ARLIS/NA Executive Board Post-Conference Meeting Minutes
February 9, 2017 / 9:30am-1:00pm
Canal Room (Hilton New Orleans Riverside)

Attending:
Stacey Brinkman, Kim Collins, Samantha Deutch, Catherine Essinger, Jennifer Garland, Heather Gendron, Matthew Gengler, Roger Lawson, Robert Kopchinski, Lauren MacDonald, Eumie Imm Stroukoff

Call to order (Eumie Imm Stroukoff)

Report from Strategic Directions Committee: Sarah Carter from the committee reports to the board.
- Organizational advancement of art informational professional categories
- Through the environmental scan the committee recommends that projects, opportunities and resources be directed to diversity and inclusion.
- Elevate work for more thorough environmental scan
- New committee, working with documentation committee to clarify their role, solidified for timeline, and communication with the board.
- (Eumie Imm Stroukoff) look at monthly reports, to identify trends and strategic directions.
- Timeline, revisit strategic, will reshape plan, will give lead time for meetings.
- Twice a year updating – with time to review reports
- Action scorecards to be updated on a quarterly basis
- Identify larger issues and possible missed opportunities
- HG – strategic directions that are much more targeted
- Sarah Carter and the committee has identified the need to review strategic directions and their categories

Upcoming Meetings (Eumie Imm Stroukoff)
- Strategic directions reviewed at monthly meetings
- Executive Board monthly conference calls (third Tuesdays, 1:30 MT) -- request to have it ½ hour earlier – 1 pm mountain or 3pm eastern time on March 21, 2017
- Dates for mid-year Executive Board Meeting in Santa Fe, NM at the Georgia O’Keeffe Museum (currently considering August 10th- 11th -12th) and for CPAC in New York, NY in June -- Doodle Poll will be sent out.

Reporting - monthly, midyear, annual (Samantha Deutch)
- New template for Executive Board monthly reports
- Secretary will be updating action items and action scorecards
● Monthly reports needed Friday before meeting

**NOLA conference wrap-up and NYC CPAC update** (Robert Kopchinski)
- Conference development team for SLC, appoint a chair and find out who the liaison for National Development Committee will be
  - Milan Houston Chair, Cathy Edwards will continue and pass on her report.
  - The incoming chair will appoint liaison
- Captioning, review, see if we can continue offering more widely
- New York Committee continuing the conversation regarding the paper conference program versus. app.
  - 400 programs were printed, 50 programs left by today
  - PDF of program wasn’t as up-to-date as the app
  - Perhaps we shouldn’t post a PDF of the program over ARLIS NA’s website to avoid confusion
- Proposal submission software – ultimately liked the tool
- Onsite registrations, 550 pre -registrants, 50 new—final count to come
- Conference content and flow of the schedule

**Child Care pilot project** (Eumie Imm Stroukoff)
- Preliminary cost figures, $2,700 for childcare, room and service
  - Total of 5 children taken care of over: 3 days 2 and then on Wednesday we had all 5.
- Comments sheets distributed
- Thank you card
- Photos of children will be posted on social media (with parental permission)
- Professional development opportunities to members of the society – group was appreciative
- Assessments are being sent out

**Census Survey** (Stacey Brinkman)
- More members wanting to see the census material, would like to put something out quickly
- Board will review and approve report, MP, posts
- Heather Gendron mentions the need to define Robert’s role, admin tasks that they align with Shannon. What is the organization needing? More support or less? Costs may go up with more support.
- Preliminary Data to membership, before calling task force—put together report, before March 21st meeting, preliminary report of results, posted on website, language drafted, approved offline by board?
- Preliminary report then posted over the website, after a brief period of time then there would be a call for participants.
- Holdover action item–clarification of approved action
- Members such as the Museum Libraries Division will need statistics/data for finalizing white paper.
- Board will review press release

**Museum Libraries Division white paper** (Eumie Imm Stroukoff)
- Presented paper and comments needing statistics
- Libraries are not usually involved with accreditation process. Eumie Imm Stroukoff spoke with Max Marmor—will include reaching out the AAMD.
- Not all museums have libraries, perhaps why it’s not part of the accreditation
process.
- Include voices of museum directors, strong supporters and added to the report
- Press release will be sent out after President’s Day weekend.

**Summer Educational Institute (SEI) and Professional Development Committee (PDC) update** (Lauren MacDonald)
- Task force report, review for annual report, delayed, coordinating with Sara Falls to have the report for VRA’s March 15th meeting.

**Motion #1:** Samantha Deutch moves that the Board enter Executive Session. 
Seconed by Matthew Gengler. Carried unanimously.

**Motion #2:** Matthew Gengler moved to leave Executive Session, Kim Collins seconed. Carried unanimously.

- SEI – need to review the location of this year’s and future SEI.
  - During the conference it had been suggested that SEI needs to be held in a blue state.
- The SEI committee has three possible locations for 2018 and 2019:
  - CUNY Queens College
  - Northwestern University
  - University of New Mexico

**Action Item #1:** Professional Development Committee to be charged to track University policies related to travel support.

**Motion #3:** Heather Gendron moves that board develop a policy for canceling ARLIS NA events. Seconded by Stacy Brinkman. Carried unanimously.

Discussion: motion #3 is in response to concerns from membership that SEI is being held in North Carolina this year and that it’s continued to be held in that location despite concerns by membership. Holding SEI in NC is not perceived as being aligned with ARLIS NA’s core values. The Southern CA chapter meeting, members were overwhelmingly concerned SEI continuing to be held in NC, partially – can’t use state funding for travel support. Shalimar Abigail Fojas White and Heather Gendron reviewed the memorandum of agreement and contract and the planning work may be too far in advance and we currently don’t have a policy. A policy would have helped between in the decision making time and signing contracts with vendors. A policy would clarify and communicate board decisions to membership. Contracts with hotels have progressive cancellation policies. Policy needs to outline stages of event planning and when the board can or can’t break contracts and buy ourselves out of a contract. UNC Chapel Hill released statement of inclusivity.

**Action Item #2:** Heather Gendron is charged with drafting language for ARLIS NA event cancellation policy.

**Action Item #3:** Lauren MacDonald charged with contacting the SEI implementation team to ask for a statement regarding holding SEI in North Carolina this year.

**Action Item #4:** Eumie Imm Stroukoff and Lauren MacDonald are charged to reach out to Visual Resources Association Foundation to consider a possible change of
venue, what are the obligations of ARLIS NA and associated costs.

- Revised Core Competencies for Art Information Professionals: https://public.3.basecamp.com/p/JL9UEeUw5bz3bbNsNtvCL7WB (Lauren MacDonald)

**Action Item #5: Lauren MacDonald will coordinate core competencies report for next board meeting.**

- PDC – in terms of project charter to redesign the career resources section of the ARLIS NA website.
- PDC—learning portal, would like to develop style guidelines for webinars
- PDC—would like more information for the National Digital Stewardship Residency program.

**Finance committee meeting (Matthew Gengler)**

- Held an open meeting—10 people attended structure of the committee, 3 presidents, 2 treasurers and 1 member-at-large (possibly for a treasurer in training).
- Went over budget granularly regarding the Art Librarian Parents and Caregivers, ALPACA, $5,000, corrected budget, membership numbers, up $1,300, not negative.
- Reviewed actions, how new rules will affect conference planning, investments—building funds rather than sitting.

**Motion#4 Matthew Gengler moves that, for transparency and inclusive purposes, the board make the finance committee meeting an open meeting. Seconded by Heather Gendron. Carried unanimously.**

**Chapter liaison report (Catherine Essinger)**

- Proposal for a host document (multiple chapters to host a national or regional event, rather than single host –concern with declining membership)

**Action Item #6: Catherine Essinger will add to the new draft of the host document that multiple chapters may host national or regional events.**

- 50th anniversary of ARLIS/NA – 2022; something for host chapters to keep in mind for the 50th anniversary conference.
- Canadian conference in in 2021 –Montreal, or Vancouver?
- Possible conference in Mexico City? Or, San Francisco?

**Action Item #7: Catherine Essinger will reach out to the Misstates chapter and Jennifer Garland will reach out to the Canada chapter regarding their respective conference proposals.**

- Chapters in need of a procedure for dissolving a chapter –policy manual refers to success book.
- Proposal by the Central Plains nomination committee for co-chairs of 2020 conference: Rina Vecchiola and Skye Lacerte as Program Co-Chairs; Jennifer Akins and Andrea Degener as Local Arrangements Co-Chairs (All are from Washington University in St. Louis).
  - Eumie Imm Stroukoff approves all appointments
Divisions, Sections, and SIGs - communication (Kim Collins)

- Online communications, SLACK? Utilizing ARLIS NA options – in matrix on the admin portion of website.

Editorial Board meeting (Roger Lawson)

- First topic is the revised agreement for authors and speakers -- see old action items completed, author being sole proprietor of all rights

Motion #5: Heather Gendron moves to revise the authors’ and speakers’ agreement. Seconded by Jennifer Garland. Carried unanimously.

- Speaker consent form and editorial board to use a form for publication and speakers. Public participation agreement?

Action Item #8: Roger Lawson will upload revised author and speaker agreements

- Revised style guidelines and contributor guidelines

Motion #6: Kim Collins moves to approve style guidelines and contributor guidelines. Seconded by Stacy Brinkman. Carried unanimously.

- Communications plan guidelines

Action Item: #9 Charge the documentation committee with evaluating discoverability of policies and documents on the ARLIS NA’s website, and where documents should exist.

- Open Access Task Force report - executive summary
- Art Documentation supplement for IFLA Papers

Action Item: #10 Roger Lawson researching costs for supplement publications for Art Documentation.

- Suggestion for a society-wide blog.
- Optimizing the website for discoverability.

Action Item: #11: Charge Tessa Brawley-Barker with investigating options and possible costs of aggregating social media over the ARLIS NA website.

Action Item: #12: Eumie Imm Stroukoff and Heather Gendron to develop a plan for diversity in recruitment procedures for committees and appointments.

Action Item: #13: Charge Membership Committee to propose a draft webpage that would make the section on “how to get involved” in ARLIS NA more visible on the webpage.

Other business
Motion to Adjourn

Motion #7: Kim Collins moves to adjourn meeting. Seconded by Lauren MacDonald. Carried Unanimously.

Summary of Motions (includes motions completed via email not yet ratified)

- Motion #1: Samantha Deutch moves that the Board enter Executive Session. Seconded by Matthew Gengler. Carried unanimously.
- Motion #2: Matthew Gengler moved to leave Executive Session, Kim Collins seconded. Carried unanimously.
- Motion #3: Heather Gendron moves that board develop a policy for canceling ARLIS NA events. Seconded by Stacy Brinkman. Carried unanimously.
- Motion #4 Matthew Gengler moves that for transparency and inclusive purposes that the board makes the finance committee meetings open to membership. Seconded by Heather Gendron. Carried unanimously.
- Motion #5: Heather Gendron moves to revise the authors’ and speakers’ agreement. Seconded by Jennifer Garland. Carried unanimously.
- Motion #6: Kim Collins moves to approve style guidelines and contributor guidelines. Seconded by Stacy Brinkman. Carried unanimously.
- Motion #7: Kim Collins moves to adjourn meeting. Seconded by Lauren MacDonald. Carried Unanimously.

Summary of Action Items

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webpage.