ARLIS/NA Executive Board Meeting via GoToMeeting
MINUTES
June 18, 2015 2:30 – 4:00 pm EST

Attending: C.A. Fabian, Robert Kopchinski, Jamie Lausch Vander Broek, Mark Pompelia, Rebecca Friedman, Ann Roll, Heather Gendron, Carol Graney, K. Regina

Excused: Shalimar Fojas White, Sylvia Roberts

Call to order (Kristen Regina)

Consent Agenda (Kristen Regina)
Approval of May 21, 2015 Meeting Minutes, Motions, Action Items (Jamie Vander Broek)
Approval of the new Visual Resources Division Charge (Heather Gendron)
Chapters (Rebecca Friedman)
Treasurer (Mark Pompelia)
Editorial Director (Carol Graney)
Education Report and SEI Task Force Draft -- tabled for July discussion (Shalimar Fojas White)
Canadian (Sylvia Roberts)
Advancement (except for below) (Ann Roll)
President (Kristen Regina)

Motion #13: Mark Pompelia moves that the consent agenda be approved. Seconded by Ann Roll. Carried unanimously.

President’s Report (Kristen Regina)
CAA Code Response (on behalf of Sylvia Roberts)

Carole Ann Fabian: This came through last year and CAA would like to receive our reply soon. I really like Sylvia Roberts’s summary statement. The first and second paragraph could be used as our more public statement.

The third bullet point on museum uses is one that I think may have been misread. The language actually specifies “memory organizations,” referring to libraries and archives in addition to museums, so I think the original language is fine.

The paragraphs with changes to potentially be made could be sent to them in alternative format – outside of the endorsement, perhaps as a cover letter.

We have to decide how we want the endorsement to be submitted and promoted, and I think we should not co-endorse with VRA. It’s best for CAA for all possible organizations to endorse independently.

Carol Graney: I agree that moving the suggestions to a cover letter will be helpful to CAA so that they may make use of our endorsement without the suggestions.

Kristen Regina: Elaine Paul was comfortable with our acting in whichever way we see fit. They may reference our statement when they release theirs later on. Does it make sense for us to endorse the specific piece of the statement regarding making art? Though we work with artists, our organization doesn’t represent artists.
Carol Graney: What if we remove the language that calls out the five points specifically to make the statement more accurately reflect our role as both “partners and practitioners” in a general sense?

Kristen Regina: Recent court cases regarding the production of art have been the most contentious. Is this an area of concern?

Mark Pompelia: The statement is meant to take a stand in a contentious environment. We want to avoid a slippery slope.

Carole Ann Fabian: I think it’s stronger if we don’t parse too much. I’m fine with leaving the sentence in.

Motion #14 Carole Ann Fabian moves that the board endorse the CAA’s Code of Best Practice. Seconded by Rebecca Friedman. Carried unanimously.


Action Item #25: Carole Ann Fabian and Kristen Regina to prepare dissemination plan for the ARLIS/NA endorsement of the CAA Code of Best Practices.

Action Item #26: Kristen Regina to send commendation to the PPC on their work crafting a response and endorsement of the CAA Code of Best Practices.

Vice-President’s report (Heather Gendron)
Statement of Appropriate Conduct
Ann Roll: I wonder about the piece that calls for the forfeiture of ARLIS roles if there is an issue. This makes sense to me, but I think it brings with it some further changes to the Policy Manual.

Carole Ann Fabian: I’m curious about the part at the bottom with references to other sites – these are intended to be simply references, or are they meant to be part of the code?

Heather Gendron: I have all of these questions, too. What would we want to change? What do we think as an executive board would be reasonable moving forward?

Carol Graney: We have already voted on the Code of Conduct, so these are just instructions, so we can always change the wording. We just have to figure out where they need to be posted.

Robert Kopchinski: Do we have a grievance policy? If we do, that might answer the questions about possible actions to be taken here. What we have outlined in this document is very simple, a ten thousand foot view, but gives us something to work with if there is a severe incident.

Carole Ann Fabian: We do not have a grievance policy.

Action Item #27 JVB and Kristen Regina will work with Heather Gendron to determine how to fold the Code of Conduct into our existing documentation.

Action Item #28 Heather Gendron will take the lead on crafting a grievance policy working with JVB.

Past President (Carole Ann Fabian)
Sotheby’s Institute of Art Proposal
The task force (D. Kempe, M. Hughston, S. Falls, M. Gonzalez-Palacios, CA Fabian) met by phone to go over some of the concerns raised when the grant was initially proposed by Milan Hughston and Debbie Kempe on behalf of Sotheby’s Institute of Art. We then created a revised proposal for Board review which addresses concerns raised earlier..

Ann Roll: I have a question about the library or librarian aspect of the award – does the additional award go to an individual or an institution?

Carole Ann Fabian: I’m glad you noticed that. We determined that the award would go to the institution, which could then use the funds at their discretion.

We were trying to make this align better with our existing awards from a monetary perspective. My primary concern is that the responsibility for the success of the program rests on our members – they must recruit and nominate potential awardees. The award to the institutions is designed to incentivize this behavior. Another factor to consider is that this proposal builds a very close tie to a Sotheby’s in ways different from our relationship with other educational and commercial organizations.

Heather Gendron: Is this a conflict of interest issue? It’s a different relationship than we’ve had before with vendors involved in awards.

Carole Ann Fabian: The responsibility for promoting this award will fall mainly on academic institutions because of the way the award is structured.

JVB: I think that the inclusion of undergraduates broadens our potential base of applicants and gives us more to work with as academic institutions. I think this will help us promote the profession to younger students.

Carol Graney: How does the application process work? Does an individual student submit an application independently? Does the library submit on behalf of the student?

Carole Ann Fabian: It must be submitted on behalf of the student by an ARLIS/NA member. We want to make sure an ARLIS/NA member’s institution benefits from the program.

**Motion #16: Carole Ann Fabian moves that the board enter executive session. Seconded by Ann Roll. Carried unanimously.**

**Motion #17: Carole Ann Fabian moves that the board exit executive session. Seconded by Rebecca Friedman. Carried unanimously.**

**Action Item #29: Carole Ann Fabian will take our comments and revised proposal back to the task force, and the task force will submit the revised proposal to Sotheby’s Institute of Art.**

**Secretary Report** (Jamie Vander Broek)

**Documentation Committee Positions**

Heather Gendron has prepared a revised draft charge for the Documentation Committee as well as three position descriptions. A major change from the last document you saw is that we combined the committee chair position with the Guiding Documents Coordinator role. We felt that the Guiding Documents Coordinator would need to be someone with a high level of comfort and familiarity with ARLIS/NA, and someone recently off the Executive Board would be an ideal fit. We also felt that the chair would not have a lot of other regular work compared to the individuals in the two other roles.

Carol Graney: It says the committee will oversee the policies for documenting the “activities” of ARLIS/NA, does this make sense? Should it be developing and maintaining the society’s records?
Carole Ann Fabian: I see this committee more as documenting rather than creating. There needs to be a little bit of editing in the charge to clarify. The documenting of activities refers to the as yet unformed action scorecard, which the Strategic Planning Committee will be developing that. We may want to change it to “maintaining records about the society.”

This grows out of our work in updating the policy manual after ten years – we want to make sure this is done regularly going forward. Additionally, our oral history program is moribund, and we have a large variety of electronic formats that need to be incorporated into our archives and records program. The substance of the committee’s work is determining process and procedure for these things.

There was a lively discussion on ARLIS-L on the interest in retired members in actively participating in the society, and this committee is a great fit for that group because they have a long memory and history of activity in various aspects of society.

Currently Columbia is our web archiving entity but that is a stop-gap – there needs to be a more formalized long-term plan, which may be an agreement with Columbia or perhaps an extension of our archival agreement with Illinois.

Need to revise the language of the charge slightly to reflect today’s discussion.

**Motion # 18: Carole Ann Fabian moves to accept the Documentation Committee charge and position descriptions with edits as discussed. Seconded by Ann Roll. Carried unanimously.**

**Action item #30: JVB will update Doc Committee charge and will announce the positions to the listserv.**

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

*Seattle Conference Planning*

Going very well. We will offer a Digital Humanities THATCamp on the Tuesday of the conference. AASL will be officially joining us as well, appending their conference to the last day of ours, Saturday. The conference website is currently under development and should be ready to be reviewed in July at the planning meeting.

The call for proposals is open and closes next Friday. We already have some and are anticipating more next week.

Welcome reception hopefully at the Seattle Art Museum and Convocation Reception at the Seattle Public Library; July planning meeting is July 16-17

Mark Pompelia: Do we need to adjust our hotel block to accommodate AASL? Will their food and beverage count toward our totals?

Robert Kopchinski: Yes, if they do, it will count.

*Chapter Insurance*

Chapters are now officially insured. Chapters are up to speed via Rebecca. One disadvantage is that the insurance was not pro-rated, so we had to pay the full amount for a shortened term and will have to pay again in fall.

Rebecca Friedman: All positive feedback from the chapters – they are surprised and grateful.

*L-Soft Perpetual License*

Annual license is $1900. There is an available perpetual license. We are likely to continue to use it and so I have gotten a quote for a perpetual license.
We would realize savings at year five of a perpetual license. Every year after that we would save $950.

The new license would give us 20 lists with an unlimited number of users, virus protection, and technical support. Current license gives us three lists and limited users.

Carole Ann Fabian: I think it would be an amazing benefit to be able to give all of the chapters a common listserv platform. Will we not receive upgrades if we don’t get the package?

Mark Pompelia: You had questions about the need for maintenance?

Robert Kopchinski: In five years the software has been very stable and has required almost no calls to technical support. The key feature is the virus protection – this is valuable piece of the maintenance package. Other organizations run older instances of the software without much problem.

Carol Graney: I think it makes perfect sense to go to the perpetual license.

Motion #19: Mark Pompelia moves that the board approve the perpetual license for L-Soft. Seconded by Ann Roll. Carried unanimously.

Advancement (Ann Roll)
Featured Art Library Website Section Request
Kristen Regina: I was wondering whether this might be something that the new Information Architect should address.

Carol Graney: We add articles for the featured art libraries in the News section, and we tag them, and there are ways to bring tagged things all up at once. I agree that the Information Architect should take a look at this, but I don’t know that we need to wait for that position to be filled to address this. This does fall on Robert’s plate, however.

Robert Kopchinski: It wouldn’t be terribly difficult to add this to AWS and start aggregating the content there. Do we know when the IA will be in place?

Carol Graney: The appointment is scheduled to be made on September 1. It will take a while for this person to get up to speed.

Robert Kopchinski: With that in mind, I could see us adding this to the website with the understanding that the Information Architect will look at it later.

Motion #20: Ann Roll moves to approve the Featured Art Library Website Section Request. Seconded by ?. Carried unanimously.

Next Meeting
July 23, 2015 | 2:30-4:00 pm EST | via GoToMeeting/conference call

Motion to Adjourn
Motion #21: Mark Pompelia moves that the board adjourn. Seconded by Rebecca Friedman. Carried unanimously.

Summary of Motions
- Motion #13: Mark Pompelia moves that the consent agenda be approved. Seconded by Ann Roll. Carried unanimously.
• Motion #14 Carole Ann Fabian moves that the board endorse the CAA’s Code of Best Practice. Seconded by Rebecca Friedman. Carried unanimously.
• Motion #15: Carole Ann Fabian moves to commend the PPC on their thoughtful preparation of a response to the CAA’s Code of Best Practices in the Visual Arts. Seconded by Mark Pompelia. Carried unanimously.
• Motion #16: Carole Ann Fabian moves that the board enter executive session. Seconded by Ann Roll. Carried unanimously.
• Motion #17: Carole Ann Fabian moves that the board exit executive session. Seconded by Rebecca Friedman. Carried unanimously.
• Motion #18: Carole Ann Fabian moves to accept the Documentation Committee charge and position descriptions. Seconded by Ann Roll. Carried unanimously.
• Motion #19: Mark Pompelia moves that the board approve the perpetual license for L-Soft. Seconded by Ann Roll. Carried unanimously.
• Motion #20: Ann Roll moves to approve the Featured Art Library Website Section Request. Seconded by ?. Carried unanimously.
• Motion #21: Mark Pompelia moves that the board adjourn. Seconded by Rebecca Friedman. Carried unanimously.

Summary of Action Items
• Action Item #25: Carole Ann Fabian and Kristen Regina to prepare a dissemination plan for the ARLIS/NA endorsement of the CAA Code of Best Practices.
• Action Item #26: Kristen Regina to send the commendation to the PPC on their work crafting a response and the endorsement of the CAA Code of Best Practices.
• Action Item #27 JVB and Kristen Regina will work with Heather Gendron to determine how to fold the Code of Conduct into our existing documentation.
• Action Item #28 Heather Gendron take the lead on crafting a grievance policy working with JVB.
• Action Item #29: Carole Ann Fabian will take our comments and revised proposal back to the task force, and the task force will submit the revised proposal to Sotheby’s Institute of Art.
• Action item #30: JVB will update Doc Committee charge and will announce the positions to the listserv.