ARLIS/NA Executive Board Meeting Minutes
October 17, 2017 / 1:00-2:30 pm (MT)
Conference call
MINUTES

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

Excused:
Roger Lawson

Call to Order (Eumie Imm Stroukoff)

Consent Agenda (Eumie Imm Stroukoff)
- Minutes from the September 19th meeting
- Reports for October:
  - 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 #67: Jennifer Garland moves that the board accept the consent agenda. Seconded by Catherine Essinger. Motion carried.

Monthly report from HQ (Robert Kopchinski)
- ARLIS/NA over contracted management hours by 209 as of August.
- Membership Total: 990 members at the end of August. This is on par with previous years and as we’re moving towards the conference the numbers will go up.
- Financial Analysis: Balance Sheet, August 2017, ARLIS/NA’s total equity is $1,000,097.

Financials (Matthew Gengler and Robert Kopchinski)
- Proposed verbiage for pulling from the Reserve Fund
  - Option A --The executive board may vote to allocate up to one third of the value of the reserve fund in a fiscal year. If the board pulls one third of the value from the
reserve fund during a fiscal year, it may not pull again from the reserve fund for two fiscal years without unanimous consent of the board.

- Option B -- The executive board may vote to allocate up to one third of the value of the reserve fund in a fiscal year. If the board pulls one third of the value of the reserve fund during a fiscal year, it may not pull again from the reserve fund until the fund has been replenished to equal or greater previously held value without unanimous consent of the board.

**Motion #68:** Matthew Gengler moves that the board accept the verbiage for the board pulling of funds from reserves. Seconded by Jennifer Garland. Motion carries.

- Discussion: Perhaps the board should remove the six months emergency operation funds, $90,000.00, from the emergency funds. Then set the number at a third of the reserve fund. Approximately half of the individual donations are unrestricted. Or, the board may borrow a trailing average of contributions to the reserve fund. We need to look at average growth of the reserve fund to place a number on what the board may pull from said fund. Perhaps the minimum fund would be the average cost of a conference.
- The verbiage needs to be revised, considering the average growth over five year, separating out $90K emergency funds, and average conference costs.

**Grants (Matthew Gengler)**
- There’s an opportunity via the Delmas foundation to receive $2,000, to give first time conference attendees as well as a break on conference registration and first year membership. A grant of $2,000 would give a $5,000 value.

**Action Item #94:** Matthew Gengler is charged with putting together information for the Gladys Krieble Delmas Foundation proposal and Eumie Imm Stroukoff will review and edit before submitted.

- Still awaiting clarification from the NDSR project service charter.

**Action Item #95:** Lauren MacDonald will reach out to NDSR for a proposed budget and clarification on their project service charter.

**Filming of the conference workshop on negotiation skills.**
- At the mid-year meeting the board expressed an interest in filming the conference workshop related to negotiation skills and facilitated by an AAUW member.
- Several of the panelists participating in the workshop wish to be candid and don’t want their portion recorded.
- Since this wasn’t included in the CPAC filming contract negotiations and we don’t have additional funds for $1,500 we might be able to put together a webinar as a follow up to the conference workshop.
New Document Management System to replace Wiggio (Robert Kopchinski, Samantha Deutch, and Kim Collins)

- We met a couple of times reviewing the options for the replacement of Wiggio and first eliminated project management tools such as Basecamp, Hightail, and PBWorks as they didn’t reflect what our needs were and looked at the remaining options which included self-hosting and a Cloud based services.
  - Cloud housed services: we narrowed it down to Box as a preferred cloud solution. It has the most features at a cost much less (less than $700 a year) then the other services.
  - Self-hosted solution: Alfresco Content Services, and with this option we’d need to purchase the server $3,300 one-time cost (5 years, the lifespan of a server). Another AEG client might be interested in the self-hosted solution and we’d have the option of a cost-share solution, which would bring our costs down by half. The unknown costs would be AEG maintenance fees for hosting. We won't be able to have a definitive answer on the cost share by the date Wiggio closes (November 17, 2017). The information on the server would be backed up regularly by AEG. Allows unlimited number of users, won’t go away like Wiggio, and offers more applications that we need – such as the conversation feed.
- 3rd option, the board could use Box in the interim and give it a test drive. There aren’t any associated costs for leaving the plan. Currently, all of the EB documents have been backed up to the HQ server so the documents are safe. We could move over to Box in the interim.
- Both Cloud and self-hosted solutions would be backed up in more than one place.
- With the migration we’d need this year’s documents in the folder.

Motion #69: Samantha Deutch moves that the board’s files be migrated from Wiggio to Box. Seconded by Lauren MacDonald. Motion carries.

Action Item #96: Samantha Deutch will move this year’s Executive Board Documents from Wiggio to Box.

SEI (Lauren MacDonald)

- SEI Task Force report, presented to the board via Wiggio.
  - Recommendations:
    - Establish a core curriculum for metadata, intellectual property and digital asset management and preservation to be supplemented by electives geared toward different audiences.
    - Convene an SEI curriculum working group with a finite term to develop goals and outcomes for the program as a whole and the core courses, as well as pre- and post-assessment tools.
    - Create a curriculum sub-committee to focus exclusively on the curriculum at the start of SEI planning for the year and develop instructional design aids.
  - SEI wasn’t profitable in 2017 – how should we move forward.
  - ARLIS/NA needs to disband the SEI Task Force so that they can move forward with the Core Curriculum Working Group.
Motion #70: Lauren MacDonald moves that the board accept the SEI Task Force report. Seconded by Catherine Essinger. Motion carries.

- Artstor didn’t pay agreed donation of $600 to SEI for the 2017, however, there’s been some changes with Artstor and perhaps this has slipped through cracks.

Lauren MacDonald excused.

Questions from Strategic Planning committee (Heather Gendron)

- The committee has two suggested language changes for the strategic directions (highlighted and italic areas are edits):
  
  o Collections and Access
    
    ▪ The Society shall seek opportunities to facilitate collaborations across institutions and cultural organizations in order to promote the informed management, preservation, discovery, and access to collections amid their evolving publishing manifestations.

    ▪ The purpose of this change is to clarify that ARLIS/NA’s role is in facilitating, rather than directing, this process.

  o Leadership and Advocacy
    
    ▪ The Society shall speak and act on behalf of its members to advance, validate, sustain, and advocate for the profession and the value of art libraries, as well as train its members to be advocates within their individual context.

    ▪ The purpose of this change is to clarify the expanded role of ARLIS/NA in relationship to advocacy. The current strategic direction language only addresses leadership; this clause is designed to acknowledge the work we already do.

Motion #71: Kim Collins moves that the board accept the language changes proposed by the Strategic Directions Committee. Seconded by Heather Gendron. Motion carries.

Action Item# 97: Heather Gendron will give the approved text to editorial to update the AWS.

- Action scorecard
  
  o The committee has developed a Google Form to collect updates from those who need to make periodic reports about their work related to service charters.

Action Item# 98: Heather Gendron will go back to the Strategic Directions Committee for clarification regarding the forms that they’ve created.
Motion to Adjourn

#72: Samantha Deutch moves the Executive Board Meeting adjourn. Seconded by Kim Collins. Motion carries.

List of Meeting Motions:

67. That the board accept the consent agenda. M: Jennifer Garland; S: Matthew Gengler; V: motion carried.
68. That the board accept the verbiage for the board pulling of funds from reserves. M: Matthew Gengler; S: Jennifer Garland; V: Motion does not carry.
69. That the Executive Board’s files be migrated from Wiggio to Box. Motion: Samantha Deutch; S: Lauren MacDonald; V: Motion carries.
70. That the board accepts the SEI Task Force report. M: Lauren MacDonald; S: Catherine Essinger; V: motion carries.
71. That the board accept the language changes proposed by the Strategic Directions Committee. M: Kim Collins; S: Heather Gendron; V: Motion carries.
72. That the Executive Board Meeting adjourn. M: Samantha Deutch; S: Kim Collins; V: motion carries.

List of Meeting Action Items:

94. Matthew Gengler is charged with putting together information for the Gladys Krieble Delmas Foundation proposal and Eumie Imm Stroukoff will review and edit before submitted.
95. Lauren MacDonald will reach out to NDSR for a proposed budget and clarification on their project service charter.
96. Samantha Deutch will move this year’s Executive Board Documents from Wiggio to Box.
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