ARLIS/NA Executive Board Meeting Minutes
March 8, 2015 9:00 am – 4:00 pm PST
Orcas Room, Westin Seattle Hotel

Attending: R. Kopchinski, C.A. Fabian, M. Pompelia, C. Graney, K. Regina, R. Friedman, A. Roll, S. Fojas White, E. Imm Stroukoff; J. Garland; M. Gengler; S. Roberts

Via GoToMeeting: J. Lausch Vander Broek

Call to order (Kristen Regina)

Consent Agenda (Kristen Regina)
• Approval of January 21, 2015, Meeting Minutes, Motions, Action Items, Project Charters (JLVB)
• Leadership Roster, 2016-2017 (Heather Gendron)

Motion #66: Carol Graney moves that consent agenda be approved. Seconded by Carole Ann Fabian. Carried unanimously.

President’s Report (Kristen Regina)

Management Calendar
• Should be treated like the Policy Manual – a document to constantly update. When Robert Kopchinski sends the call for monthly reports, he will also prompt the board members on upcoming items.

Outstanding Action Items; Project Charters
• We will cover these as part of the agenda today

Ratify REDARTE/RJ affiliation request
• Art information professionals in Brazil.
• A designated representative from their organization would receive complimentary attendance at our conference and vice versa.
• Carole Ann Fabian: There is a question of whether South America could become affiliated with ARLIS/NA because there is no existing ARLIS organization in South America. We have many non-ARLIS affiliations, so there should not be a barrier to affiliating with them.
• Robert Kopchinski: The board makes a recommendation and then the membership votes on the affiliation.
• Mark Pompelia: I think this is the logical outcome of the IRC study tours – a formal affiliation as a result of the outreach.

Motion #67: Mark Pompelia moves that the board approve REDARTE/RJ’s request to initiate the process of formal affiliation. Seconded by Sylvia Roberts. Carried unanimously.

Action Item #71: Sylvia Roberts will report to the International Relations Committee that the board has approve REDARTE/RJ’s request to initiate the process of formal affiliation.

Action Item #72: Kristen Regina and Robert Kopchinski will have a SurveyMonkey prepared for the membership vote on REDARTE/RJ’s affiliation with ARLIS/NA.

Past-President (Carole Ann Fabian)

Strategic Directions next steps: Action Scorecard, workflow
• Posted last week – have not heard too much feedback
• Biggest issue is how we moved forward with tracking progress – the Action Scorecard
  o Large categories – Policy, Charter, Program, Affiliation, Grant
For each item, there’s an title, activity, team, contact, board liaison
A snapshot view of the current state of the society
Exposes the energy/momentum of the society – for example, a lot of movement at the SIG level rather than committee level. Does this point to us restructuring the society at some point?
We can also use this to organize our communication with groups – what have you been doing related to the Action Scorecard?
Questions and Discussion:
  § Should it be retrospective or start with the Seattle conference?
  § How much should be publicly posted on AWS?
  § Who is the keeper of the Action Scorecard?
  • The secretary can post, but the liaisons will each have items on the Scorecard to keep up with
  • There is also the Strategic Planning Committee, which can view as the conscience of the society.
    o A new group should probably do a new environmental scan, which was most recently conducted under Hannah Bennett’s leadership in 2015.
    o Assessment is another question for the committee to consider.
  § Robert Kopchinski: We could use a Google document that automatically populates the AWS. We can develop a timeframe and at the end of that timeframe the previous Action Scorecard could be archived.
  § Sylvia Roberts: It could serve as inspiration for committees if it’s made available to them
  § Heather Gendron:
    • Will we work with a calendar or ARLIS year?
    • We are also collecting a lot of information about our demographics as a society right now. Momentum in terms of taking stock of the status of the society. Showing some progress is nice as a starting point rather than starting completely fresh from the point of the annual conference.
    • Chapters perhaps should be included because a lot of the activity of the society occurs because of the chapters.
  § Carol Graney:
    • Needs to be aligned with public communication – the membership and the public should hear about what we’re doing. Press releases, etc.
    • We also might want to maintain an archive.
  § Kristen Regina: There could be quarterly updates that come out from the Strategic Planning Committee coordinated with the president.
  § Mark Pompelia: We should require committee reports to refer to the Action Scorecard. Because we are using an Excel format, we could use separate sheets for each board year.
  § Shalimar Fojas White: How will we handle items that fall under more than one category? How will we categorize chapter activities? As chapter or by category?
  § Ann Roll: It will also be a challenge to handle administrative or core functionality done by committees versus strategic direction progress.
  § Jennifer Garland: There could be dropdown functionality – like a database.
  § Rebecca Friedman: How does this incorporate the chapters? Some chapters are struggling to stay afloat.
  § Matthew Gengler: Hopefully this could be inspiration for chapters.
  § Carole Ann Fabian:
    • There should be a reduced amount of information presented in public to the AWS -- for example, titles instead of names for board contacts. Could be available to members only or to anyone visiting the site.
    • Items will be double posted under as many categories as necessary.
    • Board accountability for checking the progress of the committees against the Action Scorecard.
    • Committees could be listed as primarily affiliated with a direction.
• There should be a time horizon for items that take longer than a year to complete. Eventually they should be retired from the Action Scorecard.

Discussion of ARLIS/NA structure: Committees, SIGs, Divisions, Sections

• Heather Gendron: Maybe SIGs are so successful because they don’t operate within silos – they have more energy. A big question for next year is to what extent our current structure is working. There are concerns about sections and divisions and whether they are productive.
• Carole Ann Fabian: The Divisions could have a virtual presence rather than a meeting presence at the conference, which would reduce our conference costs. Or a social presence. The profession is changing. We may benefit more from crosscutting groups. I learn more from groups composed of members from different professional backgrounds.
• Heather Gendron: Some of these groups overlap with parts of the membership whose professional worlds are under threat as well. It is important for them not to feel targeted or threatened by any changes.
• Sylvia Roberts: We might want to ask members what they are getting out of affiliating with their cohort.
• Shalimar Fojas White: The divisions are more demographic information – how is the society composed?

Getty and Kress Grants

• Welcoming attendees from 17 nations to the annual conference.
• 20 funded through Getty, Three through Kress, 23 total with additional guests funded through other programs.

Canadian Liaison (Sylvia Roberts)

PPC – Open Access briefing document

  o A draft with recommendations. I may need to take feedback back to the committee for revision before the document can be approved.
  o Robert Kopchinski: The form needs revision – was geared toward published proceedings.
  o Kristen Regina: Is the document intended to be public?
  o Art Documentation publishing model:
    o Ann Roll: The first recommendation, regarding the University of Chicago Press, is a major decision that probably can’t be made without a lot of discussion. Philosophically, we likely agree, but the “how” bullets could be problematic: for example, covering the costs that we lose from the revenue from the UCP partnership by creating substantial author fees that have to be covered somehow (e.g. fundraising? There are already a lot of fundraising needs). We should have a statement about the representation needed on a task force – membership, publication, etc.
    o Robert Kopchinski: In the past year, the revenue from UCP was $24,000.
    o Shalimar Fojas White: It may be easier to raise the membership dues than to make Art Documentation open access.
    o Carole Ann Fabian: We’d need to model out how to cover this cost through raising dues and fundraising. Fundraising would be an ongoing effort – maybe one organization could fund the initial transition costs. This triggers a budget analysis – a disruptive question in a positive way. We could create a task force to investigate the financial modeling.
    o Heather Gendron: Are we agreeing to explore this idea? A task force could incorporate people with a variety of expertise – Alex Watkins for knowledge of publishing and open access, others with financial expertise. We should think about both the philosophical aspects and the logistical aspects of the change
    o Jamie Lausch Vander Broek: If we raise the dues to cover this cost, then we’d need an additional raise to cover other rising costs.
    o Carol Graney: First we should gather information about the UCP contract and take a close look at financials. There is research to be done before forming a task force.
  o Conclusion: We agree to create a task force that will report to the president. Should include representation from at least the Development Committee, Public Policy Committee, and Finance Committee as well as editorial expertise. Sylvia Roberts will communicate with the Public Policy Committee about this discussion.

Motion #68: Sylvia Roberts moves that the board accept the PPC Open Access briefing document. Seconded by Mark Pompelia. Failed unanimously.
Motion #69: Sylvia Roberts moves that the board create a task force to investigate the implications of open access publishing for ARLIS/NA. Seconded by Shalimar Fojas White. Carried unanimously.

Motion #70: Carole Ann Fabian moves that the board enter executive session. Seconded by Carol Graney. Carried unanimously.

Motion #71: Carole Ann Fabian moves that the board exit executive session. Seconded by Carol Graney. Carried unanimously.

Action Item #73: Heather Gendron will create a charge and appoint members to a task force to investigate the implications of open access publishing for ARLIS/NA.

Action Item #74: Shalimar Fojas White will work with Robert Kopchinski to consolidate and edit our publication forms.

Action Item #75: Sylvia Roberts will thank the Public Policy Committee for their document and will update them on the creation of the task force, normalizing forms, and the new board will be in touch with them about next steps.

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**Canadian chapters legal status task force**

- Do we want a recommendation? Goal is to ultimately describe the benefits better to Canadian members. For example, if Canadians earn money in the US, donations can be used as deductions against taxes due on that income. I will look at Canadian law related to donations and fundraising. Are there other issues we should investigate?
- Rebecca Friedman: We talked about looking into banking. We should examine other cross-border societies. What are the legal liabilities of chapters, for chapter chairs? Have insurance coverage but are chapters legal entities?

Action Item #76: Sylvia Roberts will draft next steps for Jennifer Garland and Rebecca Friedman to take action on the issue of Canadian chapters’ legal status in order to advise Canadian Chapters.

**Chapters Liaison** (Rebecca Friedman)

### 2018 and 2019 Conference Locations

- Membership will be informed at the annual meeting:
  - New York City in 2018
  - Salt Lake City 2019

### 2020 Conference Location

- Should we begin work on recruiting proposals for 2020?
- Kristen Regina: The Joint Conference Implementation Plan agreement was drafted in 2014 regarding joint ARLIS/NA-VRA conferences going forward.
- Conclusion: Yes – we should be focusing on returning to Canada. There is also a goal of being three years ahead of the conference locations.
  - Possibilities: Midwest in 2020; Canada in 2022

**ARLIS/NA Twin Cities and VRA Midwest Meeting**

- ARLIS/NA Twin Cities had a joint meeting with VRA Midwest
- Would it be possible for the two to become a joint chapter?
- Carole Ann Fabian: They would have to officially dissolve and then propose a joint chapter, which would be logistically complicated.

Motion #72: Ann Roll moves that the board enter executive session. Seconded by Shalimar Fojas White. Carried unanimously.

Motion #73: Carole Ann Fabian moves that the board exit executive session Seconded by Mark Pompelia. Carried unanimously.

- Conclusion: we do not have a mechanism for a merger, any member of the chapter has to be a member of ARLIS/NA; however we would welcome any suggestions or recommendations.

**Chapter Meetings**
There is official language suggesting that the Chapters Liaison and other board members should try to attend as many chapter meetings as possible; however the budget no longer supports this attendance. It may be leftover from the former regional representatives.

Sylvia Roberts: There may be a budget for the Canadian Liaison to attend chapter meetings across Canada.

**Action Item #77**: Robert Kopchinski will get Rebecca Friedman an edited version of the Chapter Success Book.

**Action Item #78**: Rebecca Friedman will verify and report back any information about board members attending regional chapter meetings as stated in official ARLIS/NA documentation.

### Chapter Boundaries and Mergers
- Anyone can be a member of any chapter – if someone from Ohio Valley feels more comfortable in the New York chapter, that’s completely fine.
- Delaware Valley chapter has been dissolved and the former members have been invited to join the New York or Mid-Atlantic chapters.

### Advancement Liaison (Ann Roll)

#### Membership Committee
- We learned a lot about our data. Open for comments from the board. It’s currently difficult to tell how long someone has been a member because of the way that expirations are handled. TEI is looking into that. We also should think about how beneficial it is to collect information such as current position or institutional support from members on an annual basis when they renew. Currently, if we wanted to ask how many of our members were academic librarians, we don’t have a mechanism to do that.
- Heather Gendron: There was mention of a retrospective snapshot going back several years. I have some questions about our membership directory, and if we might want to include service to the society or other history in that profile.
- Carole Ann Fabian: It would be great to be able to list past information for networking and mentorship purposes.
- Carol Graney: It doesn’t seem like we need to collect information on institutional support annually. It might be something we’re interested in periodically.
- Discussion of membership profile pages tabled to the post-conference meeting
- Conclusion: Ann Roll will remove the section on institutional versus individual funding. Ann Roll will also request that they allow multiple selections in the member information section. Canada can be removed from the chapters section because all Canadians are automatically added to the Canadian chapter.

**Motion #74**: Ann Roll moves that we accept the recommendations of the Membership Committee. Seconded by Sylvia Roberts. Carried unanimously.

### Development Committee
- The Development Committee is excited to get started with using the development database
- There are some questions about how to move forward with recording the development figures for the joint conference.
  - Robert Kopchinski will pass the conference fundraising spreadsheet onto Ann Roll to give to the Development Committee for this purpose.
- Conference fundraising and the Development Committee’s society fundraising – separate for the past few years
- There is a recommendation that a single person manage conference fundraising for a longer period of time
  - Carole Ann Fabian: This would hinder a person with a really strong local connection leading the committee
  - Robert Kopchinski: There could be leadership with more succession planning for the team with a key local person as a member of the team each year. This person wouldn’t necessarily be the leader.
- There are regional differences for conference fundraising needs – different communities, etc.

**Motion #75**: Ann Roll moves that the board enter executive session. Seconded by Carole Ann Fabian. Carried unanimously.
Motion #76: Sylvia Roberts moves that the board exit executive session. Seconded by Shalimar Fojas White. Carried unanimously.

Motion #77: Ann Roll moves that the fundraising team for conferences should be composed of a prior year’s fundraiser, a lead fundraiser (who is local to the conference location), the fundraiser for the upcoming conference, and liaison to ARLIS/NA Development. Seconded by Sylvia Roberts. Carried unanimously.

Vice-President/President-Elect (Heather Gendron)

**ALA/SAA/AAM “CALM – Committee for Archives, Libraries and Museums”**
- There is a question of whether ARLIS/NA should have representation on this group.
- Their charge is to foster collaboration among the organizations, encourage common standards, and to initiate programming.
- HR will ask whether we would be added to the list of acronyms, and what our collaboration or affiliation would look like. For example, would we select a formal liaison?

**Onboarding Webinar Report**
- There were over 40 attendees to the onboarding webinar.
- Heather Gendron passed on notes from the webinar onto Eumie Imm-Stroukoff for improving next year.
- The financial savings from the previous breakfast model have been passed onto the

**Materials SIG Project and Service Charter**
- Anne Whiteside and Mark Pompelia are proposing this project.
- ARLIS/NA would be the home organization of Material Order, an organization of materials libraries.
- ARLIS/NA would manage the web presence and membership for the organization.
- This would allow the organization to have administrative support without the need to rely on a single institution.
- Carole Ann Fabian: This is different from SAHARA in that it functions more like a separate non-profit. To reflect the SAHARA model, it should be an officially ARLIS/NA effort.
- Edits: Clarify the branding – how does this benefit the society? If ARLIS/NA is the administrative home, then it should be reflected in the name of the effort. The project has board approval with the exception of the invoicing – ARLIS/NA can provide web hosting and

**Education Liaison (Shalimar Fojas White)**

**Committee restructuring**
- The restructuring started at midyear is complete.

**Core Competencies task force project charter**
- Badly out of date and needs to be revised.
- Moved to Saturday’s post conference meeting.

**SEI**
- There were 30 applicants for scholarships.
- There are two spaces left for SEI in UNC Chapel Hill.
- The MOU is completed on ARLIS/NA’s end.

**Mentoring**
- Perennial problem: there are many more people who want to be mentored than there are available mentors.
- The committee is working with the Retired Members SIG to recruit possible mentors.

**Editorial Director (Carol Graney)**

**Judy Dyki, University of Chicago Publisher’s Financial, and Art Documentation Report**
- In general, things are looking very good.
- Marketing support from the University of Chicago Press is excellent.
- The number of paid subscriptions has increased.
o There is an e-book version of the journal that’s made available to the membership to download – TEI provides UCP with a list of emails to use for promoting this each time it’s released.

o There is a discrepancy between the ARLIS/NA and UCP fiscal year periods which makes the numbers on reports look a bit different.

o JSTOR currently provides dark preservation storage. UCP and EBSCOHOST provide access. The Documentation Committee should be making recommendations for dark preservation storage for Art Documentation and all ARLIS/NA publications.

o There are increasing submissions from potential authors. Some submissions from authors who are not librarians.

**Bridgeman images in Art Documentation**

o We provide Bridgeman a color advertisement in each issue of *Art Documentation* and one email blast per year in exchange for the use of Bridgeman images on the cover of the journal. Bridgeman is essentially giving us a $5,000 in-kind donation and the email blast by ARLIS/NA has a $1,000 value, leaving us with a $4,000 in-kind benefit.

o Kristen Regina: Many of these images are from museums where ARLIS/NA members work. We’re buying back images from our own institutions that may be already freely available open access from the museums. Maybe there should be a separate piece of content tied to the image feature promoting the image sources for each month.

o Carol Graney: We should consider whether we will receive an advertisement from them if we discontinue this practice.

o Carole Ann Fabian: There are also many academic libraries with open access image collections. These are also in-kind donations, so we are not realizing a tangible financial benefit.

o Conclusion: We have this agreement set up for the next year, so over this period we will investigate new models for featuring other content on the journal cover.

**Action Item #79:** Eumie Imm-Stroukoff will work with Judy Dyki and Carol Graney as needed as well as the Visual Resources Division to develop a proposal for obtaining royalty-free, open access images for the cover of *Art Documentation* and other ARLIS/NA publication needs, including the AWS.

**Request for honorarium adjustment for the Art Documentation content editor**

**Motion #78:** Ann Roll moves that the board enter executive session. Seconded by Shalimar Fojas White. Carried unanimously.

**Motion #79:** Mark Pompelia moves that the board exit executive session. Seconded by Carol Graney. Carried unanimously.

**Motion #80:** Carol Graney moves that we give the Art Documentation content editor an increase of $100 per issues to her honorarium for a total of $200 additional compensation annually, and that we further investigate the compensation of other journal editors. Seconded by Sylvia Roberts. Carried unanimously.

**Action Item #80:** Carol Graney will investigate the context for honoraria for journal editors of similar organizations.

**Treasurer (Mark Pompelia)**

**Audit Results**

- Everything went well.
- Our audit costs have been reduced by more than half thanks to Robert Kopchinski’s suggestion that we use a different firm.

**Deficit budget trend and the reserve fund**

- We have not increased dues since 2009.
- Our revenue has been flat and we have increasing costs.
- We have not built our excess reserve fund holdings into our annual budget or used it for any programmatic activities in the past three years.
- Carole Ann Fabian: How do our investments play into our expenses – we don’t currently use our investments for operating expenses. Do we want to have something coming out of them each year?
• Robert Kopchinski: We have a reserve fund that the Policy Manual calls for us to maintain. It contains more than it needs to currently. It currently contains approximately $225,000. We have incorporated additional costs into our budget, such as the Learning Portal and the Leadership Institute that create a deficit. The excess conference revenue has caused us to finish the year ahead consistently. There is money available to support new initiatives that can come from this excess.
• Ann Roll: A new programmatic initiative could be an incentive for both membership and development efforts.
• Sylvia Roberts: The Northwest chapter had a special funding request for an event to recruit participation and membership in advance of the conference. A good use of funds.
• Heather Gendron: We could put extra effort into our student recruiting.
• Eumie Imm-Stroukoff: I’m wondering about comparing us with other organizations – what are they doing, etc.

Executive Director (Robert Kopchinski)
Seattle
• 788 pre-registrations (includes, volunteers, staff, exhibitors, participants)
• Just shy of the high reached in DC (799)
• We don’t have the analysis on the impact of the joint conference on these numbers.

New Orleans
• February 2017, which gives us one less month to prepare
• June CPAC meeting

New York City
• RFPs went out early this year
• Site visits will occur later this year
• In the $250 range for nightly rates, but the hotels are asking for $100,000 in food and beverage, which we never do -- $80,000 is a high number for us including off-site food and beverage.
• Hotels are pushing us toward February for dates. Later spring dates would be higher.
• We could hold a full day of meetings at an off-site location to reduce our room needs and make more hotels a possibility for us.
• Another possibility is to look at locations outside of midtown Manhattan.

TEI Staff change—Web Developer
• Interactive features, such as the Action Scorecard, are delayed by this transition.

Matters Arising
Political endorsements on ARLIS-L
• Carole Ann Fabian: Would we allow a political endorsement for an ALA candidate to go out over ARLIS-L?
• Heather Gendron: I would be hesitant to endorse a candidate that we didn’t have a close working relationship with as a board.
• Ann Roll: I think that a single member writing an email as an individual would be acceptable.
• Kristen Regina: I am okay with it as long as it’s done by an individual and not by someone on behalf of the board.
• Carol Graney: It will set a precedent for future situations. What if there were two ARLIS/NA member candidates?
• Sylvia Roberts: I like the idea, even if it opens a can of worms.

Motion to Adjourn
Motion #81: Sylvia Roberts moves that the board adjourn. Seconded by Carole Ann Fabian. Carried unanimously.

Next Meeting:
March 12, 2015 | 9:30am-12:30pm | Westin Hotel, Seattle, WA | Vashon I/II

Summary of Motions
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• Motion #81: Sylvia Roberts moves that the board adjourn. Seconded by Carole Ann Fabian. Carried unanimously.

Summary of Action Items
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