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

Thursday, August 20, 2015
Perelman Building, Room 3A

Call to order

Consent Agenda
Approval of minutes (Jamie Lausch Vander Broek)
Approval of Code of Conduct (Heather Gendron)
Approval for Retired Members SIG (Heather Gendron)

Motion #30: Mark Pompelia moves that the board approve the consent agenda. Seconded by Sylvia Roberts. Carried unanimously.

President’s Report
Housekeeping
We should all be making sure that everyone is using the new logos. A few chapters have not started using them. A point of clarification: Carol Graney in her role as an appointed board member is able to make motions and second them, but is not able to vote.

Distinguished Service Award Request
The Distinguished Service Award Committee would like to have something more substantial to present to the award winner.

Carole Ann Fabian: The DSA recipient receives air travel, free conference attendance, occasionally a complimentary room, and a lifetime membership in ARLIS/NA. I don’t think there’s a need for an additional award.

Mark Pompelia: The request is for something created by a member of ARLIS/NA – such as a piece of art.

Rebecca Friedman: We could give something standard but also symbolic.

Conclusion: The board feels that lifetime membership is a significant benefit and that an additional award is not necessary at this time.

Action Item #35: Kristen Regina will get back to the Distinguished Service Award Committee to let them know that the board is not able to support an additional gift at this time.

Muesham Award Request
Mark Pompelia: Clarification – This award group does not need the additional funding – it has already been allocated in the 2016 budget and the request was the result of a miscommunication.

Nominating Committee – Slate of Candidates
Three candidates were presented:
- Eumie Imm Stroukoff, Vice President/President-Elect
- Mathew Gengler, Treasurer
- Jennifer Garland, Canadian Liaison

Motion #31: Sylvia Roberts moves that the board enter Executive Session. Seconded by Shalimar Fojas White. Carried unanimously.

Motion #32: Carole Ann Fabian moves that the board exit Executive Session. Seconded by Carol Graney. Carried unanimously.

Motion #33: Carole Ann Fabian moves that the board approve the slate of candidates presented by the Nominating Committee. Seconded by AR. Carried unanimously.

Action Item #36: Kristen Regina will send SC a commendation on her efficient work and the excellent slate of candidates, and will work with her to communicate to the nominees to the membership.

Kristen Regina: Sarah Falls has created a document for liaison onboarding that we can put into practice with this cycle. We would like to start the shadowing process for new board members earlier this year.

Mellon Report—Affiliating with the American Association of Museums (AAM)
Heather Gendron: There are so many issues with museum librarians right now. It seems like a critical moment.

Action Item #37: Heather Gendron will consult with the Museum Division and Kristen Regina will then communicate with AAM about next steps.

Treasurer’s Report – Part I
Finance Committee
ARLIS/NA investment update: the Finance Committee recommended a transfer of funds made up of a matured investment and conference revenue from Fort Worth. This will increase the amount in interest generating funds and decrease the size of our low-interest money market account.

Investments and Board Funds Policies and Reserves
Mark Pompelia gave an overview of our monthly financial reports, detailing our restricted and unrestricted funds as well as our reserves, which serve a dual purpose as an emergency fund and a fund to be used at the board’s discretion. This fund can be used to start new initiatives or to support ongoing initiatives that lack funding, and reflects the goals and focus of the board.

Membership rates
Mark Pompelia Presented a history of ARLIS/NA dues and conference attendance fees dating back to 1990. Annual dues made the largest jump in 2009. A recent change to the bylaws now allows the board to make changes to the dues structure without a vote of the membership.

Carole Ann Fabian: I wonder about the conflict between our fund balances and our operating budget.
Mark Pompelia: A lot of this is due to the uncertainty of fund raising each year.

Carole Ann Fabian: I have a concern about the current senior members of our society who will soon retire. They have had tremendous impact through their advancement contacts. We may face some lean years.

Shalimar Fojas White: The Membership Committee worked hard to maintain numbers over the last period of dues increase. This included personal communication with lapsed members.

Jamie Lausch Vander Broek: The timing of the dues increase coincided with the financial crisis and structural changes we made to our membership, which affected our numbers.

Carol Graney: Are we capturing information about why people leave the society?

Ann Roll: We are asking people after they receive their last renewal notice (of six). Mostly we hear from people that they have forgotten or we don’t hear from them at all.

Robert Kopchinski: Because we are in a situation with a finite number of possible members, retention is just as important as growth for our society.

Past President

Kress Foundation Grant for International Travel
Annual grant of $10,000. Currently we confer 10 awards to people wanting to attend art-related conferences – Either to international attendees to attend ARLIS/NA or to ARLIS/NA members who would like to attend international meetings.

Getty Foundation International Travel Grant Program
One-year $75,000 grant supports professional development. There is a quick timeline, so task force will need to immediately get started on their work. There is research to be done on logistical issues regarding international travel.

Action Item #38: Kristen Regina and Carole Ann Fabian will prepare a commendation for Kathleen Salmon and Getty Foundation officers (Joan Weinstein, Deborah Marrow, Antoine Wilmering) for their work in supporting the new Getty Foundation grant.

Sotheby's Institute of Art Research Award
Three-year $40,500 grant program. Support for both students and libraries. Also has a rapid timeline with the approaching semester. Promotional material will be available soon.

Strategic Planning Committee
The previous committee created an environmental scan / trends document that has been shared with the board. The new committee will have a much less onerous task, however their challenge will be how to communicate with the membership to receive feedback. Options include surveying the membership and written messages. There is also a question of the timing of communication, to either react to or to formulate strategic directions.

The committee discussed the relationship between the mission statement, vision statement, and the strategic directions. The vision statement (all are posted on AWS) was thought to be particularly problematic for its lack of aspiration. The creation of a new vision statement should be a charge of the Board; the committee requests that the Board author a new vision statement as soon as possible. The new vision statement will help the committee in its work by providing the ‘target’ for our strategic directions.
Suggestion: the creation of an Action Scorecard, which will be posted with the Strategic Directions on AWS. All approved project charters will then be listed under the appropriate strategic direction. This will help to prevent silos.

Shalimar Fojas White: I fear this might preference project-based work and make it more difficult to recognize committees that undertake the same core work each year, such as Awards.

Heather Gendron: I think that sometimes when committees are out of alignment it can be not because of noncompliance but because of a difference in values between the board and the organization. This structure also reflects a grass roots application of our directions, but I think there is room for the board to drive the strategy working down through the liaisons. For example, if our priority is to increase membership from underrepresented groups, how does the board think this should be accomplished? (Rather than how will the committee figure out how to solve this?)

Sylvia Roberts: If there are certain broad directions that are permanently part of our strategic direction, perhaps they belong in the vision statement, which could be more broad, and the strategic direction could be more focused.

Robert Kopchinski: This reflects a fundamental shift in board activity from a focus on operations to being more strategic.

Jamie Lausch Vander Broek: In reading reports from committees, which include references to the strategic plan, there are so many goals and objectives that the net impact of calling one or two out at a time is not very significant. Each one is like a drop in the bucket and doesn’t contribute to a comprehensive picture.

Shalimar Fojas White: These strategic directions will need to be accompanied by context to situate them for communication to the membership.

Education Liaison
Committee chair changes
The Professional Development Committee has had a change in leadership due to some health issues. Alice Whiteside stepped up from the Mentoring Sub Committee, and Jennifer Friedman has stepped up to lead the Mentoring Sub Committee.

Board vision and future of the committee
The Professional Development Committee chair and all of the Sub Committee chairs feel that the structure of the committee needs to be re-evaluated and restructured to be more functional. A particular issue is the Educational Technology Sub Committee, which they feel should be dissolved leaving a curatorial role within the Professional Development Committee and some functional responsibility for TEI.

Heather Gendron: In dissolving the Educational Technology Sub Committee, we should commend them on having done such an efficient job of organizing their work.

Carole Ann Fabian: This sub committee was created to solve a need related to online continuing education for the society. This has been resolved, leaving the issue of curated content, which will be served by the curatorial role on the Professional Development Committee, however the function of this role is not clear to me. In the case of a new technology need, there should be a task force in the future rather than a new sub committee.

Conclusion: the curatorial/coordinator role (Learning Portal Coordinator) will serve as media collector, metadata collector and quality control for content flowing into the Learning Portal. Approval for the
production of the media would occur through a project charter or otherwise through the board. The chair of the Professional Development Committee can work with this person to enhance outreach and communication (working with the Editorial Director) related to the Learning Portal.

**Competencies and the Vision Statement**

Heather Gendron: We should re-examine the work of the Professional Development Committee, in particular the activities such as updating the core competencies document – does this continue to have utility? It is a significant amount of work. We could create something more robust such as a position paper tied to the strategic directions.

Ann Roll: The Diversity Committee is looking at competencies related to diversity, which I had thought would be in alignment with the core competencies.

Kristen Regina: Museums are further behind the academic library world, and the core competencies can be relevant here from an advocacy standpoint.

Carole Ann Fabian: The vision statement can be the home for this: what is the vision for being an art librarian today? We could use a retreat to develop our vision statement, which ideally should drive the strategic direction creation, but time is tight.

Sylvia Roberts: I think we really do need to look at the scope of our profession.

Conclusion: tomorrow (August 21) we will have a whiteboarding conversation at lunch to start the vision statement creation process. Individual vision statements are due September 10 and should include links to any external sources referenced.

**Action Item #39:** All board members should create vision statement drafts by September 10 and should include links to any external sources referenced.

**Learning Portal**

Carole Ann Fabian: The Learning Portal will not be successful in its currently buried position on the AWS.

Heather Gendron: We could survey the membership to see what they are willing to pay for this type of content. Will we want to create content specifically to monetize in the future?

Kristen Regina: Perhaps a board down the line will re-examine this question, but at this time I don’t think we are situated in a position to generate revenue from the Portal.

Shalimar Fojas White: We don’t have a framework for across the board content creation – right now we are putting up what is being created by existing groups.

Carole Ann Fabian: We could in the future hire an instructor to produce a series of workshops on a particular topic and monetize that content, but that would be a separate issue from this existing Learning Portal content.

Ann Roll: I do wonder about the role of access to this content in membership recruitment. Could a members-only embargo be an incentive?

Carol Graney: A lot of this content is uploaded a long time after its creation, which decreases its value.
Carole Ann Fabian: The embargo would be more for conference content, which would be uploaded soon after the conference.

Rebecca Friedman: There’s a lot of great content in the Learning Portal, and it needs to be promoted – postcards at the conference, or some other sort of promotional item.

Robert Kopchinski: On the homepage the Learning Portal has been on the banner headline for a long time. About the Society and Organization could be combined to create space for the Learning Portal in the horizontal menu.

**Action Item #40: Carol Graney and Robert Kopchinski will re-arrange the menu on the AWS to accommodate the addition of the Learning Portal.**

Jamie Lausch Vander Broek: When we pay for content at our library it’s the result of a lot of promotion on the part of the content creator – we don’t look around for content to pay for.

Carol Graney: I don’t think releasing this content will affect conference attendance.

Sylvia Roberts: Should we reduce the amount of content available from the conference in order to reduce the conflict?

Carole Ann Fabian: The Learning Portal was the result of wanting to free up seats at the conference by providing people the ability to view sessions online so they are free to make other choices at the conference. It has had an impact on this issue. We aren’t in a position to manage a full conference virtually at this point, and now we have a tool for making content available. I think we should use it to create an open, free Learning Portal.

Shalimar Fojas White: Though the initial purpose was related to the virtual conference, now the Learning Portal serves to archive and present our online learning content.

Carol Graney: If we ever get to the point that we are able to live stream the conference, then we would charge for this service.

Kristen Regina: It serves an advertising purpose and also provides access to content to members who aren’t able to attend the conference. We can re-examine this at a later date as we develop in our sophistication.

Robert Kopchinski: In making the Learning Portal free, this means we may be in a position to re-examine our license for the Learning Portal LMS tool.

Shalimar Fojas White: We can view this like PBS – the content is free because it is supported by membership contributions.

Ann Roll: When we make this announcement, we should emphasize this comparison to PBS.

Heather Gendron: The value of the society is engagement and networking. Tangible benefits like recorded content are less important than these factors.

**Motion #34: Carole Ann Fabian moves that all content on the Learning Portal be made available for free to all interested parties. Seconded by Carol Graney. Carried unanimously.**
Action Item #41: Ann Roll will communicate with the Membership Committee and Shalimar Fojas White will communicate with the Professional Development Committee. They will then work with Robert Kopchinski to create and disseminate an announcement about the Learning Portal changes.

Committee Charges
Figuring out the role that the Educational Technology Sub Committee will play will help clarify the functions of the sub committees within Professional Development. A recommendation is to have the sub committee chairs serve on the Education Committee with a Learning Portal Coordinator and additional members-at-large.

Kristen Regina: This will keep the simplified committee structure while making the group more functional.

Jamie Lausch Vander Broek: Are these sub committee chairs official leaders of the society? They should then be invited to the Leadership Breakfast. The invitation list sends a message about which groups are considered important to the society.

Carole Ann Fabian: The invitations to the breakfast change from year to year and are the result of budget considerations. Organizers could invite more people if the event were to be reimagined (no hot food, etc.)

Shalimar Fojas White: In order to dissolve a committee, the bylaws state that the membership must be notified.

Sylvia Roberts: Even though this is a sub committee, and so we don't have to notify the membership, a message about the dissolving of the sub committee could serve a dual purpose of highlighting the Learning Portal.

Motion #35: Carol Graney moves that the board approve the dissolution of the Educational Technology Sub Committee at the annual conference in Seattle. Seconded by AR. Carried unanimously.

Motion #36: Carole Ann Fabian moves that the Professional Development Committee will now consist of the chairs of the Education and Mentoring Sub Committees, a Learning Portal Coordinator, and three additional members-at-large. Seconded by Rebecca Friedman. Carried unanimously.

Editorial Director
Bookseller posts to ARLIS-L
Carole Ann Fabian: We dealt with this last year through clarifying the posting policies for ARLIS-L, so this does not need to be addressed.

Multimedia and Technology Reviews Coordinator
Gabriella Karl-Johnson was appointed as Multimedia and Technology Reviews Coordinator.

AWS content editor; information architect
We have an excellent applicant for the AWS Content Editor position; this should move forward shortly. There are no applications for the Information Architect position. We could reconsider this position, at least during the next year, and have the Editorial Director work with the Content Editor on evaluating the structure of the website. After a year, we can determine if work that was to be done by the Information Architect could be absorbed by the Editorial Director in consultation with the Content Editor.
Kristen Regina: The idea was to separate this position so that this person would be focused on big-picture thinking.

Carol Graney: We did receive one application initially, but this person thought the position would be paid. We did pay a designer to create the current organization of the site. I haven’t heard a lot of complaints about the site.

Carole Ann Fabian: Based on this need, maybe this should be an assigned task to a member. At the moment, there isn’t a specific task to assign. We have a few small changes to make, but we are capable of making them ad-hoc. We previously had ARLIS/NA members doing a lot of technical work, and now we have shifted this to TEI.

Kristen Regina: We always have a need to re-evaluate the organization of the site. Maybe this becomes part of the responsibility of the Editorial Director, working with the AWS Content Editor and the Executive Director.

Shalimar Fojas White: Would this be a good moment to solicit feedback from the membership to see how they like the new site?

Ann Roll: I think we should let things lie at the moment.

Conclusion: We will put the Information Architect position on hold and re-visit it at the annual conference.

Action Item #42: All board members will check for projects affected by the unfilled Information Architect position.

Art Documentation Fall 2016
There is a March 1, 2016 deadline for submissions. The editor is seeking Latin American submissions and would like to approach the International Relations Committee for assistance. She could also reach out to Clayton Kirking. Sylvia Roberts is happy to be of assistance.

MTR, Reviews Concerns
Carol Graney is going to look into these issues and will communicate with the two groups.

Motion #37: Rebecca Friedman moves that the board adjourn. Seconded by Ann Roll. Carried unanimously.

Friday, August 21
Perelman Conference Room, 4A

Call to Order

Vice President
Approval for Solo Art Information Professionals SIG (Heather Gendron)
Proposed by Joan Benedetti, who will act as coordinator. There has been a desire to revive the previously existing group.

Motion #38: Ann Roll moves that the board approve the proposal for a Solo Librarians Special Interest Group. Seconded by Heather Gendron. Carried unanimously.
**Code of Conduct**
Heather Gendron will integrate the new Code of Conduct into the Conference Planning Handbook, working with the Fort Worth Conference Planning Committee.

**Action Item #43:** Carole Ann Fabian will send Heather Gendron the names of the individuals working on the Conference Planning Handbook.

**Action Item #44:** Rebecca Friedman will work on a section of the Administrative Documents portion of the AWS regarding proposing conference locations including a form for submissions.

**Data Collection & Assessment**
Proposing a task force to examine the data we currently collect. This may help alleviate the need for one-off data collection requests by groups within the society. For example: the membership data collected when members fill out the renewal form.

Ann Roll: This seems firmly within the charge of the Membership Committee, which is already thinking about these issues. The Diversity Committee has also proposed a personnel survey, which will be in collaboration with the Membership Committee.

Rebecca Friedman: How does this relate to the core competencies? Doesn’t that include some of these types of data?

Carole Ann Fabian: If the scope is limited to the demographics of the profession, then we already have the mechanism in place with the Membership Committee. There are also research projects that members have undertaken that result in publication in *Art Doc*, etc., but this type of information collection doesn’t warrant the creation of a task force. Adding those to the charge of the Membership Committee would give the Membership Committee an area of focus besides growth and retention. It could also result in the creation of a knowledge base, both in aggregate and on an individual level.

Robert Kopchinski: TEI is exploring the idea of a dashboard that would be available to boards.

Conclusion: The Membership Committee will take on this charge. This includes possible changes to the Membership Form (Shalimar Fojas White idea: two step form collecting information about members and then information about their membership preferences).

**Action Item #45:** Ann Roll and Robert Kopchinski will work with Membership to determine what data is already collected and which groups typically ask for it.

**Organizational Structure—Divisions, Sections, SIGS**
There are a lot of SIGs in our society, providing energy to our organization. The Divisions and the Sections appear to be less active.

Carol Graney: What is the expectation for Divisions and Sections? There may also be an opportunity to combine some of the Divisions and Sections, perhaps the Art & Design School Division and the Academic Libraries Division, although people in each of these groups feel strongly about this. I think we should go to the Divisions and Sections and ask them to think about what would be useful to them as a group – to think about why they exist?

Carole Ann Fabian: Some Vice Presidents have been very good at promoting activity among these groups, but most have struggled.
Mark Pompelia: If we alter the structure of the organization, I think there will be a huge backlash.

Sylvia Roberts: I think it is a good idea to approach the membership with the context – we are examining the function and organization of the society – and ask them to think about the value of the current structure.

Carole Ann Fabian: Are the Divisions functional at this point? The Sections sometimes represent the culminating trajectory of at SIG – as a SIG matures, it grows into a Section.

Rebecca Friedman: I think there's a need for public service conversations – something broader than RISS.

Shalimar Fojas White: Do the moderators of each group ever meet together?

Action Item #46: Heather Gendron will go back to the leaders of Divisions and Sections to discuss their activities with them.

Action Item #47: Heather Gendron will hold a GotoMeeting with the leaders of the Divisions and Sections.

Fair Use instructional materials
Approached several listservs with an idea to produce content related to the CAA Code of Best Practices and received feedback from 12 members. The VRD, Teaching Librarians SIG, Academic Libraries Division, and PPC are all interested in creating educational materials. Shalimar Fojas White has asked Education and they are willing to host a series of webinars. I spoke with Peter Jaszi and he is also interested in collaboration. We need a group to come together. VRD is positioned well to take up leadership. There could be case studies, webinars.

Kristen Regina: Education can start the process and bring different groups together.

Sylvia Roberts: Alex Watkins from PPC is interested in collaboration. Would the outcome be a toolkit? It’s important to consider the differences in the laws in Canada.

Action Item #48: Heather Gendron and Shalimar Fojas White will host a GotoMeeting with Education, VRD, and Alex Watkins to move forward with the idea to produce content related to the CAA Code of Best Practices; will create a project charter.

Advancement
Diversity Committee—Service Charter “Personnel Characteristics Survey for Art Information Professionals”
Stacy Brinkman will lead the production of this survey. She mentions the need to receive IRB approval in her proposal. How does this work with ARLIS/NA?

Heather Gendron: A reminder that the content of surveys must be approved by the board before they are disseminated to the membership.

Carole Ann Fabian: IRB may allow uses in conflict with our goals for the eventual use of the data, so we should be mindful of this in working with her on this.

Action Item #49: Ann Roll will return to Stacy Brinkman to clarify her goals for the survey and the tools she intends to use to conduct the survey.

Diversity Committee—Service Charter “Crossing Borders Webinar Series”
Shalimar Fojas White: There was question in Education about the need for a project charter for each webinar.

Jamie Lausch Vander Broek: Producing webinars is part of the work of the group, and I think it’s overly onerous to ask them to create a project charter for each webinar.

Kristen Regina: This could fall nicely within the role of the new Learning Portal Coordinator on the Professional Development Committee.

Carole Ann Fabian: They ask for permission for non members affiliated with the IRC study trips to be able to attend the webinars – are they asking for a live seat?

Sylvia Roberts: This could be handled by issuing invitations to selected individuals and then reminding them that the content will be openly available afterwards.

**Motion #39: Heather Gendron moves that the board approve the *Crossing Borders* project charter. Seconded by Ann Roll. Carried unanimously.**

**Action Item #50: Ann Roll and Robert Kopchinski will work out the logistics of inviting non members to attend webinars.**

*Development Database*

The development database is ready to go for this year’s conference fundraising. There is a question of broadening access to the database for the joint conference year. Additionally, we need to discuss protocols for committee members working with the sensitive data this database contains.

Kristen Regina: We need a policy for this. We may ask the committee members (or anyone working with the database) to sign an acknowledgement regarding the use and purpose of the database.

Carole Ann Fabian: We need a statement on the ethical guidelines for our everyday use of this information. Additionally, we need to think through our use of the information in the context of the joint conference. Some members bring a lot of information to this database that comes from their own contacts, and there may be an assumption among these contributors that they may also take information for their own personal use in return.

**Action Item #51: The Development Committee and Robert Kopchinski will investigate the industry standards on ethical use of development information and conflict of interest statements. They will also investigate who should have access to the database.**

Kristen Regina: The group of fundraisers for the Seattle conference is composed of ARLIS/NA and VRA members. The database includes not only contact information, but as fundraising contacts are made, this information is supposed to be recorded by the people on the committee.

Carole Ann Fabian: We need a method of resolving any competition that there might be between the interests and contacts of the two organizations. In some cases, this will be obvious, in others some discussion will have to be had.

Mark Pompelia: These are established relationships and there are only a few overlaps, so I don’t think this is too big a deal.
Action Item #52: Ann Roll and Kristen Regina will work with Clayton Kirking to figure out the logistics of joint fundraising and the use of the development database in this context.

Membership—LinkedIn, Social Networking
In the past, when someone joined LinkedIn, an ARLIS/NA member reached out to them to encourage them to join the society. Now there is a question of who maintains our social media sites, including LinkedIn.

Carol Graney: The Membership Committee maintained the LinkedIn site; it is now an open site on which individuals approved to join can post directly. About a year back, the Membership Committee chair told me the committee wanted to continue to respond to requests to join the group by verifying membership and contacting non members to invite them to join the society. The Media Editor manages social media and could post officially to the LinkedIn group on behalf of ARLIS/NA. Membership should retain the membership management for the LinkedIn site so they can continue to recruit for ARLIS/NA.

Action Item #53: Ann Roll will resolve the issue of getting into the LinkedIn site with the Membership Committee. Carol Graney will ask the Media Editor to send information about who is liking our Facebook page to Membership so that they can invite these individuals to join the society.

Secretary
Documentation Committee Update
The Documentation Committee has been formed, chaired by Eric Wolf. It met for the first time recently and plans to meet regularly going forward. The Oral History Coordinator has also already called her first meeting.

Rebecca Friedman: Do the records of the chapters fall into the charge of this committee?

Carole Ann Fabian: If chapters want information to be included in the archives, it needs to be included in the chapter's annual report or as an addendum to an annual report.

Rebecca Friedman: Then we are relying on each chapter to decide what is being preserved – what is important to the history of the society.

Carole Ann Fabian: There is a larger question of what are considered to be the important papers. Most of my communication as president was by email; there is the issue of electronic documents in general. Currently, web archiving is handled by Columbia (The content of the AWS domain is regularly preserved). We have no formal agreement with Columbia.

Shalimar Fojas White: The Documentation Committee should create a document retention schedule, including the types of documents that should be preserved, and communicate with the chapters.

Action Item #54: Jamie Lausch Vander Broek will ask the Documentation Committee to create a document retention schedule and to consider the archival needs of the chapters during this process.

Project Charters tracking
Robert Kopchinski has created a spreadsheet of project charters and the status of their activity. Do we want to dedicate a formal section of our agenda to updating the board on the status of project charters?

Carole Ann Fabian: After March this information will go to the Action Scorecard portion of the AWS, so we need to work out the logistics of this transition and also have a process in the meantime.
**Action Item #55:** Kristen Regina and Jamie Lausch Vander Broek will determine a method for including the project charters in each agenda and in the minutes.

**Canadian Liaison**

*Canadian Chapter issues*

There are some questions about Canadian laws regarding fundraising and non-profits. There has been a request for the board to investigate this issue with legal counsel.

**Action Item #56:** Sylvia Roberts, Robert Kopchinski, and Rebecca Friedman will have a conversation about Canadian donation and fundraising issues and will report back to the board and to Suzanne Rackover on the Development Committee.

**PPC involvement in CAA Code implementation; systematizing alerts**

Alex Watkins is proposing that Public Policy Committee News Alerts be presented on the AWS in a manner that allows members to follow alerts more easily.

Robert Kopchinski: We could also give them their own space on the AWS.

Sylvia Roberts: The current set up allows them to focus on creating content rather than maintaining a site.

Robert Kopchinski: This information also gets sent out via ARLIS-L, which is an open list. We could send this information out to the membership only via email, giving more value to the information created by the society.

Carole Ann Fabian: We made *Art Documentation* by subscription rather than open access, going against the trend of our own field. In this case, I think we have an opportunity for openness and should take it. It also serves as an advertisement for the work of ARLIS/NA – we are creating excellent content that is concise and digestible.

Heather Gendron: I agree in this case, but I think we should think about what types of content we could create just for our members in the future that would demonstrate our value. Because this is a policy issue, there's a public aspect to it that requires cooperation and communication outside of our organization.

Conclusion: The Public Policy Committee should send alerts to Carol Graney along with a photo for posting. Carol Graney will make sure they are tagged appropriately.

**Action Item #57:** Sylvia Roberts and Carol Graney will work with Alex Watkins to clarify the process for Public Policy Committee alerts.

**IRC—Cuba program; future trip proposals**

There is a proposal for a trip to Cuba to coincide with the Havana Book Fair in February. The cost of the trip is $4,000 per person, which is approximately double the average cost of an International Relations Committee study trip. The February timing is at odds with our Seattle conference.

The IRC is interested to hear from the board whether the cost of IRC trips should rise in exchange for offsetting some of the work of organizing the trip to an outside person or organization.

Mark Pompelia: We should stipulate that collaborating outside organizations should be non-profits.

Conclusion: The Cuba trip is tabled for now. All agree with the non-profit stipulation.
Executive Director
Association Management overview
Robert Kopchinski gave an overview of TEI. There are 16 employees and the organization manages 10 accounts. There are six account managers and the remaining staff are support staff providing a variety of services. Robert Kopchinski only works with ARLIS/NA and approximately half of his time is spent on conference-related work. ARLIS/NA has contracted for 204 hours of support/month, which is equivalent to ~1.2 FTE.

Conference Reports
Seattle
The conference schedule is nearly ready. There are approximately 33 sessions, up from 28 in Fort Worth. Registration should go live December 1.

Board commitments:
- Tuesday, March 8: Board meeting is (all day)
- Wednesday, March 9: Leadership Institute (9-12); First-Time Attendees reception (afternoon); Welcome Reception at the Seattle Art Museum (evening)
- Thursday, March 10: Donor Recognition and International Reception at the Ranier Club (6:30 – 8)
- Friday, March 11: ARLIS/NA Membership Meeting (9-10:30 PM); Convocation and Reception at the Seattle Public Library (6-10:30 PM)
- Saturday, March 12: Post-Conference Board Meeting (10-1) (conference debrief an hour beforehand)

New Orleans—Hotels
Many hotels were not available during our requested dates or could not meet our space needs. Robert Kopchinski visited New Orleans with Marty Miller, one of the Local Arrangements co-chairs, to visit several hotels.

Hilton
- Ranked first among the hotels visited for space and programming
- Space is huge – possibly too large
- Lots of growth potential
- Somewhat distant from the primary tourist attractions (both pos/neg)
- Dates either overlap with ACRL (March) or Jazz Fest (May)

InterContinental New Orleans
- ARLIS/NA would be the only large group
- Newly renovated
- Likely not be large enough
- Dates available in February and April

Marriott
- Excellent location within the French Quarter
- Very high food and beverage minimum
- Would require the use of the hotel caterer for our external events
- Odd physical configuration

Action Item #58: Robert Kopchinski will commit to the Hilton and will investigate February dates. If February dates are not available, we will book the dates available during the first week of May.
New Orleans Conference Planning Team:
- Kasia Leousis and Kim Collins – program co-chairs
- Marty Miller and vacant – local arrangements co-chairs

Chapters Liaison

Conference proposals for 2018
St. Louis and Detroit may come forward for 2019, were not submitted this year.

Salt Lake City
- 29 members in the chapter, more spread out than NYC
- ARLIS/NA has never met in Salt Lake City
- Theme felt fully developed
- Airport close to downtown, Delta hub
- Public transportation a bonus
- Hotels within walking distance, several sufficiently large
- Cultural sites in close proximity; University of Utah has an excellent museum
- Convention and Visitor’s Bureau are actively seeking conferences and may provide deals

New York
- 175 members
- Last held there in 2004
- Arts hub with many attractions
- Returning to a hub is a big draw for a conference
- Theme not as fully developed, focuses on alternative locations
- The conference hotel would be attractive to attendees because of high average hotel rates
- Have proposed event sites in all 5 boroughs, a possible transportation issue
- Library schools in the area
- Good relationships with local sponsors, could focus on vendors
- Strong group of people proposing who have not played a major role in conference planning

Motion #40: Mark Pompelia moves that the board accept the New York proposal to host the conference in 2018 and to hold the conference in Salt Lake City in 2019. We will encourage St. Louis and Detroit to apply for 2020. Seconded by AR. Carried unanimously.

Treasurer’s Report – Part II

Special Funding Requests
There is a $500 limit on special funding requests for chapters.

Chapter Requests:
- ARLIS/NA Upstate New York
  - Proposing a joint meeting with VRA with three invited speakers
  - Unclear whether VRA is contributing to the cost of the event
  - Costs are within the allowable amounts posted on the AWS under Administrative Documents
  - Addresses a need for considering the perspectives of librarians, visual resources professionals, and artists

- ARLIS/NA New York
  - Proposing a digital art history symposium
• Costs are primarily for AV expenses
• Large digital humanities community in the New York region; unclear whether this event connects to existing activities

ARLIS/NA Canada
• Proposal to publish an update to the History of Art Libraries in Canada
• Canadian Chapter doesn’t have a budget to contribute to the project
• Plan to use student labor to complete the project

ARLIS/NA Northwest Chapter
• Proposal to hold recruiting events in anticipation of the Seattle conference
• Asks for funding to cover chapter memberships, but proposal doesn’t include the cost of an ARLIS/NA membership (required for chapter membership)

ARLIS/NA Southeast
• Proposal to purchase mardi gras beads to promote the 2017 conference
• Ecological concern with mardi gras beads
• Special funding requests aren’t appropriate for conference promotional items

Committee Requests
Gerd Muesham Award
• This request will be provided by another budget line; no need to vote on this request.

ArLiSNAP
• Proposal for funding for a virtual symposium
• Funding primarily for honoraria
• Doesn’t appear to be fully envisioned (no suggested speakers, etc.)

Professional Development Committee
• Proposal to enhance the annual year-long career mentoring workshop
• Book-making to increase the time for conversation among attendees
• Mentoring activity with deliverable feedback for attendees

Diversity Committee
• Proposal to hold a Diversity Forum workshop at the Seattle conference
• Envisioned as a workshop, which will reach fewer people than a session
• Funding should be considered as part of the conference budget, so there is no need to vote on the request

International Relations Committee
• Proposal to transcribe and then translate a recorded event from the IRC trip to Brazil

Motion #41: Mark Pompelia moves that the board approve the requests from ARLIS/NA Canada, ARLIS/NA Northwest (as amended: $500 which should include 1 ARLIS/NA membership; chapter members must be members of ARLIS/NA), ARLIS/NA Upstate New York, the Professional Development Committee (as amended to be flexible depending on their numbers) and the International Relations Committee; and to not approve the requests from ARLIS/NA New York, ARLIS/NA Southeast, the Diversity Committee, the Gerd Muesham Award Committee, or ArLiSNAP. Seconded by AR. Carried unanimously.
Budget review & Approval

Mark Pompelia gave an overview of the 2016 Draft Budget. Changes to the membership structure affecting Business Affiliates has put that budget line at risk of not meeting its 2015 goal. Overall we are anticipating revenue to be somewhat higher in 2016. We will continue to pay the BlueSky license (a cost of approximately $11,000 - $12,000) for 2016 to retain the flexibility and options it provides. Mark Pompelia will add the newly approved grants from Sotheby's Institute of Arts and the Getty Foundation.

Dues

Heather Gendron: This continues to be a difficult time for many institutions; institutional support remains down. I support people paying for the value that they get from the society, but I don’t think the timing is right.

Sylvia Roberts: We came out ahead despite a projected budget deficit this year because of the fundraising efforts of Milan Hughston, and we can’t predict that will occur in the future.

Shalimar Fojas White: Raising dues could be done incrementally over time and would be less painful than a big jump.

Heather Gendron: What are our goals for the society regarding dues?

Kristen Regina: To sustain the society.

Mark Pompelia: You could freeze the other categories but go up nominally in the main category (Individual Membership).

Sylvia Roberts: I have seen other organizations take some revenue off of an external income source like a grant to offset membership due raises, but this is a precarious situation.

Carol Graney: We could increase conference attendance costs in lieu of raising membership dues.

Action Item #59: Mark Pompelia will revise the 2016 budget and we will vote on it in September. All board members should think about the dues increase issue.

Action Item #60: Kristen Regina will extend the September meeting by half an hour so that we can discuss the vision statement changes (individual submissions due September 10).

Motion #42: Sylvia Roberts Moves that the board adjourn. Seconded by Rebecca Friedman. Carried unanimously.

Summary of Motions:

- Motion #30: Mark Pompelia moves that the board approve the consent agenda. Seconded by Sylvia Roberts. Carried unanimously.
- Motion #31: Sylvia Roberts moves that the board enter Executive Session. Seconded by Shalimar Fojas White. Carried unanimously.
- Motion #32: Carole Ann Fabian moves that the board exit Executive Session. Seconded by Carol Graney. Carried unanimously.
- Motion #33: Carole Ann Fabian moves that the board approve the slate of candidates presented by the Nominating Committee. Seconded by AR. Carried unanimously.
- Motion #34: Carole Ann Fabian moves that all content on the Learning Portal be made available for free to all interested parties. Seconded by Carol Graney. Carried unanimously.
• Motion #35: Carol Graney moves that the board approve the dissolution of the Educational Technology Sub Committee at the annual conference in Seattle. Seconded by AR. Carried unanimously.

• Motion #36: Carole Ann Fabian moves that the Professional Development Committee will now consist of the chairs of the Education and Mentoring Sub Committees, a Learning Portal Coordinator, and three additional members-at-large. Seconded by Rebecca Friedman. Carried unanimously.

• Motion #37: Rebecca Friedman moves that the board adjourn. Seconded by Ann Roll. Carried unanimously.

• Motion #38: Ann Roll moves that the board approve the proposal for a Solo Librarians Special Interest Group. Seconded by Heather Gendron. Carried unanimously.

• Motion #39: Heather Gendron moves that the board approve the Crossing Borders project charter. Seconded by AR. Carried unanimously.

• Motion #40: Mark Pompelia moves that the board accept the New York proposal to host the conference in 2018 and to hold the conference in Salt Lake City in 2019. We will encourage St. Louis and Detroit to apply for 2020. Seconded by AR. Carried unanimously.

• Motion #41: Mark Pompelia moves that the board approve the requests from ARLIS/NA Canada, ARLIS/NA Northwest (as amended: $500 which should include 1 ARLIS/NA membership; chapter members must be members of ARLIS/NA), ARLIS/NA Upstate New York, the Professional Development Committee (as amended to be flexible depending on their numbers) and the International Relations Committee; and to not approve the requests from ARLIS/NA New York, ARLIS/NA Southeast, the Diversity Committee, the Gerd Muesham Award Committee, or ArLiSNAP. Seconded by AR. Carried unanimously.

• Motion #42: Sylvia Roberts Moves that the board adjourn. Seconded by Rebecca Friedman. Carried unanimously.

Action Items:

• Action Item #35: Kristen Regina will get back to the Distinguished Service Award Committee to let them know that the board is not able to support an additional gift at this time.

• Action Item #36: Kristen Regina will send SC a commendation on her efficient work and the excellent slate of candidates, and will work with her to communicate to the nominees to the membership.

• Action Item #37: Heather Gendron will consult with the Museum Division and Kristen Regina will then communicate with AAM about next steps.

• Action Item #38: Kristen Regina and Carole Ann Fabian will prepare a commendation for Kathleen Salmon and Getty Foundation officers (Joan Weinstein, Deborah Marrow, Antoine Wilmering) for their work in supporting the new Getty Foundation grant.

• Action Item #39: All board members should create vision statement drafts by September 10 and should include links to any external sources referenced.

• Action Item #40: Carol Graney and Robert Kopchinski will re-arrange the menu on the AWS to accommodate the addition of the Learning Portal.

• Action Item #41: Ann Roll will communicate with the Membership Committee and Shalimar Fojas White will communicate with the Professional Development Committee. They will then work with Robert Kopchinski to create and disseminate an announcement about the Learning Portal changes.

• Action Item #42: All board members will check for projects affected by the unfilled Information Architect position.
• Action Item #43: Carole Ann Fabian will send Heather Gendron the names of the individuals working on the Conference Planning Handbook.

• Action Item #44: Rebecca Friedman will work on a section of the Administrative Documents portion of the AWS regarding proposing conference locations including a form for submissions.

• Action Item #45: Ann Roll and Robert Kopchinski will work with Membership to determine what data is already collected and which groups typically ask for it.

• Action Item #46: Heather Gendron will go back to the leaders of Divisions and Sections to discuss their activities with them.

• Action Item #47: Heather Gendron will hold a GotoMeeting with the leaders of the Divisions and Sections.

• Action Item #48: Heather Gendron and Shalimar Fojas White will host a GotoMeeting with Education, VRD, and Alex Watkins to move forward with the idea to produce content related to the CAA Code of Best Practices; will create a project charter.

• Action Item #49: Ann Roll will return to Stacy Brinkman to clarify her goals for the survey and the tools she intends to use to conduct the survey.

• Action Item #50: Ann Roll and Robert Kopchinski will work out the logistics of inviting non members to attend webinars.

• Action Item #51: The Development Committee and Robert Kopchinski will investigate the industry standards on ethical use of development information and conflict of interest statements. They will also investigate who should have access to the database.

• Action Item #52: Ann Roll and Kristen Regina will work with Clayton Kirking to figure out the logistics of joint fundraising and the use of the development database in this context.

• Action Item #53: Ann Roll will resolve the issue of getting into the LinkedIn site with the Membership Committee. Carol Graney will ask the Media Editor to send information about who is liking our Facebook page to Membership so that they can invite these individuals to join the society.

• Action Item #54: Jamie Lausch Vander Broek will ask the Documentation Committee to create a document retention schedule and to consider the archival needs of the chapters during this process.

• Action Item #55: Kristen Regina and Jamie Lausch Vander Broek will determine a method for including the project charters in each agenda and in the minutes.

• Action Item #56: Sylvia Roberts, Robert Kopchinski, and Rebecca Friedman will have a conversation about Canadian donation and fundraising issues and will report back to the board and to Suzanne Rakover on the Development Committee.

• Action Item #57: Sylvia Roberts and Carol Graney will work with Alex Watkins to clarify the process for Public Policy Committee alerts.

• Action Item #58: Robert Kopchinski will commit to the Hilton and will investigate February dates. If February dates are not available, we will book the dates available during the first week of May.

• Action Item #59: Mark Pompelia will revise the 2016 budget and we will vote on it in September. All board members should think about the dues increase issue.

• Action Item #60: Kristen Regina will extend the September meeting by half an hour so that we can discuss the vision statement changes (individual submissions due September 10).