ARLIS/NA Executive Board Meeting Minutes  
May 17, 2016 / GoToMeeting

Attending: Jamie Lausch Vander Broek, Rebecca Friedman, Heather Gendron, Jennifer Garland, Matthew Gengler, Carol Graney, Robert Kopchinski, Kristen Regina, Ann Roll, Eumie Imm Stroukoff, Shalimar Fojas White

**Call to order** (Heather Gendron)

**Consent Agenda** (Heather Gendron)

- Ratify email motions approved by board in April
- Pre-conference Executive Board Meeting minutes
- ARLIS/NA Membership Meeting minutes
- Post-conference Executive Board Meeting minutes
- President’s Report
- Past-President’s Report
- Vice President’s Report
- Education Liaison’s Report
- Advancement Liaison’s Report
- Chapters Liaison’s Report
- Canadian Liaison’s Report
- Editorial Director’s Report

**Motion #22:** Eumie Imm Stroukoff moves that the board approve the consent agenda.  
Seconded by Shalimar Fojas White. Carried unanimously.

**NYC conference updates** (Robert Kopchinski)

**NYC visit & Hotel rates comparison**

- The New York Hilton Midtown will be our location for 2018
- Upon closer inspection, the Food and Beverage should be easy to hit because the cost of food is higher to begin with
- Room rates will be lower than New Orleans
- Dates: February 24 – March 1st, 2018

**Conference scheduling software comparisons/Sched package upgrade details**

- Eliminating some of the printed program saved approximately $2000 this year
- Some members would like to keep the printed program
- We have the lowest package from Sched, so that might be the reason for some of the objections
- Eumie Imm Stroukoff: I really like having the online schedule. The paper can be convenient, but ends up being a waste of resources.
- Ann Roll: There was a recommendation to have a PDF version that acted like the paper version and could be printed out for those who miss the print.
- Robert Kopchinski: The printed program costs approximately $2600 for printing and shipping. There’s also the work that goes into formatting and editing it to fix the inevitable errors. We make $2600 in advertising in the program, so we break even, cost-wise. Some of the apps allow for online advertising, so we could replace the print advertising revenue. The work and effort in preparing the printed programs remains the same even if we reduce the print run.
• Matthew Gengler: We could have an opt-out for the printed program.
• Carol Graney: In a few years this may not be an issue at all.

**New Orleans conference updates** (Robert Kopchinski)

*OpenConf*
- Will be used to collect abstract submissions this year
- Running on the servers at ARLIS/NA headquarters
- Used instead of SurveyMonkey
- More professional experience for submitters

**ARLIS/NA audit – EB review & approval** (Matthew Gengler)

**Motion #23:** Matthew Gengler moves that the board approve the 2015 budget audit.
Seconded by Ann Roll. Carried unanimously.

**IRC funding** (Matthew Gengler)
- The International Relations Committee has in the past requested funding for an honorarium to be provided to IRC study tour host organizations. This has sometimes been part of our annual budget.
- This year’s IRC is requesting funding for this purpose
- A potential difference in the future (for example, the Cuba trip) could be that there may be no appropriate organization to receive the honorarium
- Ideally there would be a formal process for selecting the appropriate organization
- Robert Kopchinski: We could make a motion to create a policy that when there is an appropriate organization, that we give an honorarium of $500 to this organization.
- Carol Graney: It would be good to have something in the policy manual requiring the IRC to submit reports about the study tours.
- Heather Gendron: We can add this to the agenda for discussion next month.

**Motion #24:** Matthew Gengler moves that the board approve a $500 one-time honorarium to ARLIS-NL for hosting the 2016 IRC study trip. Seconded by Eumie Imm Stroukoff. Carried unanimously.

**Vote on the amended motion #19 adopted via email motion on May 3rd** “To approve the Project & Service Charter: Fair Use Instructional Materials Project as submitted by the Public Policy Committee” by striking “not the chair” from the committee membership portion of the motion. (Heather Gendron)
- This gives us maximum flexibility for the project team.
- We want to be sensitive to the work that has been done to ensure that committees are able to do their forecasting work and aren’t bogged down by projects.

**Motion #19:** Jennifer Garland motions to amend motion #19 to strike the phrase “not the chair” from the membership list for the project team. Seconded by Carol Graney. Carried unanimously.

**Proposed renaming of Society Circle levels** (Ann Roll)
- The Contributor level is new. It’s the only level without the word “circle.”
- It has caused some confusion. The lowest level of contribution for the conference is also called “Contributor.”
- The addition of the word “circle” will help make a distinction between these two categories of donation.
Motion #25: Ann Roll moves that the Contributor level of Society Circle be renamed the Contributor Circle level to be more in line with the other levels of contribution. Seconded by Carol Graney. Carried unanimously.

Art Documentation Editor Honoraria (Carol Graney)
- Spreadsheet comparing honoraria for other professional society journal editors at the level of compensation per article.
- This increase will bring us closer to parity.

Motion #26: Carol Graney moves that the Art Documentation Editor Honoraria increase by $250 per issue ($500 annually). Seconded by Ann Roll. Carried unanimously.

Media Editor discussion (Carol Graney)
See II from Carol Graney’s report; discussion delayed from last meeting:
- Shouldn’t ARLIS/NA groups be doing the work to “influence academic communities and beyond” and the media editor would communicate the work of the groups to those communities?
- Conference committees usually have local people serving in publicity roles. Might the Media Editor work with them to coordinate conference promotion locally? Shouldn’t we also be issuing press releases regarding upcoming conferences?
- What other responsibilities–beyond the current roles of the Media Editor–does the board expect?
- Heather Gendron: It’s the board’s responsibility to remember that we have a Media Editor and that we can use this person to produce press releases to communicate developments within the society. There could be a proactive element for this role – reminding leaders to communicate their needs.
- Ann Roll: We would be sharing the news, and the Media Editor can figure out the most appropriate way to communicate?
- Shalimar Fojas White: A calendar could be useful for this. Especially with things that occur annually like awards. There’s also a need for a 20,000-foot view -- someone who’s trying to promote the entire society instead of just each group having its own communication needs. Not just a calendar, but a communication plan.
- Eumie Imm Stroukoff: We need to figure out what we want to communicate outwardly as a society and use this to guide what we ask the Media Editor to communicate
- Robert Kopchinski: This started as a publicity officer position and turned into what it is now. The original conception included publicity as part of the role.

Action item #16: Carol Graney will work with the Media Editor to create a plan for communicating regularly what should be a press release and also take a look at the society’s communication needs more generally.

Policy non-ARLIS members attending live webinars/chat events? (Shalimar Fojas White)
- Do we want to expand this type of access, or should it be an exception that occurs when there are jointly planned webinars?
- The Learning Portal is open access, so should the webinars be open access, too?
- This affects promotion. If only members can attend, are we limited to promoting the webinars to existing members?
- Jamie Vander Broek: We should promote the webinars to those outside the society so that they have an additional reason to consider becoming members.
- Heather Gendron: The live webinars are a member benefit. The interactive component is an added value.
- Eumie Imm Stroukoff: If people outside the society see that we are actively holding webinars and other educational events, it may encourage them to join ARLIS/NA
- Ann Roll: The cost of our membership may be similar to the cost of attendance of webinars for other societies.
A request to include benefits of affiliation (member conference rate, for example) on the "Affiliated Organizations" webpage. (Heather Gendron for Jennifer Garland)

- Is there any reason not to include this information on the AWS?
- Conclusion: it can be included on the AWS

Question about membership on ARLIS/NA Chapter Leaders Basecamp site. (Rebecca Friedman)

- There are some non-chapter leaders with access to the Chapter Leaders Basecamp site. Removed the past chairs and other names that didn’t belong. Does the group have a broader purpose beyond communication among chapter leaders? How broad should the membership be?
- Ann Roll: This group could serve as a communication site for leaders from across the society (not just chapter leaders).
- Conclusion: The Basecamp site is intended for current chapter leadership. Leadership should be communicating with their members as needed.

Updates & revisions to documentation on AWS and in the Policy Manual for forming a Special Interest Group (SIG). (Eumie Imm Stroukoff)

- Created a document that clarifies the steps required to form a Special Interest Group
- Could be its own section in the Policy Manual or place it in Section E-1
- Heather Gendron: Looks great to me. In line with what has been discussed and clearer.
- Carol Graney: Should we use stronger language to clarify the board’s role in approving or dissolving a Special Interest Group?
- Shalimar Fojas White: “Approves” as opposed to “Acknowledges”?

Motion #27: Eumie Imm Stroukoff moves to revise the language in the Policy Manual to articulate and formalize the steps for forming a Special Interest Group. Seconded by Shalimar Fojas White. Carried unanimously.

Action Item #17: Eumie Imm Stroukoff will update the language on the AWS regarding the formation of Special Interest Groups to reflect the changes to the Policy Manual.

Other Business (Heather Gendron)
Ann Roll: The census survey had a good response.

Motion to Adjourn
Motion #28: Ann Roll moves that the board adjourn. Seconded by Carol Graney. Carried unanimously.

Summary of Motions

- Motion #19: Jennifer Garland motions to amend motion #19 to strike the phrase “not the chair” from the membership list for the project team. Seconded by Carol Graney. Carried unanimously.
- Motion #22: Eumie Imm Stroukoff moves that the board approve the consent agenda. Seconded by Shalimar Fojas White. Carried unanimously.
- Motion #23: Matthew Gengler moves that the board approve the 2015 budget audit. Seconded by Ann Roll. Carried unanimously.
- Motion #24: Matthew Gengler moves that the board approve a $500 one-time honorarium to ARLIS-NL for hosting the 2016 IRC study trip. Seconded by Eumie Imm Stroukoff. Carried unanimously.
• Motion #25: Ann Roll moves that the Contributor level of Society Circle be renamed the Contributor Circle level to be more in line with the other levels of contribution. Seconded by Carol Graney. Carried unanimously.
• Motion #26: Carol Graney moves that the Art Documentation Editor Honoraria increase by $250 per issue ($500 annually). Seconded by Ann Roll. Carried unanimously.
• Motion #27: Eumie Imm Stroukoff moves to revise the language in the Policy Manual to articulate and formalize the steps for forming a Special Interest Group. Seconded by Shalimar Fojas White. Carried unanimously.
• Motion #28: Ann Roll moves that the board adjourn. Seconded by Carol Graney. Carried unanimously.

Summary of Action Items

• Action item #16: Carol Graney will work with the Media Editor to create a plan for communicating regularly what should be a press release and also take a look at the society's communication needs more generally.
• Action Item #17: Eumie Imm Stroukoff will update the language on the AWS regarding the formation of Special Interest Groups to reflect the changes to the Policy Manual.