ARLIS/NA Executive Board Meeting Minutes
April 18, 2017 / 1:00pm-2:20pm
Conference call
BOARD MEETING MINUTES

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

Excused: Robert Kopchinski, Heather Gendron

Call to order (Eumie Imm Stroukoff)
- Consent agenda and ratification of motions via Wiggio poll (EIS)
- Ratify motions 18 and 19: approved by the EB via Wiggio poll: Core Competencies and Special Funding
- ARLIS/NA Membership Meeting minutes
- Reports for March
  - President
  - Secretary
  - Treasurer
  - Editorial Director
  - Advancement Liaison
  - Canadian Liaison
  - Chapters Liaison
  - Education Liaison

Motion#20: Kim Collins moves that the Board approve the consent agenda. Seconded by Matthew Gengler. Motion carries unanimously.

The Reference and Information Services Section would like to change their name to “Research and Information Services Section” to more accurately reflect their current membership and interests. (Kim Collins)

- The name change was proposed at the annual business meeting in New Orleans. In addition, it was brought to the Society’s attention via ARLIS-L and on their blog to ensure that the membership was aware of the issues involved in the name change.

- The discussion revolved around the charge and whether it should be kept broad or if it should reflect some of the core competencies around information retrieval.

Motion#21: Roger Lawson moves that the board approve the change in Reference and Information Services Section to Research and Information Services Section. Seconded Stacey Brinkman. Motion carries unanimously.
Action Item 20: Kim Collins will go back to the RISS to ask them to look at the charge and investigate if a statement needs to be added about the work done with information retrieval, discovery tools, and other research tools.

ARLIS/NA website (AWS) and technology issues (Kim Collins and Roger Lawson)
- Creation of a technology priority list (Kim Collins)
  - The Editorial Board should keep a master list of technology issues, such as the possibility of a blog feed to the front page of the AWS, to be reviewed and prioritized by Headquarters (HQ).

Action Item #21: Roger Lawson will look into who would keep and manage the technology priority list
- AWS home page banners (Roger Lawson)
  - Joomla restrictions; changing the infrastructure for more flexibilities.
  - Related issue – PPC and Tessa are working together to make statements from the EB more prominent.
  - There are also membership and communications issues involved.

Action Item #22: Tessa Brawley Barker is charged with putting together a project charter on how to maximize the AWS.

Conference: process (Kim Collins, Roger Lawson, and Lauren MacDonald)
- Conference planning manual: process (Kim Collins)
  - Questions about clarifying the workflows to continue the documentation of Conference Planning Advisory Committee (CPAC) and update the planning document.
  - The Past President and CPAC from the previous conference should review and edit the manual annually.
  - Section M in the Policy Manual should reflect that the conference planning manual is revised annually.
  - Comments and suggested revisions to the conference planning manual need to be finalized.

Motion #22: Catherine Essinger moves that we update Section M of the policy manual to reflect that the conference planning manual will be updated annually. Seconded by Lauren MacDonald. Motion carries unanimously.

Action Item #23: Kim Collins to finalize comments and appendices in the Conference Planning Manual.

Action Item #24: Samantha Deutch will update Policy Manual, Section M.

Action Item #25: Roger Lawson will look into adding tabs for easy navigation of policy manual
- Editorial Board recommendation for posting DSS, Chapter, and Committee conference minutes (Roger Lawson)
  - Currently the policy manual in Section E2 states that individual groups post their
annual business meeting minutes in the conference proceedings web page. The editorial board recommends that the groups post their business meeting minutes on their respective websites since this is where the membership would typically go for the minutes of meetings.

Motion #23: Samantha Deutch moves that individual ARLIS/NA groups post their annual meeting minutes on their respective websites and they should be submitted to the website editor in PDF form. Seconded by Roger Lawson. Carried unanimously.

Action Item #26: Samantha Deutch is charged with updating The Policy Manual, Section H, E2, to reflect motion #23.

- Clarification: does the Professional Development Committee need to submit a proposal for New Voices in the Profession session? (Lauren MacDonald)
  - They need to submit a proposal as a space holder so that they can use the conference planning system and export information seamlessly into the program.
- SEI Task Force final report (Lauren MacDonald)
  - Task force speedily submitted the final report. Looking for feedback from the Executive Board. Looking for another task force working on curriculum development. Board will have a discussion regarding the final report and place their comments over Wiggio prior to the next EB meeting.

Strategic Conversation:
- Professional development opportunities for mid-career professionals (Eumie Imm Stroukoff)
  - ARLIS/NA does a great job providing opportunities for beginning and end of career professionals, however, mid-year professionals have expressed a concern that they’re being left out. What would it mean to have more programming for this portion of our membership? Would it mean online or certification courses? Perhaps this should be brought to the Strategic Directions Committee (PDC) with input for the new Management SIG—look to ACRL with leadership opportunities.

Action Item#27: Lauren MacDonald is charged with reaching out to the PDC and having them look into possibilities for professional development opportunities for mid-career members.

Other business
- Looking into the new rotational schedule for Executive Board Liaisons. (Eumie Imm Stroukoff)
  - There will be individual conversations with the liaisons affected by the rotation and then bring this up at a future meeting for the board to review.
- Special Funding Request for Editorial Board. (Matthew Gengler)
  - The Immediate Funding Application form submitted by the Editorial Board for promoting posts (especially related to the annual conference) over social media.
- Core Competencies, typographical error (Roger Lawson)
  - There is a minor typographical error in the current version of the Core Competencies and it needs to be corrected. Roger Lawson is requesting a corrected copy or MS Word copy of the Core Competencies to post it in the publications section of the AWS.
Motion #24: Matthew Gengler moves that we approve the Editorial Committees Special Funding Request for to optimize Facebook postings. Seconded by Kim Collins seconds. Carried unanimously.

Motion#25: Catherine Essinger moves to adjourn the meeting. Seconded by Matthew Gengler. Carried unanimously.

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