ARLIS/NA Executive Board Meeting
July 23, 2015 2:30 – 4:00 pm EST
Conference Call using GoToMeeting™

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

Excused: Heather Gendron

Call to order (Kristen Regina)

Consent Agenda (Kristen Regina)
Approval of June 18, 2015 Meeting Minutes, Motions, Action Items (Jamie Vander Broek)
Secretary (Jamie Vander Broek)
Treasurer (Mark Pompelia)
Executive Director’s report (Robert Kopchinski)—tabled for August meeting

Motion #22: Sylvia Roberts moves that the board accept the consent agenda. Seconded by Mark Pompelia. Carried unanimously.

President (Kristen Regina)
Seattle Mid-Year Planning Meeting
Terrific meeting with most of the VRA board in Seattle. Seattle Art Museum and Public Library should be excellent venues for our large events. Should be a good, healthy conference for us financially.

CAA Code release; affiliates registration
Thanks to the PPC for completing the response document.

CAA will now require presenters to be members of CAA 2017 and forward

Carole Ann Fabian: With this change, what is the benefit of an affiliation beyond a shared interest? I might suggest Kristen write a letter to CAA. We do a lot to encourage outside voices on our panels. Maybe they are, like us, working with a lack of available rooms at conferences.

Rebecca Friedman: I spoke at the ARLIS affiliate session several years ago, and I recall that I had to join CAA. Mark Pompelia: I think this will make it difficult to recruit speakers and will affect attendance. Even if these changes don’t take effect until 2017, I think the affects will be disastrous. The session times for affiliates are already at off-hours, so they are not prime real estate. CAA has over 80 affiliates. Not all of these are outside groups. The rationale is financial – a new group of people looking at numbers and making a decision.

Carol Graney: What is the benefit to us to being affiliated with CAA? Maybe we should pose this question to them.

Kristen Regina: Elaine Paul has drafted a note to send to CAA. We can send a separate letter referencing that we have been good partners, especially recently in supporting the Code of Best Practices.

Action Item #31: Mark Pompelia will craft a letter to CAA responding to the changes to their conference policy. The board will review the letter ASAP.

Dissolving ARLIS/NA-VRA Criteria Task Force
All on the VRA side are in agreement to dissolve the task force. Since this time, VRA has created another survey to address these issues. They would like us to support their recommendation to dissolve the task force.

**Motion #23:** Carole Ann Fabian moves that the ARLIS/NA board concur with the VRA board and dissolve the ARLIS/NA-VRA Criteria Task Force. Seconded by Shalimar Fojas White. Carried unanimously.

**Education Liaison** (Shalimar Fojas White)

*Professional Development Committee Leadership Transition*

Janine Henri will be stepping down as chair for health reasons. Alice Whiteside has agreed to take her place. Jennifer Friedman will take Alice’s place as chair of the Mentorship Subcommittee. Janine will continue to work on the core competencies project. Does she need to fill out a project charter, or should this be grandfathered?

Carole Ann Fabian: Yes, so that we can continue to keep track of ongoing projects. We should be keeping a roster of active project charters.

**Action Item #32:** Robert Kopchinski, Jamie Vander Broek, and Kristen Regina will discuss a system for keeping track of active project charters.

**Professional Development Committee Restructure**

We should rationalize the current structure by PDC taking on more of a coordination/oversight role over Sub-Committees, particularly as relates to marketing and outreach efforts. Also, have Sub-Committee Chairs act as full members of the PDC committee – currently they only have a reporting role.

Educational Technology should complete its work to document the workflows and processes for the Learning Portal. The committee should be dissolved at the end of the current chair’s term, and the membership notified of the decision and reasons per the Bylaws (XII.9). The operational tasks of the Sub-Committee will be taken on by TEI and CPAC (regarding the Virtual Conference Sessions), while curatorial/editorial tasks will be taken on by PDC.

This discussion is part of a larger question of what we’re providing for the membership as far as learning opportunities and professional development.

Kristen Regina: Educational Technology should have been a task force and has run its course. Any remaining work can be integrated into the larger group.

Carole Ann Fabian: The Education Subcommittee may be the appropriate home for any remaining work previously done by the Educational Technology Sub-Committee. I wonder if this whole Learning Portal bundle of questions could be part of the midyear meeting. We still have a lot of questions to resolve.

**Mentoring Sub-Committee**

Mentoring would like to get onto the agenda of the Chapter Chairs meeting. Shalimar Fojas White will connect them with Rebecca Friedman.

**SEI**

30 attendees, down from 40 last year. Both societies will bring in approximately $4,000 each in profits this year. There are two ARLIS/NA appointees that need to be approved: Nicole Finzer and Sarah Osborne Bender.

**Action Item #33:** Kristen Regina will send appointment letters to Sarah Osborne Bender and Nicole Finzer.

There are three proposals for future SEI sites: UNC Chapel Hill, Davidson College, and the University of Wisconsin Madison. VRA-F Board would like to go with Chapel Hill for 2016. The main contact at UNC is JJ Bower. They have only submitted for 2016 rather than 2017. The VRA-F Board would prefer a non-Midwestern location; otherwise it could go to Wisconsin for the next two years and then to UNC for the following two years.
Mark Pompelia: Davidson could be interesting – near Charlotte, NC making it easy for travel. UNC benefits from a large library school nearby and it is relatively easy to get to.

Kristen Regina: The locations appear very similar on paper. This makes me lean toward keeping it in the Midwest where the co-chairs are located.

Carole Ann Fabian: Recommending Wisconsin 2016-17 and then to UNC 2018-19 seems very reasonable.

SEI Task Force Charge
There is a strong group of eight people, though it is lacking a museum perspective. We will try to find a museum person to be on the task force.

VRA-F does not want the task force to investigate whether SEI should be revenue generating. They prefer to limit the discussion to the curriculum. I will provide our feedback to VRA-F so that they can revise the task force charge.

Carol Graney: The wording of the statement asks the task force to recommend that the program be revenue generating.

Jamie Vander Broek: I think the wording of the statement about financials is too prescriptive.

Carole Ann Fabian: I think the task force should not examine the financials. They should focus on what SEI is and what it should be. I think they should revise the charge.

Sylvia Roberts: Will they be examining the landscape? SEI is perhaps less competitive than it used to be, and it needs to be looked at in comparison to other offerings.

Past President (Carole Ann Fabian)
Both of the Sotheby’s Institute of Art and the Getty Foundation grants have been a long time in the making. In each case we need to accept or reject the grant awards.

Sotheby’s Institute of Art Research Award

Motion #24: Carole Ann Fabian moves that ARLIS/NA accept the Sotheby’s Institute of Art proposal to fund an art research award as detailed in accompanying documents. Seconded by Mark Pompelia. Carried unanimously.

Action Item #34: Kristen Regina and Carole Ann Fabian will determine leadership for the new SIA grant and will write a letter of thanks to Milan Hughston, Debbie Kempe, Martha Gonzalez Palacios, Sarah Falls, and Carole Ann Fabian.

Getty Foundation International Travel Grant
This award will apply to the joint conference, which adds extra value. Will require a team of people to make successful. IRC should be involved because of the international focus.

There is a preference for Latin American and Eastern European attendees, but one could make a case for an attendee from any developing nation.

Rebecca Friedman: I wonder about the focus on Latin America and Eastern Europe because of the location of the Seattle conference and its proximity to Asia.
Carole Ann Fabian: The Getty will review work with us to verify which nations are eligible; there are some locations in Asia that would not qualify (China, Japan, etc.) but others might.

Sylvia Roberts: IRC will want to know about promotion and other aspects they will need to work on. I was pleased to see the translation services, but wonder about adding Portuguese for the Brazilian attendees.

Carole Ann Fabian: Translation services are very expensive; we specified ‘Spanish translation services’ in our grant application and we aren’t able to expand them beyond this.

Motion #25: Carole Ann Fabian moves that ARLIS/NA accept the Getty Foundation proposal to fund a travel award for international attendees from Eastern Europe and Latin America. Seconded by Sylvia Roberts. Carried unanimously.

Vice-President (Kristen Regina on behalf of Heather Gendron)
Collection Development SIG Project Charter
Carole Ann Fabian: This project will be a partial survey to examine aspects of the production of digital publications in cultural heritage institutions, primarily museums. It grows out of work that I’ve been promoting at Avery. The request is to use the Survey Monkey platform and to do the survey on behalf of ARLIS rather an individual institution.

Kristen Regina: I think this is a reasonable request and setting up the Survey Monkey will not be very much work.

Ann Roll: I think this is a good activity for ARLIS/NA to be involved in.

Motion #26 Ann Roll moves that ARLIS/NA accept the project charter submitted by the Collection Development Committee Seconded by Carole Ann Fabian. Carried unanimously.

Joint Materials / FTC SIGs Project Charter
Mark Pompelia: I recently had the opportunity to learn about Tuscan leather in Italy. As part of the program, I saw the production facilities for handbag designers. I reached out to fashion librarians and materials librarians and they are very interested. The program can run with a minimal number of attendees. Deliverables could include papers, presentations, and blog posts. One request of the society could be to use the TEI registration system, but this may not be necessary. The purpose of this is to get out of the library and into the industries librarians specializing in these areas need to know about.

Jamie Vander Broek: Eventbrite works very well for both registrations and payments – I’ve used it for a non-profit I work with.

Sylvia Roberts: We have talked about going to Italy for a study tour, but not until at least 2017, so I don’t think it will be a conflict. I will share this with IRC.

Carole Ann Fabian: I think it is a point of courtesy to reach out to IRC to make sure they’re aware and perhaps to ask them to add their imprimatur, which will help to demonstrate that IRC is fulfilling its mission.

Motion #27 Ann Roll moves that ARLIS/NA accept the project charter submitted by the Materials and Fashion SIGs. Seconded by Rebecca Friedman. Carried unanimously.

Canadian Liaison (Sylvia Roberts)
IRC
The report details the incredible study tour itinerary. The trip was very successful. ARLIS/NA has sent thank yous to hosts and a donation to Redarte.
Motion #28: Sylvia Roberts moves that ARLIS/NA recognize the achievements of Clayton Kirking and Christina Peter for organizing the 2015 IRC Study Tour to Brazil. Seconded by Carole Ann Fabian. Carried unanimously.

Does the board support Redarte becoming an affiliate member of ARLIS/NA?

Mark Pompelia: The membership has to vote.

Carole Ann Fabian: The board could agree provisionally, and then bundle this proposal with other potential Bylaws changes into one vote later in the year.

Shalimar Fojas White: Does there need to be a formal request on behalf of Redarte?

Sylvia Roberts: I’m not sure if IRC knows about this request. I will go back to Christina and will ask her to share this with her committee. I will then ask Redarte to write a formal request.

PPC—Copyright Office Notice response

Canadian Revenue Agency

Held for midyear

Advancement (Ann Roll)

Diversity Committee

Diversity Forum; Task Force; Web Posts

Held for midyear

Editorial Director (Carol Graney)

UCP-JSTOR archive copies of ArtDoc

The University of Chicago Press would like us to acknowledge that if we were to change our publisher, we would have to renegotiate with JSTOR to get our PDFs released to a new publisher.

Shalimar Fojas White: Do we have our own copies? It might be a good idea to negotiate with JSTOR now to see what kind of archive might be possible.

Carol Graney: We have the intellectual property but not the PDF files. We don’t have the PDFs anywhere – JSTOR created and stored them.

Carole Ann Fabian: We have the copies of record, but not the distribution copies. Every time publishers change there are these breaks in distribution platforms – this is just the way it is.

Carol Graney: I will contact UCP and acknowledge this.

AWS editor and MTR positions

We have one qualified application each for the Content Editor and MTR Co-Editor and none for the Information Architect position. Please consult your networks for possible candidates for the Information Architect position.

Chapters (Rebecca Friedman)

Chapter operating years

Kristen Regina: They should use the calendar year in order to be in sync with ARLIS/NA.

Motion to Adjourn

Motion #29: Rebecca Friedman moves that the board adjourn. Seconded by Sylvia Roberts. Carried unanimously.
Next Meeting
August 20-21, 2015 | 10:00-4:00 pm EST | Philadelphia Museum of Art

Summary of Motions:

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Summary of Action Items:

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