ARLIS/NA Executive Board Meeting Minutes  
October 15, 2015 2:30 – 4:00 pm EST  
Conference Call using GoToMeeting™

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

Excused: Heather Gendron

Call to order (Kristen Regina)

Consent Agenda (Kristen Regina)  
Approval of August 20-21, 2015, Midyear Meeting Minutes, Motions, Action Items (Jamie Lausch Vander Broek)  
Approval of September 17, 2015 Meeting Minutes, Motions, Action Items (Jamie Lausch Vander Broek)  
Editorial Director (Carol Graney)  
Vice-President/President-Elect (Heather Gendron) – no updates at this time  
Chapters Liaison (Rebecca Friedman)  
Approve New York Chapter co-chairs (Rebecca Friedman)

Motion #51: Mark Pompelia moves that the consent agenda be approved. Seconded by Carol Graney. Carried unanimously.

Treasurer (Mark Pompelia)  
2016 Budget Vote  
The budget has been updated to include all changes made since the midyear board meeting.

Motion #52: Carol Graney moves that the board approve the 2016 budget. Seconded by Shalimar Fojas White. Eight voted in favor; one abstention.

Funds Investment  
Mark Pompelia has gone forward with the investment recommendations of the Finance Committee. More changes will be proposed later this fall.

Special Funding Requests  
All those who have requested funding have been contacted with the board’s decision.

New Treasurer  
Mark Pompelia and MG have begun the on-boarding process and are meeting regularly.

President’s Report (Kristen Regina)  
Board Orientation  
Coming this November, a date will be announced shortly.

IMLS Grant  
PMA submitted the grant application discussed at the September 17 board meeting to IMLS.
Digital Library Foundation Proposal
Their grant was also submitted with ARLIS/NA listed as a partner.

Leadership Institute
Will focus on:
- General leadership development
- Role serving ARLIS/NA and society leadership
Ideally we will identify 2-3 new generative leadership tools. Currently soliciting ideas; feel free to include items included in the most recent leadership institute that have not yet been implemented.

Digital Curation Summit at Johns Hopkins
- Representatives from many collections, focused on digital curation – takeaway: each institution defines this differently.
- Represented: Cleveland Museum of Art, Smithsonian Institute, Europeana, many others.
- Museum-focused
- Attention to new roles, such as: digital content strategist
  - These roles can be thought of as the new “reference librarian”

Carole Ann Fabian: The narrow focus of this conference emphasizes the silos that have been so problematic in approaching these issues for libraries, archives and museums.

Kristen Regina: The invitation was not automatic – I had to reach out to be included and was constantly reminding the attendees about libraries, librarians, and ARLIS/NA.

Rebecca Friedman: This is true at Princeton, too. We have a wonderful museum but are very separate from them. We often are working on the same projects.

Vision, Core Value, Mission Statements
Thanks to those who have responded to the statement shared recently.

Carole Ann Fabian: We should share what we have prepared with the Strategic Planning Committee. I think we could have more aspiration and inspiration in our vision statement. The Strategic Planning Committee will have 6-8 strategic direction statements shortly. We can then look at these with our vision statement and move forward from there. We should also examine our mission statement. We don’t have to have all three: mission statement, vision statement, and core values.

Carol Graney: I think it’s a great idea to wait until we have the Strategic Planning Committee’s work.

Past-President (Carole Ann Fabian)
Strategic Planning
This committee is excellent. They have done great work already. They got off to a late start but are now ahead of schedule. Once the Strategic Directions are approved, their next steps are to work with Robert Kopchinski on the logistics of the Action Scorecard.

Grant Activities
- Sotheby’s: there are fine details to work on now that the grant has been approved.
- Kress: IFLA is in the US, and the committee members would like ARLIS/NA members to be able to apply to attend the arts satellite conference in Chicago. Kress approves this (specifically the satellite meeting – this does not apply to the world conference in Ohio).
- Getty: The Getty approved our list of countries with the exception of Austria and Cuba.
- The paperwork for these three initiatives has been prepared and an announcement will go out to ARLIS-L shortly.
Executive Director (Robert Kopchinski)

Seattle Conference Planning/Fundraising

- Major sponsors have been lined up, include: Sotheby’s, H.W. Wilson, Kress, F.A. Bernett, others
- The Development Committee is well on its way to its targeted goal of $110,000 raised
- Several exhibitors have already been lined up, 16 total so far
- Schedule should be posted shortly

New Orleans

- The contract with the Hilton Riverside has been signed
- There is a new program chair: Nancy Hampton. Other chairs: Kasia Leousis, Marty Miller, and Kim Collins

New York

- All co-chairs identified
- Call for proposals for hotels in midtown Manhattan will go out shortly
- Targeted dates for an initial site visit: November – December, 2015

Secretary (Jamie Lausch Vander Broek)

Project Charter tracking

Robert Kopchinski has set up a location to gather the project charters, however, their statuses are not currently being tracked. I would like to propose that the liaisons who bring forward charters report out on their progress each month as part of our standard reporting. I will then gather this information and record it in the minutes along with the action items and motions.

Sylvia Roberts: Did we discuss whether these are public? Who should have responsibility for each one?

Ann Roll: It does seem logical to ask the liaisons to report on these.

Carole Ann Fabian: Liaisons were part of the initial idea in creating the project charters. We wanted to strengthen the tie between the liaisons and committee activities, and this plan sounds in line with that. It should be rolled into the development of the action scorecard, however, and eventually this reporting should be there.

Conclusion: Jamie Lausch Vander Broek will join the Strategic Planning Committee when they discuss the implementation of the action scorecard. Liaisons should begin reporting on project charters each month.

Code of Conduct Integration

In progress, we will share when ready for implementation.

Advancement Liaison (Ann Roll)

Development Committee: Code of Ethics Draft

The Development Committee has prepared a draft recently shared with the board.

Kristen Regina: Great start – gives us a lot to work with.

Carol Graney: The statement, “not engage in any harm” – is this necessary? The other items express this idea already.

Shalimar Fojas White: Should the title be more specific to development activities? As it stands it reads as if it applies to all activities of members of the society.

Carole Ann Fabian: Reads very broadly throughout. May need to be qualified to address the specific context.
Conclusion: Reduce the number of points. Should be more compact and focused. The board had issues specifically with items 1 and 2, but others could be contextualized better. Ann Roll will present this feedback to the committee so that they can work on a new draft.

Development Committee: Development Database
Once the Code of Ethics statement is in place, will ARLIS/NA members be able to use the Development Committee database?

Kristen Regina: As long as the database is used only by members of the committee and especially if it is used by those not involved in conference fundraising, it does seem that they should be able to get started using it.

Conclusion: Ann Roll, Kristen Regina, and Robert Kopchinski will discuss how this can move forward in alignment with the agreement with VRA regarding the database and the Seattle conference fundraising.

Membership Committee: Revised Mission Statement
Committee mission revised to reflect their new charge to address data collection and analysis needs.

Carole Ann Fabian: This should be a charge and not a mission statement. Every committee should have a charge.

Carol Graney: Several committees have mission statements on the AWS. Should this portion of the mission statement/charge be revised? “Collection and analysis of membership data to better understand the composition and needs of the society.”

Shalimar Fojas White: I wonder about the word collection – won’t this activity be managed by TEI?

Sylvia Roberts: Do we need to say anything explicitly about the committee’s potential role in collecting this data on behalf of other committees (example: the Diversity Committee’s recent request for information on membership in preparing a grant proposal).


Conclusion: Ann Roll will take this feedback back to the Membership Committee so that they can make the necessary revisions.

Action Item #61: Carol Graney will update the committee mission statements on the AWS to read as charges to reflect the Policy Manual.

Education Liaison (Shalimar Fojas White)
Professional Development Committee: Communications Work
For their communications work, should the Professional Development Committee be doing a Project Charter?

Carole Ann Fabian: There should be a preliminary discussion to determine the extent of the effort -- if it is substantial, then there should be a Project Charter.

Carol Graney: The website reorganization does look like it would require a fair amount of effort on the part of the content editor.

Conclusion: Once they have a better sense of what they want to accomplish, they should put together a proposal and we can then let them know if a Project Charter is required. Shalimar Fojas White will deliver this feedback.

Canadian Liaison (Sylvia Roberts)
International Relations Committee: Study Tour Planning Checklist
The International Relations Committee would like feedback on the planning checklist they have developed.

Kristen Regina: The checklist could be tightened up but is a good start.

Carole Ann Fabian: It is impressive to see this work on documenting the process of planning a study tour.

Conclusion: Sylvia Roberts would like any additional feedback by next week. She will then share this with the International Relations Committee.

International Relations Committee: Future Destinations
They have identified two potential 2017 destinations

- Paris, France
  - In conjunction with the reopening of the INHA (Institut National d'Histoire de l'Art) an art libraries meeting may be held there
- Wroclaw, Poland
  - IFLA will be in Wroclaw in 2017

Carole Ann Fabian: Italy was previously discussed as a future destination?

Kristen Regina: Australia had also previously come up, in conjunction with ARLIS/ANZ.

Mark Pompelia: ARLIS/ANZ meets every other year and will next meet in 2016, so a trip planned to coincide should be 2018.

Jamie Lausch Vander Broek: Poland is a location that’s probably harder for ARLIS/NA members to get to on their own, which is part of the appeal of study trips.

Carole Ann Fabian: There have been a lot of meetings in Paris recently; it’s a city that’s already very accessible to members.

Public Policy Committee
The Public Policy Committee will have a special update in conjunction with Open Access Week.

Motion to Adjourn
Motion #53: Carole Ann Fabian moves that the board adjourn. Seconded by Ann Roll. Carried unanimously.

Next Meeting
November 19, 2015 | 2:30-4:00 pm EST | GoToMeeting™

Summary of Motions
- Motion #51: Mark Pompelia moves that the consent agenda be approved. Seconded by Carol Graney. Carried unanimously.
- Motion #52: Carol Graney moves that the board approve the 2016 budget. Seconded by Shalimar Fojas White. Eight voted in favor; one abstention.
- Motion #53: Carole Ann Fabian moves that the board adjourn. Seconded by Ann Roll. Carried unanimously.

Summary of Action Items
- Action Item #61: Carol Graney will update the committee mission statements on the AWS to read as charges to reflect the Policy Manual.