ARLIS/NA Executive Board Meeting
January 21, 2016 2:30 – 4:00 pm EST
Conference Call using GoToMeeting™

Attending: Robert Kopchinski, Carole Ann Fabian, Mark Pompelia, Carol Graney, Kristen Regina, Rebecca Friedman, Ann Roll, Shalimar Fojas-White, Eumie Imm Stroukoff; Jennifer Garland; Matthew Gengler; Sylvia Roberts

Excused: Jamie Lausch Vander Broek

Call to order (Kristen Regina)

Consent Agenda (Kristen Regina)
- Approval of December 17, 2015, Meeting Minutes, Motions, Action Items, Project Charters (Jamie Lausch Vander Broek)
- Education Liaison (Shalimar Fojas White)
- Exhibitions SIG proposal (Heather Gendron)
- Web-archiving SIG proposal (Heather Gendron)

Motion #59: Mark Pompelia moves that the consent agenda be approved. Seconded by Ann Roll. Carried unanimously.

President’s Report (Kristen Regina)
PMA-ARLIS/NA, IMLS full implementation grant for “NDSR Art Libraries” Cohort submitted
- Submitted. Thanks to Eumie Imm Stroukoff, Heather Gendron, and Shalimar Fojas White for their help.

Management Calendar
- Robert Kopchinski and Kristen Regina have updated. All members should take a look at their sections to make sure they are accurate by February 22.
- Goal is to have the update finalized by the annual conference
- Robert Kopchinski will post the monthly responsibilities when reminding the board about our monthly meetings.

Action Item #68: All board members should take a look at their sections of the updated Management Calendar to make sure they are accurate and send any feedback or corrections to Kristen Regina by February 22.

February 18 Executive Board Meeting
- Canceled because it is less than two weeks before the annual conference meeting. Kristen Regina, Heather Gendron, and Eumie Imm Stroukoff will use the time to meet.

Past-President (Carole Ann Fabian)
Strategic Directions and Core Values
- Most current version of the directions posted
- Thanks to Carol Graney and Shalimar Fojas White for their editing assistance and to Kristen Regina and Heather Gendron for their approval
- Standards:
  - We have not alluded to ARLIS/NA’s role in the creation of standards. Is this omission a problem?
  - Heather Gendron: This could fit under Collections and Access
• The placement of Diversity:
  o We determined that it merited inclusion throughout the document as well as its own dedicated section.
  o When we get to the Action Scorecard, this might result in double posting, so we may need a coding system that allows us to count achievements under more than one section.
• Posting period:
  o Carole Ann Fabian will discuss with Kristen Regina and Tony White a reasonable timeline for response from the membership.
• Next step:
  o Rolling out the Action Scorecard, which will create a new responsibility for the secretary, which should be reflected in the Management Calendar.
• Sylvia Roberts: I would like to commend the committee on a strong document. A couple of possible wording tweaks; nothing specific to suggest.

Grants
• Wonderful response to all three grants (SIA, Kress, Getty). The Getty and Kress grants will fund delegates from 17 countries at the annual conference as a result.

Canadian Liaison (Sylvia Roberts)

Canadian chapters fundraising and executive liability issue
• Small task force may be appropriate
• The major difference is that the Canadian chapters are not incorporated which affects chapter officers’ personal liability
• Task force will be composed of the Canadian Liaison and the Chapters Liaison as well as Sylvia Roberts.
• Sylvia Roberts will prepare a charge for the task force and will share with Kristen Regina, Rebecca Friedman, and Jennifer Garland.

Public Policy Committee briefing
• Developing a briefing on the importance of open access
• They are wondering whether this means they should be making recommendations, or should they be instead highlighting issues of importance?
  o One possible recommendation: Art Documentation should be open access
  o Carole Ann Fabian: A good idea to explore the impact of previously signed contracts, which might stipulate embargoes, etc., on this particular recommendation. The new board could make a goal of releasing an open access statement to coincide with Open Access Week 2016 (likely October). There is also Public Domain Day in January. Our open access statement might be most effective if issued at the same time as these larger national and international efforts

Action Item #70: The new Public Policy Committee liaison (Jennifer Garland) begins her tenure in March and will take on the idea of the society releasing an open access statement.

International Relations Committee 2017 – 2019 Study Tour Destinations
• 2017: Paris, France: Local host secured at the institut national d l’histoire d’art (INHA)
• 2018: The Caribbean/Cuba: Strong member interest in the location
• 2019: Venice and Florence, Italy: Coincides with Biennale
  o Heather Gendron: Nice to combine tour locations with events – a good draw for potential attendees
  o Carole Ann Fabian: Very good to have locations determined three years out

Motion #61: Sylvia Roberts moves that the board approve the 2017 – 2019 International Relations Committee study tour destinations as described in their proposal. Seconded by Carol Graney. Carried unanimously.

International Relations Committee Seattle Conference Role
• Carole Ann Fabian has been working with the committee on their responsibilities for the conference.
Advancement Liaison (Ann Roll)

Diversity Committee

- The Survey Task Force is hard at work
- They have drafted an introduction that addresses some of the issues related to privacy and security that we previously discussed
- Recommendations to address SurveyMonkey security issues:
  - Add a second Select account ($26/month) for a limited amount of time to procure a second log in
  - Could instead upgrade to a Platinum account ($99/month) be maintained in perpetuity for future survey uses
  - There may be other tools out there that better fit our needs
  - Shalimar Fojas White: Would any other groups within ARLIS/NA have a use for the increased functionality of the Platinum account?
  - Carole Ann Fabian: There have been concerns with the insecurity of our data and the vulnerability of the system to tampering (e.g. ballot box stuffing) in the past when voting. The level of our account was probably initially appropriate but we now need something more robust to meet our needs.
  - Carol Graney: There’s also the possibility of an enterprise account.
- Conclusion: We will purchase the Gold level account for the use of the Diversity Committee in the short-term. Robert Kopchinski will look for an appropriate long-term solution. Possibilities include a SurveyMonkey enterprise account or Qualtrics.

Action Item #69: Robert Kopchinski will investigate a long-term solution to the survey needs of the society.

Motion #60: Heather Gendron moves to approve the personnel survey proposed by the Diversity Committee. Seconded by Ann Roll. Carried unanimously.

Membership Committee

- Are working on a plan for long-term data analysis with Robert Kopchinski.
- Will be providing Ann Roll with a recommendation to deliver to the board by the annual conference.
- Would like to add a question about professional development funding to the information collected:
  - Who pays for membership? Institution or individual?
  - Sylvia Roberts: They will need to consider various possible scenarios (beyond simply individual vs. institution) to create a clear, answerable question.
  - Ann Roll will deliver feedback that the question needs to be carefully worded but that the board approves of the idea.

Development Committee

- Has been busy: has a draft plan for revamping their portions of the AWS. Content changes need to be approved by the board.
  - Society Circle:
    - Recognition levels and associated benefits are clarified
    - Carole Ann Fabian: The membership renewal form on AWS currently shows the $500 level as the cut off for invitation to the reception at the annual conference. Is this an error?
      - Ann Roll: This is an error; we will make sure it’s corrected. The $100 level is the cut off.
    - The lack of tax deduction for Canadians will also be clarified
  - The Development Committee is wondering who should be listed as a contact for planned-giving
  - Creation of a special fund for projects (in addition to scholarships for conference attendance, etc.)
    - Robert Kopchinski: There is already a mechanism for funding special projects through the unrestricted category of the budget.
    - Ann Roll: I will clarify that there is already a fund for this purpose with the committee
  - Would like to collect donor stories, stories of impact, etc.
    - Page on the AWS similar to the featured members
  - Question about Café Press: should a single chapter (ARLIS/NA – Mid Atlantic Chapter) benefit from these sales?
There was a suggestion that these funds would be going toward the annual conference.
All agree that a discussion needs to be had in the future about the creation of a society-wide marketplace for ARLIS/NA branded items.

Conclusion: the board supports the hard work of the Development Committee and approves its suggested content changes.

Chapters Liaison (Rebecca Friedman)

*IFLA Satellite conference project charter*

- Viveca Robichaud has been corresponding with us, providing clarification.
- Carol Graney: I think we were in agreement at the last board meeting that we should fund this.
- Carole Ann Fabian: This is a large price tag. We’re already providing support for members to attend the conference through the Kress Foundation grants. Is there a precedent for ARLIS/NA supporting events at another non-profit organization’s meeting?
  - Rebecca Friedman: There was a similar event in Lyon, France recently
  - Sylvia Roberts: We do make donations to host institutions for IRC study tours
- Sylvia Roberts: We’re in a positive budget situation this year – we could make a donation, but not sponsor the entire reception.
- Shalimar Fojas White: Would it be possible to fund the ARLIS/NA president’s attendance and part of the reception? Or are we concerned about donating to another non-profit?

Motion #62: Sylvia Roberts moves that the board enter executive session. Seconded by Carole Ann Fabian. Carried unanimously.
Motion #63: Sylvia Roberts moves that the board exit executive session. Seconded by Shalimar Fojas White. Carried unanimously.

Motion #64: Rebecca Friedman moves that the board donate $500 each to the ARLIS/NA Ohio Valley and Midstates chapters, and to provide $600 for the ARLIS/NA president to attend. The group may move forward with fundraising after the Seattle conference is concluded, including contacting the Kress Foundation. Seconded by AR. Carried unanimously.

*ARLIS/NA vs. ARLIS*

- Kristen Regina: We should always use ARLIS/NA to refer to our organization. One exception is that there are a few legacy areas in which we still use ARLIS (primarily ARLIS-L), but in general, we should be using ARLIS/NA.

*Editorial Director* (Carol Graney)

*Media and Technology Reviews*

- Hannah Bennett will be stepping down as a co-editor. The results of an MTR survey showed support for the rate of publication and the number of reviews, so we should put out a call for her successor in order to continue at this level with three co-editors.
- The editors currently split the honorarium three ways.
- Carol Graney will put out the call for a new co-editor for the Media and Technology Reviews

*Vice-President/President-Elect* (Heather Gendron)

*Leadership onboarding webinar (in lieu of Leadership Breakfast)*

- Will be recorded and posted to the open education portal so that anyone will have access to it
- There is a maximum of 100 registrants, and so Robert Kopchinski has included a question about registrant leadership role in ARLIS/NA in order to keep the number at or below 100 if needed
- Hopefully making this open will also encourage new people to consider society leadership
- Robert Kopchinski will make the required changes to the portal related to the transition to open access before the webinar

*Treasurer* (Mark Pompelia)
Audit

- Identified a new audit company. Thanks to Robert Kopchinski for initiating this change.
- Robert Kopchinski is working with the auditor to provide the necessary files. The auditors will visit TEI January 27-29.

Executive Director (Robert Kopchinski)

Seattle update

- Registrations:
  - Currently at 520 registrations for the conference. Early registration ends on Monday. We should approach 550-600 registrations.
- Hotel:
  - The room block is sold out after increasing it twice. We would have increased its size further if there had been room, but they are booked.
- Development and Fundraising:
  - We’re at 83% of our fundraising goal, which translates to a shortfall of approximately $20,000
  - Development Committee is still working on bringing in additional funding
  - The conference is still expected to realize a profit, though perhaps not as large as predicted
  - 55 exhibitors committed – should be an excellent exhibit hall
  - 23 confirmed sponsors
  - 17 chapters (15 ARLIS/NA and 2 VRA)

Motion to Adjourn

Motion #65: Mark Pompelia moves that the board adjourn. Seconded by Sylvia Roberts. Carried unanimously.

Next Meeting

March 8, 2015 | 9:00am-4:00pm | Westin Hotel, Seattle, WA | Room t.b.d.

Summary of Motions

- Motion #59: Mark Pompelia moves that the consent agenda be approved. Seconded by Ann Roll. Carried unanimously.
- Motion #60: Heather Gendron moves to approve the personnel survey proposed by the Diversity Committee. Seconded by Ann Roll. Carried unanimously.
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Summary of Action Items

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- Action Item #69: Robert Kopchinski will investigate a long-term solution to the survey needs of the society.
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