chapters should cover this cost rather than it being a benefit. Each of our chapters is legally liable for their own events and activities. However, there is some risk to ARLIS/NA because any legal representative in the event of an incident would name the parent organization in a lawsuit.

Carole Ann Fabian: This grew out of the questioning (again) by some chapters our policy of requiring that one must be a member of the society in order to join a chapter. It was suggested that if we provide a benefit it will help incentivize this organization.

Mark Pompelia: I like the idea of putting this issue to rest. Also it will be easier to keep track of – rather than figuring out who has insurance and who doesn’t.

Motion #8: Sylvia Roberts moves That ARLIS/NA will cover the cost of extending our insurance to chapters to cover participants at events, to be reviewed when the insurance policy is renewed annually, beginning in 2015. Seconded by Ann Roll. Carried unanimously.

Conference proposals
Kristen Regina: It’s great that chapters are beginning to submit proposals. It’s important for them to remember that we have to be cognizant of the need to rotate the conference around the country.

Mark Pompelia: We do want to encourage chapters to submit ideas, however, rather than discourage them.

Education (Shalimar Fojas White)
TEI and Learning Portal
I have been working with Educational Technology to get things up on the Portal. They are re-envisioning their role to include shepherding other groups in the society who want to get their content into the Portal. They were hoping they could train someone in TEI to upload content and do some of the heavy lifting so they aren’t doing so much of that work and their role could be more in vetting content.

The committee also would like to know if it would be appropriate to provide reciprocal webinar access to international groups such as those participating as hosts for IRC trips. The Educational Technology Committee has not finished their report of recommendations. This also feeds into the discussions we will have later this year about the future of the Portal and the financial issues related to this. Should we just table this until then?

Sylvia Roberts: Last year there were some questions from the IRC about providing access to the Portal to international partners/hosts. I also support the Education Subcommittee wanting to take on the support role for the Portal.

Leadership Institute and Mentoring
The group doesn’t want to step on toes, but sees an area of opportunity for their program to expand into leadership mentoring.
Kristen Regina: The Leadership Institute is specific to the leaders of our society. Hopefully this will have an impact on the participant’s careers, but it’s not the specific goal. Is this designed to be more mid or late career mentoring support provided by the committee?

Carole Ann Fabian: It has been incumbent upon this group for years to develop a proposal to support the mentorship needs of midcareer professionals. We may ask them to take up the issue of the leadership institute, but they should focus on the needs of midcareer professionals.

**SEI**

We have reached a break even or small profit point with three weeks to go. In light of these lower registration numbers, I worked with Karen Cassel to draft a task force to investigate SEI’s role, its structure, and whether it’s meeting our needs at this given time.

We differ in how we see the financial aspects of the program. VRA-F: profit generator. ARLIS/NA: we do not view it this way. When SEI was first formed, there was a lacuna in training – digital imaging. Now that’s not the case. This content is viewed by recent attendees as repetitive.

Carole Ann Fabian: The name is generic enough that it lends itself toward reinvention.

Sylvia Roberts: There is also overlap with offerings in the digital humanities, but the name does not directly communicate that. An area of opportunity for future re-branding.

Heather Gendron: They should also examine if their location has an impact.

Carole Ann Fabian: We will likely see a proposal for a digital humanities focused ThatCamp for the conference next year, which will add a further element of competition.

Kristen Regina: It is not financially important to us, but it is to VRA-F. They receive grants that must be used to support it, and the revenues generated several, mean a great deal to them.

Kristen Regina: Board members should give Shalimar Fojas White feedback on the draft task force proposal.

Shalimar Fojas White: VRA Foundation will be discussing the idea of the task force shortly and is supportive.

**Motion #9: Heather Gendron moves that the board establish a joint task force to investigate SEI’s role, structure, and future. Seconded by Carole Ann Fabian. Carried unanimously.**

**Canadian (Sylvia Roberts)**

*Response to the Code of Best Practices in Fair Use for the Visual Arts*

Can we read and discuss the Public Policy Committee’s draft response over email?

Kristen Regina: I’d like to see if we can get to this over email.

Mark Pompelia: Should be carefully considered.

Heather Gendron: Can we make it an agenda item for our next conference call? Or is that timeline not acceptable?

Carole Ann Fabian: Actionable outcomes: ARLIS/NA issues a statement, so it must be much shorter (or there needs to be a shorter version). It also needs to convey that ARLIS/NA is officially and publicly supporting the statement.
Kristen Regina: We can each send our comments to Sylvia Roberts and be prepared to talk about it in our next call.

**Action Item 23**: That the board send their comments on the response to the code of best practices to Sylvia so that we can respond by the next board meeting.

**IRC study tour donation to Brazil organization**

Kristen Regina: The IRC asked that a donation be made to a Brazilian organization, but it did not make it into the budget, and I don’t recall it being approved.

Sylvia Roberts: I will investigate this and report back.

**Canadian Donations**

Unfortunately, Canadians will not be able to deduct their donations to ARLIS/NA

Ann Roll: The Development Committee is looking into this. No tax deduction, but they are investigating other benefits.

**Diversity Committee liaisons**

I have heard that the Diversity Committee has been appointing liaisons to each chapter. Can someone clarify?

Ann Roll: When I first met with the Diversity Committee, I learned about these liaisons, and I didn’t realize they were new. I will investigate.

Carole Ann Fabian: I think this is a problem with the terminology. If they are just trying to effectively perform outreach, but the language makes it sound more formal and thus inappropriate (e.g. liaisons are something the board should be doing).

**Advancement** (Ann Roll)

**Diversity**

They are still investigating the idea of fundraising for another award. I have put them in touch with the Development Committee.

Heather Gendron: Peter Kublick has been in touch with me a few times since the conference about this issue and specifically the silent auction.

Robert Kopchinski: The agreement states that any fundraising activities will be split 50/50 between the two organizations, so this may not be the best year for this venture.

**Development**

The Development Committee is preparing a list of grants, doing some fact-finding looking for opportunities that they will be sharing with the board.

Carole Ann Fabian: Grants are the responsibility of the Past President, so please keep me in the loop.

**Vice-President** (Heather Gendron)

**Documentation Advisory Committee**

Kristen Regina: The job descriptions are the most important thing to develop because the structure of the committee is actually already in place – Carole Ann established it last year.
Carole Ann Fabian: The committee was approved at the pre-conference board meeting and it is included in the policy manual, just finished by CG the Task Force (Carole Ann, Eric Wolf, and Greg Most) and to be posted by TEI. There look to be some differences between the two, and so this isn’t actionable today.

Heather Gendron: Any changes we need to make that you all notice now?

Kristen Regina: The idea is to reflect the Finance Committee’s structure, so Jamie would actually be the chair for the two years after her tenure ends on the board.

**SIG Project Charter requests**
Fashion, Costume and Textile SIG: Librarian Wardrobe
They would like to do a survey of the membership to see what members think about the Librarian Wardrobe project.

Kristen Regina: There are also pictures posted on the AWS of the conference. Can these two efforts be combined? I’m mostly neutral on this topic.

Carole Ann Fabian: The Librarian Wardrobe blog is very different than our AWS conference photographs – they’re more like portraits. Do they just want to do a formal survey and put something out on the listserv? We theoretically don’t give any support to SIGs. This would include a Survey Monkey survey.

Heather Gendron: We actually do say we support SIGs in this way on the AWS Technology Matrix.

**Motion #10:** Heather Gendron moves that the Fashion SIG charter be approved. Seconded by Carole Ann Fabian. Carried unanimously.

**Motion #11:** Heather Gendron moves that the Book Arts SIG charter be approved. Seconded by Carole Ann Fabian. Carried unanimously.

**Code of Conduct**
Please take a moment to look through what I sent you. I am hoping we can get to the point where we can approve it by next month.

**Action Item 24:** The Board should send comments on the Code of Conduct to Heather Gendron before the next meeting

**Executive Director** (Robert Kopchinski)
Will have a report in the next month on viable New Orleans hotels.

The current membership count is 947.

**Next Meeting**
June 18, 2015 | 2:30-4:00 pm EST | via GoToMeeting/conference call

**Adjourn**

**Summary of Motions**

Motion #7: Mark Pompelia moves that the board approve the consent agenda. Seconded by Heather Gendron. Carried unanimously.
Motion #8: Sylvia Roberts moves That ARLIS/NA will cover the cost of extending our insurance to chapters to cover participants at events, to be reviewed when the insurance policy is renewed annually, beginning in 2015. Seconded by Ann Roll. Carried unanimously.

Motion #9: Heather Gendron moves that the board establish a joint task force to investigate SEI’s role, structure, and future. Seconded by Carole Ann Fabian. Carried unanimously.

Motion #10: Heather Gendron moves that the Fashion SIG charter be approved. Seconded by Carole Ann Fabian. Carried unanimously.

Motion #11: Heather Gendron moves that the Book Arts SIG charter be approved. Seconded by Carole Ann Fabian. Carried unanimously.

Motion #12: Carole Ann Fabian moved that the board adjourn. Seconded by Sylvia Roberts. Carried unanimously.

Summary of Action Items
Action Item 21: Kristen Regina will reach out to Elaine Paul to let her know that the board is interested in the idea of potentially bundling memberships. Will also proceed to form a task force to investigate how to move forward with this.

Action Item 22: Kristen Regina will report back to AASL that the board supports their proposal and would like to investigate how to move forward.

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