ARLIS/NA Executive Board Meeting Minutes  
June 20, 2017 / 1:00pm-2:30pm  
Conference call  
MEETING MINUTES

Attending:
Kim Collins, Catherine Essinger, Heather Gendron, Matthew Gengler, Robert Kopchinski, Roger Lawson, Lauren MacDonald, Jennifer Garland, Stacy Brinkman

Excused: Samantha Deutch, Eumie Imm Stroukoff

Call to order (Kim Collins)

Consent agenda (Kim Collins)
- Ratification of Motion 36: a statement of support for the staff of the Bibliotheque et Archives Nationale du Quebec (BAnQ) be approved
- EB meeting minutes of May 16, 2017
- Reports for May
  - President
  - Past-President
  - Vice-President
  - Treasurer
  - Secretary
  - Editorial Director
  - Advancement Liaison
  - Canadian Liaison
  - Chapters Liaison
  - Education Liaison

Motion #37: Catherine Essinger moves that the board approve the consent agenda. Seconded by Roger Lawson. Motion carried [ratified at July 18th board meeting]

Monthly reports from HQ (Robert Kopchinski)
Net income through the end of April is approximately $35,000, which is on track with last year’s figures. Membership is comparative to last year too; current membership through the month of May is at 950 people.
**Brief CPAC meeting update** (Robert Kopchinski, Heather Gendron, Matthew Gengler, Kim Collins)

- Venues in New York City are expensive, the CPAC group was looking to accommodate 800 people plus. The least expenses venue was St. John of Devine and will cost $100,000 for the convocation. ARLIS/NA will give members the option to purchase a transportation card. The welcome party will be at the hotel and will be a cocktail reception with the possibility of a speaker. (Matthew Gengler and Kim Collins)
- Fundraising and general budget
  - Conference budget will be flat; fundraising will assist in creating profit. (Matthew Gengler)
- Sessions, tours, workshops (including Project Implicit workshop)
  - Lots of exciting tours and proposals for the conference, the program looks amazing. (Kim Collins and Matthew Gengler)
  - Four sessions will be recorded.

**Fundraising guidelines for chapters** (Catherine Essinger and Stacy Brinkman)

- ARLIS Chapters have been surveyed and have expressed an interest in fundraising. Travel awards are negligible compared to costs to attend ARLIS/NA’s annual conference. A few of the chapters are fundraising for themselves and are looking for guidelines. The Development committee has been working on guidelines for chapters (Catherine Essinger).
- The Development Committee will be meeting next week and there will be more to report at the next meeting (Stacy Brinkman).

**Policy for position statements and development of Society advocacy statements** (Jennifer Garland)

- The Public Policy Committee (PPC) recommends that ARLIS/NA create an advocate statement.

**Action Item #35: The Public Policy Committee is charged with creating an advocate statement.**

**Potential publication of IFLA session papers in Art Libraries Journal** (Roger Lawson)

- Suggesting that the IFLA papers be offered to the Art Libraries Journal as a special publication.

**ARLIS/NA IT priorities list** (Wiggio discussion topic from 5/24) (Roger Lawson)

- Project charter is forthcoming for the blog and the overall layout of the AWS.
- Possibility of the Project Charter form be updated via a Google Doc (Heather Gendron)
- Could ARLIS/NA create a Google form for requests for IT.

**Action Item #36: Heather Gendron will look into a form for IT requests.**
Documentation Committee – questions for the EB from Secretary’s report (Heather Gendron)

- A next step for oral history project – next priority is lifetime honorary members, past-presidents, or charter members?
  - Should we build this into our budget as a set amount?
  - Costs for interviews: $500.
    - Documentation Committee will be submitting a new SFR for this year.
  - Web archiving, Columbia University is currently crawling ARLIS/NA website
  - Illinois would like an MOU with Columbia University for web archiving

**Action Item #37:** Samantha Deutch is charged with going back to the Documentation Committee with the original charge. What should we do with our digital files such our oral history interviews?

- Archives agreement with University of Illinois at Urbana-Champaign. Would they bill ARLIS/NA on a regular basis, semi-annually or quarterly?
- Potential tracking of leadership history in Membership directory
  - This is not something that’s been part of ARLIS/NA’s database, not an HQ function.
  - The information could be imported via excel and would most-likely need extra programming
  - If part of an archive, this could be updated after the yearly conference.
  - Need spreadsheet requirements from HQ, Robert will look into what the Directory would be able to track.

**Action Item #38:** Matthew Gengler will reach out to the University of Illinois at Urbana-Champaign, the head of the Documentation Committee and their Board liaison.

**Action Item #39:** Robert Kopchinski will work with HQ for a timeline and to see if they can create new fields for the database, new fields in the membership forms, and what HQ will need for the spreadsheet.

**Other business**

- Project service charter for the AWS blog will need to wait until items are ironed out with the AWS. Finding the space on the main web page is one concern that needs to be addressed.

- Stacy Brinkman is working with the Diversity Committee to get a diversity speaker for the next annual meeting; will meet with CPAC chairs. Perhaps presidential funds could be used for this?

**Motion to Adjourn**

**Motion #38:** Matthew Gengler moves to adjourn meeting. Seconded by Catherine Essinger. Motion carried.
**List of Meeting Motions:**
37. Catherine Essinger moves that the Board approve the consent agenda. Seconded by Roger Lawson. Carried unanimously [ratified at board meeting on July 18, 2017]
38. Matthew Gengler moves that the board adjourn the meeting. Seconded by Catherine Essinger. Motion carried.

**List of Meeting Action Items:**
35. The Public Policy Committee is charged with creating an advocate statement.
36. Heather Gendron will look into a form for IT requests.
37. Samantha Deutch is charged with going back to the Documentation Committee with the original charge, action item #9. What should we do with our digital files such our oral history interviews?
38. Matthew Gengler will reach out to the University of Illinois at Urbana-Champaign, the head of the Documentation Committee and their Board liaison.
39. Robert Kopchinski will work with HQ for a timeline and to see if they can create new fields for the database, new fields in the membership forms, and what HQ will need for the spreadsheet.