MINUTES

Thursday, August 10, 2017

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

Welcome and Call to Order (Eumie Imm Stroukoff)
Consent Agenda (Eumie Imm Stroukoff)
- July meeting minutes
- President’s Report
- Past-President’s Report
- Vice President’s Report
- Treasurer’s Report
- Secretary’s Report
- Education Liaison’s Report
- Advancement Liaison’s Report
- Chapters Liaison’s Report
- Canadian Liaison’s Report
- Editorial Director’s Report

Motion #43: Matthew Gengler moves that the board accept the consent agenda. Seconded by Stacy Brinkman. Carried unanimously.

Quick review of current 2017 ARLIS/NA Annual Budget (Matthew Gengler)
- Revenue versus the actuals; which is done on a monthly basis
- Membership is at its projected rate
- dues collected for 2017 in 2016
- Gifts and contributions are at 49% of projections, which is on track
- total revenue is at 89% of the projected

Finance Committee Report & Investments and Board Funds Policies and Reserves (Matthew Gengler and Robert Kopchinski)
• proposed purchase of 5 years certificate
• money in an account earning just under 1%
• Policies and Reserve Funds
• Policy Manual: ARLIS/NA Policy No.: J-5. Subject: Society assets and Investment Policies
  • The reserve Fund is currently at $243,149.07 – rate of replenishment; from donations and earnings from our investments get apportioned out between all of the funds.
  • The Unrestricted Net Assets are $641,506.91
• ARLIS/NA Policy No.: J-4. Subject: Fundraising Revenues.
  • ARLIS/NA Policy No.: J-4. Subject: Fundraising Revenues. The RESERVE FUND goal is to provide an emergency revenue source equal to a minimum of 50% of annual ARLIS/NA operating expenses. The RESERVE FUND is a DESIGNATED fund and may be utilized for any purposes deemed appropriate by the Executive Board. Would be looking at approving a percentage to be used in any given year and suggesting a proposal for a project and/or program.
  • What would be the responsible amount to be used every year for special projects and/or programs? Should we be looking at approving a percentage to be used in any given year and suggesting a proposal for a project and/or program?
  • ARLIS/NA hasn’t pulled from the reserve fund line in 5 years.
• Can funds be taken out if they’re not earmarked in the yearly budget? Perhaps we should give a percentage of the reserves a fund line so that it could be utilized, if needed, in any given year – such as board discretionary fund.
• Would ARLIS/NA be interested in socially responsible investing? Matthew Gengler will investigate and this would be brought to our membership for a poll. The drawback may be less of a return.
• Push the finance committee to create better documents for uploading the next treasurer. Discussing a non-board member being on the committee so that the finance committee is not a mystery.

**Action Item#55:** Matthew Gengler charged with creating a policy regarding pulling a percentage of the reserve fund for special projects and/or programs.

**CPAC Reports and Association Management Updates (Robert Kopchinski)**

**NYC CPAC**

• Planning for the conference is moving forward smoothly
• Sponsor and exhibit commitments were distributed
• Technology presentation – provide a platform for all of the vendors to present in lightning rounds. Qualified presentations must be educational and involves an additional cost. Two one hour blocks of time on two different days with five vendors per session followed by Q & A.
• There will be three full days of sessions and we’re in need of space on Saturday – the board meeting may be held offsite that day.
• In order to contain costs of the annual conference, the reception will be at the hotel and will be bare bones.
• For this year’s conference we’ll be using Sched again. Feedback from the NY conference will inform Salt Lake CPAC.

**Structure of HQ**
- AEG structure: currently there are fifteen full time employees and two interns.
- They manage thirteen associations which range in size; from membership and fees ARLIS/NA is one of the largest accounts.
- There are five association managers with shared staff and resources – IT department (1 full time person and a part time intern); graphics department (1 full time person and a part time intern); combined membership plus customer care department (1 full time person); accounting department (2 full time people); assistant position (1 full time person for two of the larger accounts); sales/exhibits/sponsorship (1 full time person); possibly adding another admin position.
- Possible new additions and concerns
  - A dedicated conference person would be a benefit.
  - Planning on growing – investigating types of clients for larger associations; with growth would come with additional staff.
  - Internal technology tools are becoming dated; would need an investment in a new system. Currently using system “R:Base” –interface is all custom built. Looking at SQL.
- **AEG contracted versus actual hours**
  - Would like to see an evening out between the contracted hours with actual hours.
  - AEG calculates hours spent through the Toggle app and estimate hours based on completed tasks.

**Project Charter Tracking** (Samantha Deutch)/**Project & Service Charter updates** (all Executive Board Members)
- Tracking project charters – are tracked in a spreadsheet on the AWS.
- The spreadsheet is populated through updates in monthly reports.
- ARLIS/NA is looking into a new document manager which will be addressed at the next board meeting. Wiggio hasn’t shut down is looking for another system at the next meeting.

**Action Item #56:** The executive board will discuss a new document management system at the next board meeting.
**Action Item #57:** Samantha Deutch is charged with cleaning up project charter tracking and consulting with relevant board liaisons.
**Action Item #58:** Samantha Deutch is charged with the cleanup and assessment of Wiggio’s folders.
**Action item #59:** All Executive Board Members are charged with creating work flow charts for their positions on the board and committee liaisons.

- **New submissions: NDSR**
  - Requesting that the board works with the PDC to appoint an NDSR Art liaison. Included in the Project Service Charter was a request of $4700 to cover associated travel costs.
Motion #44: Heather Gendron moves that in response to the NDSR project charter proposal the board appoint a member to the PDC temporarily who will also create and chair a task force. The member should be both from NDSR Art and the PDC, the board liaison will be Lauren MacDonald. Seconded by Matthew Gengler. Carried unanimously.

Action item #60: Lauren MacDonald is charged with appointing a member on the PDC to be an NDSR Art liaison.

Board liaison rotational schedule: Education Liaison (Eumie Imm Stroukoff and Lauren MacDonald)
- In order to allow for a correction and adjustment in leadership, Lauren MacDonald will extend her term by an extra year.
- Objectives and goals for Education with the extended year
  - PDC—NDSR task force would transition into 3rd year.
  - Clear resources page, action item to PDC on mid-level professionals
  - Collaborating with the retirement committee
  - SEI—many elements; task force report – finalizing, revamp core curriculum of SEI, reorganization of the implementation team; documentation for SEI.

Motion #45: Kim Collins moves that the board, in order to correct a turnover leadership imbalance, approve the extension of the Education Liaison term for one extra year. Seconded by Matthew Gengler. Carried unanimously.

Action item #61: Lauren MacDonald will serve an additional year as the Education Liaison.

SEI report and recommendations (Lauren MacDonald)
- There was a loss this year and attendance was half of what it has been in the past.
- Rather than starting with a half day they ended with a half day
- They received two applications to host in 2018: University of Wisconsin, Madison and University of New Mexico, Albuquerque
  - The pros and cons of both locations were discussed, and SEI has chosen the University of New Mexico, Albuquerque.
  - Although this is a repeat location, it has been some time since SEI was held west of the Mississippi; and, they have the facilities and are aware of SEI’s needs.

Action Item #62: After presenting the proposed sites to the board Lauren MacDonald will go back to SEI.
Action Item #63: Lauren MacDonald is charged with going back to SEI and letting them know that the board is fine with the structure of the new appointments.

Nominating Committee - slate of candidates for Executive Board (Eumie Imm Stroukoff)

Motion #46: Matthew Gengler moves that the board enter into executive Session. Seconded by Kim Collins. Carried unanimously.

Motion #47: Matthew Gengler moves that the board exit executive session. Seconded by Heather Gendron. Carried unanimously.

Motion #48: Roger Lawson moves that the board accept the nomination committee's slate of candidates. Seconded by Kim Collins. Carried unanimously.
DEEP DIVE: Strategic Directions Committee (Heather Gendron)

- Diversity and Inclusion: incorporating recommendations of the Strategic Directions Committee
- Task the Diversity Committee to define diversity under various perspectives and context and to determine and prioritize any strategic goals and objectives aligned with the Society’s Strategic Directions.
- Task the Diversity and Nominating Committees with developing a workflow which reduces bias in the nomination process. Develop this process for committee member recruitment as well.
- Consider an audit of ARLIS/NA procedures and policies for bias. Awards committee might be a manageable place to start. Develop new procedures which control for bias in these procedures.
- Look to ACRL diversity standards & cultural competency training to adapt for ARLIS/NA members. (CP)
- Based on the findings and recommendations of Census Data Analysis Task Force, proactively seek external funding, initiate projects and programs, formulate any necessary internal procedures and policies to address any diversity issues/gaps identified by the Task Force. (CAIP)
- Begin benchmarking against other professional organizations in terms of diversity on a regular basis.
  - Music Library Association Diversity Scholarship – tuition grant
  - Society of American Archivists—rewrote and removed designated MLIS schools from their grant
  - Advised to apply for a planning grant. Look at recommendations and have more concentrated conversations around a grant. Could the association handle grant.

Action Item #64: Stacy Brinkman is charged with drafting both questions for the membership form regarding diversity as well as a statement to membership informing them of the new questions. The membership committee would then work with HQ to add the questions to the form. They will also include in the membership form an optional question on demographics. They will use the census question altering it for Canadian groups; and will add an answer “I’m a mix of more than one of these groups.”

Action Item #65: Stacy Brinkman will work with the Membership Committee with streamlining the membership form.

Action Item #66: Heather Gendron is charged with going back to the Strategic Directions Committee for clarification and more granular recommendations.

DEEP DIVE: Professional Development and Membership Needs (Eumie Imm Stroukoff)

- Purpose and charge of the Leadership Institute
  - Provide workshops and other training on entrepreneurial skills, design thinking, and other ways to jumpstart creative advocacy. Also training on strategic goal setting so that librarians can be sure to effectively insert themselves into their institution’s strategic plan in a way that serves both the institution and the library. (SAML)
  - Three leadership institutes: keep moving leadership institute forward and build on the past. Build out diverse well-networked leadership base: generative
thinking and leadership. A succession process. Think about mental models: investigating deeply held beliefs and assumptions.

- Mid-career professionals needing workshops to learn skills to move forward in their careers.
- Personal leadership styles; evaluation tools; advancing project work; strategic directions.
- Fee based or free; appeal to many different professionals: Getty Leadership institute, as a ladder up. Mid-career ARLIS/NA members learning to take leadership roles in your own association. Perhaps a workshop added to a conference?
- Pre-institute homework

**Action Item #67:** Eumie Imm Stroukoff is charged with creating a task force; or key people from each of the groups come together and make phased recommendations for the Board: PDC, Membership, and Management SIG.

- What are the needs of membership –many mid-career professionals expressed a desire for more support/programming.
- Membership and ways to involve our members

**Action Item #68:** Stacy Brinkman is charged with tasking the membership committee to design a section of the AWS to get members involved: email, website with a web form.

- Charges for the Professional Development and Membership Committees
- Creative Commons
  - Certificate program to educate public domain and intellectual property
  - Looking for partnerships and looking for feedback from communities they serve.

**Action Item #69:** Eumie Imm Stroukoff will go to the Museum Division and look for partners for the Creative Commons.

**Action Item #70:** Eumie Imm Stroukoff will ask the Museum Division to follow up with the distribution of the white paper.

**Humanities Commons and ARLIS/NA** (Kim Collins and Heather Gendron)

- MLA received funding for four institutions to create branded hcommons websites: the other three associations are the College Art Association; the Association for Jewish Studies; and the Association for Slavic, East European, and Eurasian Studies. The grant is now available for other institutions to join and ARLIS/NA has been invited. This is a five year grant. This is a subject repository for an association (https://mla.hcommons.org).
- An opportunity to connect with scholars and members in ancillary fields.
- Website would be less robust; the content would live in the commons.
- Commons: open source open access resource foundational to future ARLIS/NA projects.

**Action Item #71:** Kim Collins, Heather Gendron, Roger Lawson, Robert Kopchinski and Eumie Imm Stroukoff are charged with having a conference call regarding hcommons (https://hcommons.org).
Action Item #72: Roger Lawson, Heather Gendron, and Samantha Deutch are charged with attending the hcommons meeting in October in NYC.

**ARLIS/NA Technology issues** (Roger Lawson)
- ARLIS web site redesign and functionality – TBB and RL had discussion with RK regarding the AWS
  - Solving some of the problems would take more resources would include additional costs.
  - TBB looking at CAA website redesign – Google Scholar for Webmasters
  - Several project charters are pending
  - Humanities Commons may alleviate some of these concerns.
- ARLIS-L and Mexico
  - Need to remedy the traffic from ARLIS/NA’s website.
  - AEG is investigating a translation plugin for the AWS.

Action Item #73: HQ will implement a translation plug-in for the AWS.
Action Item #74: Stacy Brinkman will coordinate with the Membership Committee, the Canadian Liaison and HQ to translate all membership related materials to Spanish and French.

- AWS webinar restrictions and potential partnerships with other organizations
  - Currently restricted to ARLIS/NA members
  - Would like to initiate other events/webinars with other association.
- Online Open Access supplement publication; 144 page document would be approximately $6,500
- Recruitment for open positions on Editorial Board (RL)
  - Reviews Co-Editor, Doug Litts stepping down.
  - Information Architect – TBB stepping down needing to recruit a new

Action Item#75: Roger Lawson will recruit a new AWS Information Architect and a Reviews Co-Editor.

**Adjourn**
Motion #49: Roger Lawson moves that the Executive Board Meeting adjourn. Seconded by Matthew Gengler. Carried unanimously.

**Friday, August 11, 2017**
Hilton Santa Fe, Chapel Room, 100 Sandoval Street

**Call to order** (Eumie Imm Stroukoff)

**Special Funding Requests and potential annual budget items** (Matthew Gengler)
- Management SIG workshop on closing the pay gap. The workshop would provide necessary skills for mid-career professionals and fulfill our strategic goals.

Motion #50: Heather Gendron moves that the board approve funding to help defray costs for the workshop “Advocating for Ourselves: Negotiation Skills and Closing the Gender Pay Gap”
proposed by Emilee Mathews and Stacy Brinkman and endorsed by Management SIG. Seconded by Kim Collins. V: motion carried, Stacy Brinkman and Catherine Essinger abstained

- New Professionals IRC study tour award – the award would enable a junior professional to attend the study tour.

Motion #51: Jennifer Garland moves that the board approve the International Relations Committee’s funding request for a travel award. Seconded by Lauren MacDonald. Motion doesn’t carry.
Motion #52: Heather Gendron moves that the board approve five hundred dollars of the IRC’s requested funds with the proviso that they work with the Development Committee to raise the remaining funds. Seconded by Jennifer Garland. Motion carried.

Action item #76: Heather Gendron will follow up with Debbie Kempe and Max Marmor regarding the IRC study tour award.

- NDSR – from project charter, need more details from the group.

Motion #53: Heather Gendron moves that the board approve the NDSR funding request. Seconded by Lauren MacDonald. Motion tabled for further information.
Motion #54: Heather Gendron moves that the board enter executive session. Seconded by Kim Collins; Motion carried unanimously.
Motion #55: Heather Gendron moves that the board exit executive session. Seconded by Stacy Brinkman. Motion carried unanimously

Action Item #77: Matthew Gengler is charged with reaching out to NDSR for a budget and to clarify whether or not this is required by the conditions of the grant.

- Diversity Forum—funds to have Project Implicit return and have a workshop for general membership.

Motion #56: Stacy Brinkman moves that the board accept the Diversity Forum Special Funding. Seconded by Heather Gendron. Motion carries.

Action Item #78: Matthew Gengler is charged with adding a line item in the annual budget for funding the Diversity Forum.

- Oral history project – additional oral histories
Motion #57: Matthew Gengler moves that the board accept the Documentation Committee’s funding request for ARLIS/NA’s Oral Histories Project. Seconded by Catherine Essinger. Motion denied.

- The Board has tasked the Documentation Committee with conducting Oral Histories for ARLIS/NA. The funding requested each year has been consistent and rather than have the committee apply for funding each year it has been added to the annual budget.

Action Item #79: Matthew Gengler is charged with adding a line item in the annual budget for funding the Oral Histories Project.
• SE Chapter to support ACRL arts panel discussion at 2018 ALA New Orleans Conference.

Motion #58: Samantha Deutch moves that the board not fund Southeast Chapter’s immediate funding request for sponsoring and ACRL session at the ALA New Orleans Conference. Seconded by Matthew Gengler. Motion carried unanimously.

• Alternative Voices Awards (Stacy Brinkman)
  • Several groups presenting have applied for the Student Diversity Award for Conference Attendance and the committee is looking for clarification: is the award to allow for diversity of attendance or content at the annual conference?

Discussion:

• The Student Diversity Award for Conference Attendance was established by ARLIS/NA to provide funding for a student to attend the ARLIS/NA Conference. A mentor from the ARLIS/NA Diversity Committee, who will facilitate the recipient’s attendance at the Conference, will be assigned to the recipient of the award prior to the Conference. The recipient will write a brief post-conference report evaluating her/his conference experience for the ARLIS/NA Update Diversity column.

• Eligibility for the award requires that the recipient “be a U.S. resident and a member of a racial/ethnic group as defined by the U.S. Census Bureau: African American/Black; Latino/Hispanic, Asian/Pacific Islander, or American Indian/Alaska Native. Or, be a Canadian resident and of aboriginal identity, as defined in the Canadian Employment Equity Act ("aboriginal peoples" means persons who are Indians, Inuit, or Métis). Or, be a Canadian resident and a member of a visible minority, as defined by the Canadian Employment Equity Act (members of "visible minorities" means persons, other than aboriginal peoples, who are non-Caucasian in race or non-white in colour)

• The way the award is written it is to encourage participation and diversity in membership and conference attendance. The award shouldn’t be limited to presentations on/or about diversity as that is not how it is written.

Action Item #80: Stacy Brinkman will go back to CPAC and choose the group.

ARLIS/NA Archives and chapters (Samantha Deutch and Catherine Essinger)

• It has been suggested by the UI Archives, and the Documentation Committee that amend the previously adopted motion#39 “that the Board grant permission to ARLIS/NA chapters to deposit papers, which meet the standard of containing material of enduring value for research, to the ARLIS/NA Archives at the UI Archives.”
  • The amended motion would be changed to the following:
"That the Board grant permission to ARLIS/NA chapters to deposit papers, and
authorizes the Archives to accept, those documentary materials which meet the
Archives appraisal standard having enduring value for research. The Archives will
prepare general guidelines on what kinds of materials are appropriate."

Motion #59: Samantha Deutch moves to amend the motion previously adopted, #39 “That the
board grant permission to ARLIS/NA chapters to deposit papers, which meet the standard of
containing material of enduring value for research, to the ARLIS/NA Archives at the UI Archives”
to now read "That the Board grant permission to ARLIS/NA chapters to deposit papers, and
authorizes the Archives to accept, those documentary materials which meet the Archives appraisal
standard having enduring value for research. The Archives will prepare general guidelines on
what kinds of materials are appropriate." Seconded by Kim Collins. Motion carried.

Proposals to host the 2021 49th Annual Conference (Catherine Essinger)
- ARLIS/NA Montréal-Ottawa-Québec submitted a proposal to host the ARLIS/NA 49th
annual conference in 2021.

Motion #60: Catherine Essinger moves that the board accept the proposal to hold ARLIS/NA’s 49th
Annual Conference in Montreal, Canada. Seconded by Matthew Gengler. Motion carried, Jennifer
Garland abstained.

Action Item #81: The board is charged with discussing the possibility of an intercontinental CPAC
in the future.

Motion #61: Matthew Gengler moves that the board enter executive session. Seconded by Lauren
MacDonald. Motion carried unanimously.

AEG Contract Discussion Update (Eumie Imm Stroukoff) – EXECUTIVE SESSION
- ARLIS/NA survey review
- TEI contract and AEG amendment review
- What services are a priority for ARLIS/NA?
- Next steps

Motion #62: Samantha Deutch moves that the board exit executive session. Seconded by Lauren
MacDonald. Motion carried unanimously.

2018 Budget review and approval (Matthew Gengler)
- The New York City Conference costs more than our more than recent one and we’re
projecting a red budget. The convocation space will cost $112,000.

Action Item #82: The board is charged with revisiting the discussion about digitizing occasional
papers and having them downloaded from the AWS for free at a future meeting.
Action item #83: The board is charged with revisiting the discussion about board meeting travel
expenses at a future meeting.

New Business:
- Revised Project Service & Charter submitted for the Annotated Digital Art History Directory, revisit and vote on Motion #28: That the board approve the Project Service Charter for the Digital Art History Annotated Directory. Seconded by Matthew Gengler. M: Kim Collins; S: Matthew Gengler; V: motion carried

Action item #84: Samantha Deutch charged with informing the group that the project charter has been approved by the board and opening up participation in the Annotated Digital Art History Directory to the membership as a whole via ALRIS-L.

Adjourn
Motion #62: Matthew Gengler moves that the Executive Board Meeting adjourn. Seconded by Kim Collins. Motion carried.

Summary of motions:

43. That the board accept the consent agenda. M: Matthew Gengler; S: Stacy Brinkman; V: motion carried.
44. That in response to the NDSR project charter proposal the board appoint a member to the PDC temporarily who will also create and chair a task force. The member should be both from NDSR Art and the PDC, the board liaison will be Lauren MacDonald. M: Heather Gendron; S: Matthew Gengler; V: motion carried.
45. That the board, in order to correct a turnover leadership imbalance, approve the extension of the Education Liaison term for one extra year. M: Kim Collins; S: Matthew Gengler; V: motion carried.
46. That the board enter into executive Session. M: Matthew Gengler; S: KM; V: motion carried.
47. That the board exit executive session. M: Matthew Gengler; S: Heather Gendron; V: motion carried.
48. That the board accept the Nomination Committee's slate of candidates. M: Roger Lawson; S: Kim Collins; V: motion carried.
49. That the Executive Board Meeting adjourn. M: Roger Lawson; S: Matthew Gengler, V: motion carried.
50. That the board approve funding to help defray costs for the workshop “Advocating for Ourselves: Negotiation Skills and Closing the Gender Pay Gap” proposed by Emilee Mathews and Stacy Brinkman and endorsed by Management SIG. M: Heather Gendron; S: Kim Collins; V: motion carried.
51. That the board approve the International Relations Committee's funding request for a travel award. M: Jennifer Gendron, S: Lauren MacDonald; V: motion doesn't carry.
52. The board approve five hundred dollars of the IRC's requested funds with the proviso that they work with the Development Committee to raise the remaining funds. M: Heather Gendron; S: Jennifer Garland; V: motion carried.
53. That the board approve the NDSR funding request. M: Heather Gendron; S: Lauren MacDonald; V: Motion tabled for further information.
54. That the board enter executive session. M: Heather Gendron; S: Lauren MacDonald; V: motion carried.
55. That the board exit executive session. M: Heather Gendron; S: Kim Collins; V: motion carried.
56. That the board accept the Diversity Forum Special Funding. M: Stacy Brinkman; S: Heather Gendron; V: motion carried.
57. That the board accept the Documentation Committee’s funding request for ARLIS/NA's Oral Histories Project. M: Matthew Gengler; S: Catherine Essinger; V: motion denied.
58. Samantha Deutch moves that the board not fund Southeast Chapter’s immediate funding request for sponsoring and ACRL session at the ALA New Orleans Conference. M: Samantha Deutch; S: Matthew Gengler; V: motion carried.

59. That the board amend the motion previously adopted, motion #39 “That the board grant permission to ARLIS/NA chapters to deposit papers, which meet the standard of containing material of enduring value for research, to the ARLIS/NA Archives at the UI Archives” to now read "That the Board grant permission to ARLIS/NA chapters to deposit papers, and authorizes the Archives to accept, those documentary materials which meet the Archives appraisal standard having enduring value for research. The Archives will prepare general guidelines on what kinds of materials are appropriate." M: Samantha Deutch; Seconded: Kim Collins; V: motion carried.

60. That the board accept the proposal to hold ARLIS/NA’s 49th Annual Conference in Montreal, Canada. M: Matthew Gengler; S: Matthew Gengler; V: motion carried; V: motion carried with one abstained.

61. That the board enter executive session. M: Matthew Gengler; S: Lauren MacDonald; V: motion carried.

62. That the board exit executive session. M: Samantha Deutch; S: Matthew Gengler; V: Motion carried.

63. That the Executive Board Meeting adjourn. S: Kim Collins; V: motion carried.

Summary of action items:

55. Matthew Gengler charged with creating a policy regarding pulling a percentage of the reserve fund for special projects and/or programs.

56. The executive board will discuss a new document management system at the next board meeting.

57. Samantha Deutch is charged with cleaning up project charter tracking and consulting with relevant board liaisons.

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61. Lauren MacDonald will serve an additional year as the Education Liaison.

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63. Lauren MacDonald is charged with going back to SEI and letting them know that the board is fine with the structure of the new appointments.

64. Stacy Brinkman is charged with drafting both questions for the membership form regarding diversity as well as a statement to membership informing them of the new questions. The membership committee would then work with HQ to add the questions to the form. They will also include in the membership form an optional question on demographics. They will use the census question altering it for Canadian groups; and will add an answer “I’m a mix of more than one of these groups.”

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69. Eumie Imm Stroukoff will go to the Museum Division and look for partners for the Creative Commons.
70. Eumie Imm Stroukoff will ask the Museum Division to follow up with the distribution of the white paper.
72. Roger Lawson, Heather Gendron, and Samantha Deutch are charged with attending the hcommons meeting in October in NYC.
73. HQ will implement a translation plug-in for the AWS.
74. Stacy Brinkman will coordinate with the Membership Committee, the Canadian Liaison and HQ to translate all membership related materials to Spanish and French.
75. Roger Lawson will recruit a new AWS Information Architect and a Reviews Co-Editor.
76. Heather Gendron will follow up with Debbie Kemp and Max Marmor regarding the IRC study tour award.
77. Matthew Gengler is charged with reaching out to NDSR for a budget and to clarify whether or not this is required by the conditions of the grant.
78. Matthew Gengler is charged with adding a line item in the annual budget for funding the Diversity Forum.
79. Matthew Gengler is charged with adding a line item in the annual budget for funding the Oral Histories Project.
80. Stacy Brinkman will go back to CPAC and have them choose a group to receive the Diversity Award for Conference Attendance.
81. The board is charged with discussing the possibility of an intercontinental CPAC in the future.
82. The board is charged with revisiting the discussion about digitizing occasional papers and having them downloaded from the AWS for free at a future meeting.
83. The board is charged with revisiting the discussion about board meeting travel expenses at a future meeting.
84. Samantha Deutch charged with informing the group that the project charter has been approved by the board and opening up participation in the Annotated Digital Art History Directory to the membership as a whole via ALRIS-L.

Summary of Project & Service Charters:

- **PDC and NDSR Art Liaison and travel funding**
  - Group: National Digital Steward Residency for Art Information
  - Project Contacts: Kristen Regina and Karina Wratschko
  - Board Contact: Lauren MacDonald
  - Status: *liaison approved; vote regarding approval has been tabled for more details.*

- **Annotated Digital Art History Directory**
  - Group: Cataloging Section, Digital Humanities SIG, Web Archiving SIG, and Systems Librarian Working Group
  - Project Contacts: John Taormina
  - Board Contact: Samantha Deutch and Roger Lawson
  - Status: *approved*