ARLIS/NA Executive Board Meeting Minutes  
May 16, 2017 / 1:00pm-2:30pm  
Conference call  
BOARD MEETING MINUTES

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

Call to order (Eumie Imm Stroukoff)

Consent agenda (Eumie Imm Stroukoff)

- Ratification of Motion 26: the proposed subscription rates for Art Documentation for 2018 be approved
- Board Meeting Minutes of April 18, 2017
- Reports for April
  - President
  - Past-President
  - Vice-President
  - Secretary
  - Treasurer
  - Editorial Director
  - Advancement Liaison
  - Canadian Liaison
  - Chapters Liaison
  - Education Liaison

Motion #27: Roger Lawson moves that we accept the consent agenda. Seconded by Jennifer Garland. Carried unanimously.

Monthly reports from HQ (Robert Kopchinski)

The monthly HQ report are in two parts: the first part is in a PowerPoint presentation format – visualizing information; and the second part, is the raw data that was in the PowerPoint along with a general report of what is happening on the ARLIS/NA website.

SEI Task Force final report (Lauren MacDonald)
The SEI Task Force final report was presented to the board at the last meeting, April 18, 2017, and Lauren is now seeking feedback from the board.

- VRA has suggested holding SEI on an every other year basis. Concurrently they are looking into holding their general membership meeting biannually. Are they seeking to alternate years, so that SEI would be one year and the meeting would be held the next year? Or, would they be holding SEI and the annual meeting in the same years, at the same time of the conference?
- One the recommendations put forth in the report is to “Make Course Materials Available for One Year” and they’re looking at the ARLIS/NA learning portal as a possible venue for hosting them. In order for ARLIS/NA to determine any costs associated with hosting these materials, the board will need to clarification as to the types of materials that they’d like post on the learning portal.
- Ask for an SEI financial overview; clarification on long-term funding goals.
- No cost for basecamp usage.
- SEI has been a profitable endeavor for both VRA and ARLIS/NA.

**Digital Art History Annotated Directory Working Group** (Samantha Deutch and Roger Lawson)

- Project Service Charter

**Motion #28:** Kim Collins moves that the board approve the Project Service Charter for the Digital Art History Annotated Directory. Seconded by Matthew Gengler. Vote tabled until the Project Service Charter has been revised.

- The board is excited about the project and partnering with associations outside of the
- Set up might require substantial IT support via headquarters, need more information revolving technology and costs before proposal can be voted on.
- Who would be the board liaison? Roger Lawson and Matthew Gengler.
- Sustainability issues: costs and ongoing management.

**Action #28:** Roger Lawson and Samantha Deutch are charged with going back to the group and asking for revisions to the project service charter proposal which will cover sustainability issues both financially and in future management of the publication.

**RISS** (Kim Collins)

- Project Service Charter to revise Information Competencies for Students in Design Disciplines publication Taking information from ACRL framework and creating a new 2017 version.

**Motion #29:** Catherine Essinger moves that the board approve the RISS Project Service Charter for a publication to revise Information Competencies for Students in Design Disciplines. Seconded by Roger Lawson. Carried unanimously.
• Expand involvement in the publication by promoting the publication to the greater membership of ARLIS/NA Noting a way to increase membership in RISS if marketed to the whole listserv.

• RISS change of wording in charge: “Foster open, transparent communication to analyze current issues, trends, and developments in research practices, information retrieval, and discovery tools within ARLIS.”

**Motion #30: Roger Lawson moves that the board approve the change of the wording in the RISS charge. Seconded by Matthew Gengler. Carried unanimously.**

**Action #29: Samantha Deutch is charged with updating the Policy Manual with the approved change of wording in the RISS charge.**

**Childcare at NYC Conference (Kim Collins)**

• Already approved, Art Librarians and Caregivers and Parents SIG doesn’t need a project charter for the survey. This has already been approved by the board for a two year time frame.

• Feedback for the SIG
  • Ask the SIG to modify the survey questions to what is actually feasible (remove personal caregiver).
  • Offer the SIG a brief description of what occurred in New Orleans.

**Action Item#30: Kim Collins will report back regarding the survey with board recommendations.**

**ARLIS Retiree SIG name change (Kim Collins)**

**Motion #31: Catherine Essinger moves that the board approve the Retired Members SIG name change to “Retirement SIG”. Seconded by Jennifer Garland. Unanimously carried.**

**Action Item #31: Samantha Deutch charged with updating the Policy Manual to reflect the Retired Members SIG name change to “Retirement SIG”.**

**Volunteer form for committees (Heather Gendron and Eumie Imm Stroukoff)**

• Purposing a way to open up service to more ARLIS/NA members.

• Language was borrowed from the Award’s committee’s form.

• Roger Lawson the list for what is available would change every year depending on what is available – positions available would have a live link from the form to the committee’s webpage.

• Adding letters of intent and or CV’s – enabling each committee to capitalize on our membership skill sets.

• Should have a “volunteer” button from each committee’s page that would route interested members to the volunteer form.
Motion #32: Kim Collins moves that the board approve the Volunteer Application form, with suggested edits. Seconded by Roger Lawson. Carried unanimously.

Action item #32: Heather Gendron and Eumie Imm Stroukoff will finish editing the Volunteer Application form. Eumie Imm Stroukoff will coordinate and post with ARLIS/NA.

Open Access Task Force II (Heather Gendron)
- Final draft of the report was posted and Roger Lawson had some changes.
- This would be on the members’ only portion of the AWS.

Motion#33 Heather Gendron moves that the board approve the Open Access Task Force’s final report from May 5th, with edits, and to post it on the members’ only section of the website. Seconded by Kim Collins. Carried unanimously.

Action Item #33: Roger Lawson will take the Open Access Task Force report back to the editorial board to examine what else would need to be addressed going forward from the recommendation section.

Strategic Directions Committee process document (Heather Gendron)
- To better track ARLIS/NA’s progress, the Strategic Directions Committee has submitted a useful form underscoring the process for updating the scorecard.
- Scorecard put into a form to update the scorecard –committee will be discussing at their next meeting.
- Having a general information page for Project and Services Charters on the AWS.

Motion #34: Heather Gendron moves that the board combines the process document with the project charter form under a new webpage with project charters and publications. Roger Lawson seconds. Carried unanimously.

Action item #34: Board group liaisons are charged with asking their groups to update them on items needing to be highlighted in the scorecard.

Strategic Conversation: Strategic Directions Quarterly Progress report (Eumie Imm Stroukoff and Heather Gendron)
- There will be quarterly reports by the Strategic Directions Committee.
- Please supply feedback for the Strategic Directions Quarterly Progress Report.

AWS and technology issues (Roger Lawson and Heather Gendron)
- General information page for project and service charter submissions (Roger Lawson and Heather Gendron).
- Technology options highlighted by the editorial committee (Roger Lawson).

Other business
Motion to Adjourn

Motion #35: Matthew Gengler moves that the board adjourn. Seconded by Jennifer Garland. Carried unanimously.

List of Meeting Action Items

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List of Meeting Motions

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Approved Project Charters:

- Information Competencies for Students in Design Disciplines: Revisions & Critical Updates
  - Group: Research & Information Services Section
  - Project Contact: Shannon Marie Robinson
  - Board Contact: Kim Collins
  - Status: Approved