ARLIS/NA Executive Board Meeting Minutes  
September 20, 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 (Eumie Imm Stroukoff)

Consent Agenda (Eumie Imm Stroukoff)
- Midyear 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 #55: Shalimar Fojas White moves that the board approve the consent agenda. Seconded by Matthew Gengler. Carried unanimously.

Commendation for IFLA conference (Jamie Lausch Vander Broek)
Motion #56: Ann Roll moves that the board write a letter of commendation for the organizers of the IFLA satellite meeting in Chicago. Seconded by Rebecca Friedman. Carried unanimously.

Action Item #35: Jamie Lausch Vander Broek will work with Jennifer Garland and Heather Gendron to write a letter of commendation for the organizers of the IFLA satellite meeting in Chicago.

Membership Dues (Matthew Gengler)
Motion #57: Matthew Gengler moves that the board approve the dues restructuring proposal. Seconded by Ann Roll. Carried unanimously.

- Proposal to change our dues structure
- First dues increase since 2008
- Separates the rates for unemployed and retired members
- Keeps the rate low for student members
- Will help offset costs we are facing in other areas
- Ann Roll: Decoupling unemployed and retired members is a good idea.
- Rebecca Friedman: I do think that increasing dues will be a hurdle for some members. We have also talked about bundling chapter and society memberships together. Thinking about chapters and how this will make their efforts to recruit and retain members is important.
- Kristen Regina: Automatic chapter membership would make sense. A second or third chapter membership could be added by members at their cost. It would be a good long-term goal, but chapters have traditionally valued their independence, so they may not support it.
• Shalimar Fojas White: If the society provided membership infrastructure service to chapters, it might be welcomed.
• Ann Roll: Have we ever done analysis of the number of ARLIS/NA society members who are not chapter members?
• Robert Kopchinski: Membership renewal notices go out October 1, and so we have a timeline for making these changes.
• Eumie Imm Stroukoff: We can separate these two issues. The rate increase can go forward with a vote and we can investigate new models for chapter membership at a later date.

**Form for IRC annual request to donate funds for Study Tour hosts** (Jennifer Garland & Matthew Gengler)
- New proposed form uploaded to Wiggio
- Requests by the board were honored:
  - Only non-profit organizations will be eligible
  - Bank account transfer information is included
- AR: We will want to make sure that any confusion about non profits and other types of institutions is made clear to organizers.
- **Conclusion:** The form is approved by the board and may be implemented.

**SEI Implementation Team** (Shalimar Fojas White)

**Motion #58:** Shalimar Fojas White moves that we approve the proposed slate for the SEI implementation team. Seconded by Rebecca Friedman. Carried unanimously.

**Discussion on formation of chapters** (Rebecca Friedman)
- Does ARLIS/NA want to encourage the formation of new chapters?
- New chapters require ten or more members, bylaws, and a minimum number of officers
- Kristen Regina: If there are enough members who want to participate and they can meet the requirements of our bylaws, then they should be able to propose the chapter.
- Robert Kopchinski: The dissolution of the Delaware Valley Chapter was three years ago and was presented to the board as unanimous.
- Carol Graney: The dissolution of the Delaware Valley Chapter was not unanimous. A new petition should be treated independently of the previous existence of the chapter.

**Midyear reports guidelines/inconsistencies** (Rebecca Friedman)
- Is there a difference between a midyear and an annual Report?
- We use the template from the annual reports when making midyear reports.
- Kristen Regina: The midyear report is intended to give feedback and activities to date at the time of the midyear board meeting. The annual report is what happened during the entire year of service.
- Ann Roll: We may have different understandings among ourselves on the board. I don’t think it needs to be as formal as the annual report. Maybe we should call it a midyear update.
- Jennifer Garland: It serves to encourage our groups to think about the time left before the next conference and what needs to be done before then.
- Carol Graney: Is the call to file the midyear reports with the executive director with the purpose of them ending up on the ARLIS/NA website?
- Robert Kopchinski: They are recorded on the server at headquarters.

**Action Item #36:** Rebecca Friedman and Jamie Lausch Vander Broek will make sure this clarification is reflected in the Chapter Success Book and the ARLIS/NA Policy Manual.

**Strategic Directions Committee – management calendar & updates** (Kristen Regina)
- The board will check in with the Strategic Directions Action Scorecard four times annually, in preparation for the regular quarterly meetings of the Strategic Directions Committee.
• Ann Roll: This looks good to me. The only thing I can see throwing this off is that the annual conference has varied in timing from February to May.
• Eumie Imm Stroukoff: The quarterly schedule will keep everyone on task.

**Action Item #37: Kristen Regina, Robert Kopchinski, and Jamie Lausch Vander Broek will add the Strategic Directions Action Scorecard update process to the Management Calendar.**

**New Orleans conference updates** (Robert Kopchinski)
• We are already 11% toward our goal for exhibitors and sponsors.
• Heather Gendron has received confirmation for all of the travel awards that we present, with the exception of the H.W. Wilson award, which is pending.
• Locations for primary events:
  o Welcome reception: NOMA
  o Convocation: Ogden Museum of Southern Art
  o Society Circle: The Historic New Orleans Collection
• Healthy poster session proposal submission numbers
• Online schedule will be updated soon
• Eumie Imm Stroukoff: I will recommend to Heather Gendron that everyone review the conference child care proposal via email so that we can advance that discussion.

**Other Business** (Eumie Imm Stroukoff)
**Motion #59: Kristen Regina moves that the board formally commend Carole Ann Fabian for her hard work in securing the ARLIS/NA-Getty International Program Grant. Seconded by Ann Roll. Carried unanimously.**

**Wiggio**
• Jamie Lausch Vander Broek moved the documents in Wiggio into folders.
• Let her know if you can’t find something or have suggestions for better ways to organize.

**Conference Funding Requests**
• Rebecca Friedman: I’m wondering if there is an update on the questions from the Texas-Mexico Chapter about funding requests and conferences.
• Matthew Gengler: To combine Special Funding Request and Project & Service Charter process, we plan to propose the following timeline:
  o Chapter requests are rolling, as needed
  o Other Special Funding Requests should be considered twice annually by the board
• We’re waiting on some clarification from the presidents before considering the issue of conference funding.

**Motion to Adjourn**
**Motion #60: Rebecca Friedman moves that the board adjourn. Seconded by Matthew Gengler. Carried unanimously.**

**Summary of Motions**
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• Motion #60: Rebecca Friedman moves that the board adjourn. Seconded by Matthew Gengler. Carried unanimously.

Summary of Action Items
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