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

Excused: Heather Gendron, Lauren MacDonald

Call to Order (Eumie Imm Stroukoff)

Consent Agenda (Eumie Imm Stroukoff)
- Ratification of Motion 73: that the board accepts the PPC's draft policy on advocacy.
- Minutes from the October 17 meeting
- Reports for November:
  - 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 #74: Roger Lawson moves that the board accept the consent agenda. Seconded by Matthew Gengler. Motion carried.

Monthly report from HQ (Robert Kopchinski)
- Financially we’re on par with previous years, note income is slightly ahead of our previous year.
- ARLIS/NA’s net equity of just over a million dollars ($1,097,804.12)
- We are 157.25 hours over in management hours for the months of January – September
- Membership statistics, just over 1000 members following last year’s trajectory.

Financials (Matthew Gengler and Robert Kopchinski)
- Proposed verbiage – Reserve Fund
  - Create an executive board Project Fund

Motion # 75: Matthew Gengler moves to split the RESERVE FUND to create an EXECUTIVE BOARD PROJECT FUND. Seconded by Kim Collins. Motion carried.
The RESERVE FUND will become strictly a reserve operating cost fund, covering six months of operating costs for the Society. The remaining balance will be transferred into a new fund, for executive board projects.

Motion #76: Matthew Gengler moves that the board approve the verbiage for funding the RESERVE FUND. Seconded by Roger Lawson. Motion carried.

When the budget is approved, the operating cost for the next year will be halved, thus setting the minimum for the RESERVE FUND. The RESERVE FUND will be brought to the minimum prior to depositing into the CONFERENCE SPEAKER RESTRICTED FUND, TRAVEL AWARDS RESTRICTED FUND, ALTERNATIVE VOICES RESTRICTED FUND, and the EXECUTIVE BOARD PROJECT FUND.

Motion #77: Matthew Gengler moves that the board approve the proposed guidelines for the EXECUTIVE BOARD PROJECT FUND. Seconded by Jennifer Garland. V: motion carried.

In any given year, the executive board may withdraw 1/3 of the value of the fund with a simple majority. A unanimous vote is required for the board to pull more than 1/3 in any year.

During the discussion, the verbiage edited in the above text from "pull 1/3” to “withdraw 1/3”

Action item #99: Samantha Deutch charged with adding approved EXECUTIVE BOARD PROJECT FUND verbiage to the policy manual.

Grants/Special Funding requests
- We tabled the vote on motion #53 “That the board approve the NDSR funding request. M: Heather Gendron; S: Lauren MacDonald” for further budget details. The funds requested were needed to cover expenses already paid by the Philadelphia Museum of Art for site visits—this would be a reimbursement. Submitted as a special funding request along with the project proposal.

Motion #53: That the board approve the NDSR funding request. M: Heather Gendron; S: Lauren MacDonald; V: motion carried.

2018 budget
- Membership Revenue 111,844; total gifts, we’re at -40,321, with the special funding request we’ll be at a 45,000 deficit for this year. This was discussed at great length during the 2017 mid-year meeting – the overage is due to the NYC conference expenditures.

Motion #78: Matthew Gengler moves that the board approve the 2018 Budget. Seconded by Kim Collins. Motion carried.

New Document Management System to replace Wiggio (Robert Kopchinski, Samantha Deutch, and Kim Collins)
- Thanks to Robert Kopchinski, Samantha Deutch and Kim Collins—Samantha transferred all of the files from Wiggio to Box.
- Notifications of new posts –will investigate further for board notifications.
- Strategic Directions Committee Chair on Box? This way Strategic Directions would have immediate access to proposals as they’re uploaded to the system.
- Robert Kopchinski will present the self-hosted option to the board after the New York conference.
Action item #100: Samantha Deutch will invite the Strategic Directions Chair to the box folder “Project & Service Charters and Proposals”.

**Distinguished Service Award** (Eumie Imm Stroukoff)

Motion #79: Samantha Deutch moves that the board enter Executive Session. Seconded by Catherine Essinger. Motion carried.

Motion #80: Samantha Deutch moves that the board exit Executive Session. Seconded by Jennifer Garland Motion carried

Motion #81: Kim Collins moves that the board accept the Distinguished Service Award Committee’s recommendation for the award. Seconded by Matthew Gengler. Motion carried.

- The DSA Committee recommends that the winner is announced at the beginning of the conference.
- There’s an argument that all of winners be announced in the beginning of the conference. Could be in social media or publicity.
- Could have award winners listed on a monitor at the registration table.
- There’s an argument for posting all award winners before the conference so that winners would be acknowledged throughout the conference by their colleagues.

Motion #82: Kim Collins moves that many of the awards including the student and distinguished Service Awardees be announced at the beginning of the conference and that the board tasks the DSA Committee to work with HQ on the logistics. Seconded by Roger Lawson. Motion carried.

Action item #101: Robert Kopchinski will work with both the Distinguished Service Award Committee on the logistics for announcing the student and distinguished service awards.

**ARLIS/NA Critical Librarianship SIG proposal** (Kim Collins)

- Statement of Purpose:
  - *The purpose of the Critical Librarianship SIG is to discuss, share, and/or present topics related to the intersection of critical theory/praxis and the field of art librarianship. Some of these topics include (but are not limited to): ethics and accessibility, diversity and inclusion advocacy, politics of professionalism, critical pedagogy, social justice, feminism, critical race theory, and queer theory. The group will establish a broad community of library and archive workers to share developing projects and ideas, research and literature, ethical concerns, and other relevant initiatives/topics.*
  - Coordinators: Jenny Ferretti and Andrew Wang. 65 members have expressed an interest in the Group.

Motion #83: Kim Collins moves that the board accept the ARLIS/NA Critical Librarianship SIG proposal. Seconded by Stacy Brinkman. Motion carried.

- Timely – SIGs were meant to be nimble and address concerns of the community.
- Would want the group to reach out to related groups within the society and revise the strategic directions of their proposal.

Action item #102: Kim Collins will follow up with the coordinators of the Critical Librarianship SIG proposal.
IRC revised charge (Jennifer Garland)

- The IRC looked at their web presence and wanted to expand and clarify their charge. The current Committee Charge is as follows:
  The ARLIS/NA International Relations Committee (IRC) will implement the ARLIS/NA vision to pursue partnerships with librarians and institutions outside of North America in a collaborative effort to support the Society as the leading organization in the arts information field. The IRC will also work to establish greater collaboration within North America, including membership in Canada and Mexico, to support the Society’s charge to represent art librarians in North America. The IRC will actively encourage inclusiveness, collaboration, diversity, and a multiplicity of viewpoints and perspectives for the Society.

- Revised IRC charge as drafted by Jane Devine Mejia:
  The ARLIS/NA International Relations Committee (IRC) will support the Society’s strong commitment to international dialogue and collaboration by pursuing relationships with art information professionals and institutions outside of North America. This collaborative effort supports the Society as the leading North American organization in the arts information field, while fostering the free exchange of ideas with international colleagues. The IRC will encourage affiliation with compatible professional associations and promote international engagement around issues of concern to the art information community. The IRC will also work to establish greater collaboration within North America, including the Society's members in Canada, Mexico and the United States, to support the Society’s role in representing art information professionals across the continent. The IRC will actively encourage within the Society the values of inclusiveness, collaboration, social and intellectual diversity, and openness to international perspectives.

#84 Jennifer Garland moves that the board accepts the revised IRC Charge. Seconded by Kim Collins. Motion carried.

Humanities Commons (Samantha Deutch)

- Can solve a lot of the issues we have with the website and offer our membership more tools they can use to communicate with ARLIS/NA members as well as those in related fields.

- Recommendations set forth in report from the Humanities Commons meeting held at the MLA offices attended by Samantha Deutch and Heather Gendron:
  1. Send an expression of interest in joining and creating an ARLIS/NA Commons.
  2. Establish a planning and implementation task force that would include our executive director (in order to sort out impacts on HQ workflows).
  3. The formation an outreach team as well to help orient members to the site.

#85: Catherine Essinger moves that the board accepts the three recommendations set forth in Heather Gendron report on the MLA Humanities Commons meeting. Seconded by Matthew Gengler; V: motion carries.

Action item #103: Heather Gendron and Eumie Imm Stroukoff are charged with following through with the approved recommendations and forming a letter of interest to MLA.

Review of Committee Chair and committee sub-committee appointments (Kim Collins)

- Dwyer award, literature states that the former board liaison is the chair, however in practice and as listed over the AWS; it’s been the current board liaison. The literature needs to be adjusted to reflect actual practices.
• 40% of this year’s committee appointments came from the ARLIS-L survey.
• Catherine Essinger newsletter – would like to know of committees needing more interest. Perhaps using the newsletter as a tool to push out the survey.

Action item 104: Kim Collins will approve and contact the new committee chairs and send out individual letters.

Action item 105: Eumie Imm Stroukoff will appoint new Editorial Board Committee members to the Editorial Board based on the recommendations.

**Gerda Muehsam Award and Wolfgang Freitag Award (Kim Collins)**
• The Award’s committee would like to combine the two student awards into one sub-committee. One chair, student advancement award. Enough members are rotating off that this.

Motion #86: Kim Collins moves that we combine the two student awards into one sub-committee of the awards committee, with one chair, and that sub-committee would be called student advancement awards. Seconded by Roger Lawson. Vote tabled for more information

• There would be one committee for two awards: Gerd Muehsam and the Wolfgang M. Freitag awards.
• Would this be too much work for one committee? Would this include the Sotheby’s Research award?
• The committee felt like they would get more synergy by marketing them together.
• Students are submitting the same papers for different awards.

Action item 106: Kim Collins will reach out to the awards committee chair and the research committee chair for more information.

**Other business (Eumie Imm Stroukoff)**

• Fundraising Goals (Robert Kopchinski)
  o The total fund raising goal for this year’s conference was 113,000 and the committee is currently at 111,580.

• Kim Collins, questions regarding The Gladys Krieble Delmas Foundation grant and the Board Member Workflow/responsibilities document:
  o Delmas Foundation Grant. (Eumie Imm Stroukoff)
    ▪ The grant proposal was submitted and we received the award for first time attendees, 20 students, to attend this year’s conference. Karyn Hinkle working with Robert to get on the registration page and will grant the award will be first come first served.
    ▪ We should advertise that the Delmas foundation gave us this money
    ▪ Eumie Imm Stroukoff will add the grant to the President’s message.
  o Board member workflow template (Samantha Deutch)
    ▪ The document is informal and is meant to assist new board members transitioning into their positions. Highlights include roadblocks or questions each of us have experienced in our position both while transitioning or questions regarding protocols as we conduct our board business.

Action Item 107: Eumie Imm Stroukoff will be sending out a president’s message and will include The Gladys Krieble Delmas Foundation grant to the president’s message.
Motion to Adjourn

Motion #87: Samantha Deutch moves that the Executive Board Meeting adjourn. Seconded by Matthew Gengler. Motion carried.

List of Meeting Motions:

74. That the board accept the consent agenda. M: Roger Lawson; S: Matthew Gengler; V: Motion carried.
75. That the board split the RESERVE FUND to create an EXECUTIVE BOARD PROJECT FUND. M: Matthew Gengler; S: Kim Collins; V: Motion carried.
76. That the board approves the verbiage for funding the RESERVE FUND. M: Matthew Gengler; S: Roger Lawson; V: motion carried.
77. That the board approves the proposed guidelines for the EXECUTIVE BOARD PROJECT FUND. M: Matthew Gengler; S: Jennifer Garland; V: motion carried.

Vote for motion #53 “That the board approves the NDSR funding request.” M: Heather Gendron; S: Lauren MacDonald; V: motion carried. [running list of motions and action items have been updated]

78. That the board approves the 2018 Budget. M: Matthew Gengler; S: Kim Collins; V: motion carried.
79. That the board enter Executive Session. M: Samantha Deutch; S: Catherine Essinger; V: motion carried.
80. That the board exits Executive Session. M: Samantha Deutch; S: Jennifer Garland; V: motion carried.
81. That the board accepts the Distinguished Service Award Committee’s recommendation. M: Kim Collins; S: Matthew Gengler; V: motion carried.
82. That many of the awards including the student and distinguished Service Awardees be announced at the beginning of the conference and that the board tasks the DSA Committee wo work with HQ on the logistics. M: Kim Collins; S: Roger Lawson; V: motion carried.
83. That the board accepts the ARLIS/NA Critical Librarianship SIG proposal. M: Kim Collins; S: Stacy Brinkman; V: motion carried.
84. That the board accepts the revised IRC Charge. M: Jennifer Garland; S: Kim Collins; V: motion carried.
85. That the board accepts the three recommendations set forth in Heather Gendron report on the MLA Humanities Commons meeting. M: Catherine Essinger; S: Matthew Gengler; V: motion carries.
86. Kim Collins moves that we combine the two student awards into one sub-committee of the awards committee, with one chair, and that sub-committee would be called student advancement awards. Seconded by Roger Lawson. Vote tabled for more information.
87. That the Executive Board Meeting adjourns. M: Samantha Deutch; S: Matthew Gengler; V: motion carries.

List of Meeting Action Items

99. Samantha Deutch charged with adding approved EXECUTIVE BOARD PROJECT FUND verbiage to the policy manual.
100. Samantha Deutch will invite the Strategic Directions Chair to the box folder “Project & Service Charters and Proposals”.

101. Action item #101: Robert Kopchinski will work with both the Distinguished Service Award Committee on the logistics for announcing the student and distinguished service awards.

102. Kim Collins will follow up with the coordinators of the Critical Librarianship SIG proposal.

103. Heather Gendron and Eumie Imm Stroukoff are charged with following through with the approved recommendations and forming a letter of interest to MLA.

104. Kim Collins will approve and contact the new committee chairs and send out individual letters.

105. Eumie Imm Stroukoff will appoint new Editorial Board Committee members to the Editorial Board based on the recommendations.

106. Kim Collins will reach out to the awards committee chair and the research committee chair for more information.

107. Eumie Imm Stroukoff will be sending out a president’s message and will include The Gladys Krieble Delmas Foundation grant.