ARLIS/NA Executive Board Meeting Minutes
July 18, 2017 / 1:00pm-2:30pm
Conference call
MINUTES

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

Excused: Catherine Essinger

Call to order (Eumie Imm Stroukoff)

Consent agenda (Eumie Imm Stroukoff)
- Revisit the motion to carry June 20th consent agenda
- Ratification of Motion 39: ARLIS/NA chapters to deposit papers that meet the standard of containing material of enduring value for research to the ARLIS/NA Archives at the UI Archives
- EB meeting minutes of June 20, 2017
- Reports for June
  - President
  - Vice-President
  - Treasurer
  - Secretary
  - Editorial Director
  - Advancement Liaison
  - Canadian Liaison
  - Chapters Liaison
  - Education Liaison

Motion #40: Kim Collins moves that board accept the Consent agenda from the June 20th meeting. Seconded by Roger Lawson. Motion Carried.
Motion# 41: Roger Lawson moves that the board accept the consent agenda for the July 18th meeting. Seconded by Matthew Gengler. Motion carried.

Monthly reports from HQ (Robert Kopchinski)

- HQ staff hours: the number of logged hours for the month of May fall under the contracted amount and therefore putting the numbers in line with the contracted yearly amount.
- Membership: there were 962 total members of ARLIS/NA at the end of May.
- ARLIS/NA income: referencing the Treasurer’s monthly financial report, at the end of May there was a net income of just over thirty six thousand dollars.

2018 Annual Conference hashtag (Eumie Imm Stroukoff)

- Changing the hashtag from “#ARLISYYYY” to “#ARLISNAYYYY”; adding NA accordingly.
  - The CPAC teamed discovered that the hashtag without “NA” brought up tweets from both NOLA and the ARLISUK 2017 conferences.
  - The style guide states that “#ARLISYYYY” be used when tweeting about ARLISNA conferences. The CPAC team asked if the hashtag could be altered to “#ARLISNAYYYY”.
- The board agreed that the hashtag be changed to “#ARLISNAYYYY” and that the style guide be amended accordingly.

Action Item #40: Roger Lawson will update the style guide so that it states that the new hashtag, “#ARLISNAYYYY,” will be used for all future ARLIS/NA conference-related tweeting.

Chapter Fundraising Survey and the AWS (Stacy Brinkman)

- What would be the best way to disseminate the results of the Chapter Fundraising Survey conducted in 2015 to the Chapters?
  - Should it be sent out through ARLIS-L? Or, the Development Committee’s website? Somewhere it easily accessible. Chapter leaders have a Basecamp project.
  - In the past surveys haven’t been posted on the AWS; could it go on the Development Committee’s website?
  - Since Chapters have access to Basecamp, the board agreed that placing the survey there would be a short-term fix.

Action Item #41: Stacy Brinkman will coordinate with Catherine Essinger and upload the 2015 funding survey to the chapter leadership’s Basecamp.

Chapter and national memberships (Stacy Brinkman)
Membership Committee—what are the possibilities of rolling national and chapter memberships together?

- The question of rolling national and chapter memberships together has come up in the past. The AWS has the capability of rolling them together, and in order to be a member of an affiliated chapter a member must also be a member of ARLIS/NA. This would assist chapters in obtaining membership dues. Several aspects were addressed:
  - The board will need to obtain an estimated cost for this service from HQ: possible costs include accounting and IT departments; what other departments would be involved? Perhaps this could be added to our contract with HQ.
  - Would need to draft an agreement between ARLIS/NA and the chapters, some considerations addressed:
    - Chapters use different currencies; currencies would need to be converted.
    - Not all of the Chapters have the same fees. Would fees need to be universal; or, can the system handle multiple costs depending on the requested chapter.
    - Credit card fees and electronic transfer fees would need to be deducted from payments; could these fees be built into the membership costs?
    - Sharing of rosters – how might this be implemented?
    - Membership due dates – chapter dues would need to be paid when national dues are paid.
  - Chapters need to be surveyed – would everyone need to participate? Further research is required. The next Chapter Leader meeting will take on July 20, 2017.

Action Item #42: Robert Kopchinski charged with looking into what the AWS system can actually handle—variable currencies or dues, fees from credit cards, HQ costs, etc.; HQ IT costs; and what other expected costs would be associated with going forward with rolling national and chapter memberships

Action Item #43: Stacy Brinkman will coordinate with Catherine Essinger on polling chapter leaders to see if there is a consensus among them to roll the national and local memberships together.

Statement of clarity about ARLIS/NA’s chapters’ legal status (Samantha Deutch)

- The Documentation Committee is seeking a statement from the board regarding the legal status of ARLISNA Chapters in relation to ARLIS/NA for the archives at the University of Illinois at Urbana-Champaign.
- The archive needs this statement to fully define the scope of ARLIS/NA’s collection.
Action Item #44: Eumie Imm Stroukoff is charged with drafting a statement of the legal status of ARLIS/NA chapters for the University of Illinois at Urbana-Champaign archives.

Action Item #45: Samantha Deutch is charged with clarifying the statement and clarifying the committee’s needs as they relate to the archives.

**Oral histories and AWS** (Samantha Deutch)

- The Documentation Committee evaluated the AWS and found that ARLIS/NA’s policies and documents were discoverable and accessible. The next steps would be for the website’s architect to look at the site for further improvements.
- The Documentation committee submitted an Annual Funding request for the oral histories project. This will be discussed and voted on at mid-term meeting in Santa Fe, NM in August.
- A possible future project might be setting up an AWS page where the Documentation Committee would be able to post portions of oral history recording. The audio could be accompanied by text and/or photographs and set up in a blog format.

**Technology issues** (Roger Lawson)

- Roger Lawson has created an IT request form and has posted it to Wiggio for the board to review. This request form would be accessible over the member’s only portion of the AWS and would help feed the IT priority list. A spreadsheet will be used to record responses.
- AWS main web page
  - Tess is on intermittent maternity leave, by mid-year board meeting we’ll have more information for this moving forward.

Action Item #46: Roger Lawson will circulate the spreadsheet which will be used to record IT requests to board members for their review.

Action Item #47: Roger Lawson is charged with posting the Google IT request form on the AWS and to inform membership when it has been posted via ARLISNA-L.

**Open Access Task Force report and editorial comments** (Roger Lawson)

- The responses were posted on Wiggio.
  - The web architect’s remarks were directed towards the discoverability of publications over the AWS; she recommended that we investigate partnering with an institutional repository; and she has been looking into Google Scholar and other Open Access applications.
• Over all the editors of *Art Documentation* are pleased with the arrangement with the University of Chicago Press. They recommend further discussions with UCP to improve the open access availability of *Art Documentation* material. The editors recommend a comprehensive reorganization of AWS so that members can access research and publications more effectively.

• Would it be appropriate to appoint a member to the Editorial Board with Open Access Experience in an advisory capacity to the Editorial Board?

Action Item #48: Roger Lawson will meet with an editor of *Art Documentation* and have a conversation with UCP and will discuss what the possibilities of open access.

Action Item #49: Roger Lawson will identify a member of the open access task force to serve as an adviser to the Editorial Board regarding long-term OA strategies for ARLIS/NA publications.

Midyear EB meeting

• Areas that will addressed at the mid-year meeting include the following:
  • Professional Development
  • Diversity and inclusion
  • Strategic directions committee
  • Review budget for upcoming year
  • Discussing contract with the management company.
  • Special funding requests
  • CPAC update
  • Include other business? Please forward to Eumie Imm Stroukoff so they can be added to the agenda.

• Mid-year reports will be due on August 4, 2017.

Other business

Incoming SEI Co-Chair (Lauren MacDonald)

• Courtney Barren, a teaching and learning librarian at Emory, and current moderator of ARLIS Snap has been put forward as the incoming co-chair. Ms. Barren is interested in how SEI would be able to help ARLIS/NA understand new technologies and will promote SEI so that it would be more visible to a wider audience.

Action item #50: Lauren MacDonald will go back to the SEI group with the board’s approval of their appointment of a new co-chair.

Uniform file naming system for conference session documents (Roger Lawson)
Mark Pompelia has been working on conference session documents for posting on the AWS, and is recommending that documents be submitted utilizing a file naming convention. He’s cited one publication that he’s been using for the NOLA proceedings.

Action item #51: Roger Lawson will post a proposal to update the style guidelines adopting the naming convention set forth by Mark Pompelia.

RISS: annual conference program proposal and meeting space. (Eumie Imm Stroukoff)

- CPAC asked RISS to hold a webinar. RISS is asking the board for a conference slot of three hours. Groups are able to self-schedule meetings. Is the group looking for a planning space for three hours; or, will they be holding a workshop? This needs clarification.

Action Item #52: Eumie Imm Stroukoff will go back to RISS for clarification on their meeting space and time slot for the annual conference.

Follow up with Documentation Committee Charge—Tracking ARLIS/NA Leadership

- Original Charge: “The Documentation Committee will create a spreadsheet of leadership history that includes the members of ARLIS/NA leadership groups going back three years and their chairs or moderators going back as far as possible. They will remove this information from the Policy Manual and will make recommendations for how to make this information available to members for administrative purposes and create a process to make sure this information is captured going forward.”
  - The DC was looking into the possibility that the ARLISNA membership database could be utilized for tracking leadership information. It was discovered that the AWS membership database is not set up to track history over time; and that when members left, or didn’t renew, the information was lost.
  - Currently the ARLIS/NA Vice-President is keeping a leadership spreadsheet which will be updated bi-annually.
  - There will be a Google doc, updated by the Vice President, recording leadership history for the organization and this will ultimately be available over the AWS – on the about page, under history.

Action #53: Kim Collins is charged with checking the leadership roster against the policy manual; adding any missing information to the spreadsheet; and creating a new spreadsheet that will populate a leadership history to be shared on the AWS.

Action #54: Samantha Deutch is charged with removing the leadership history information from the Policy Manual.
● Data Analysis Task Force update: there were five volunteers and the group will be meeting shortly. (Stacy Brinkman)

Motion to Adjourn

Motion #42: Samantha Deutch moves that the Executive Board Meeting adjourn. Seconded by Matthew Gengler. Motion carried.

List of Meeting Motions:

40. That the board accept the consent agenda from the June 20th meeting. M: Kim Collins; S: Roger Lawson; V: Motion Carried.
41. That the board accept the consent agenda for the July 18th meeting. M: Roger Lawson; S: Matthew Gengler; V: motion carried.
42. That the Executive Board Meeting adjourn. M: Samantha Deutch; S: Matthew Gengler; V: motion carried.

List of Meeting Action Items:

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45. Samantha Deutch is charged with clarifying the statement and clarifying the committee’s needs as they relate to the archives.
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48. Roger Lawson will meet with an editor of Art Documentation and have a conversation with UCP and will discuss what the possibilities of open access.
49. Roger Lawson will appoint a member with open access experience as an adviser to the Editorial Board.
50. Lauren MacDonald will go back to the SEI group with the board’s approval of their appointment of a new co-chair.

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52. Eumie Imm Stroukoff will go back to RISS for clarification on their meeting space and time slot for the annual conference.

53. Kim Collins is charged with checking the leadership spreadsheet against policy manual; adding any missing information to the spreadsheet.

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