ARLIS/NA Executive Board Meeting Draft Minutes
January 16, 2018 /1:00-2:30 pm ET
Conference call
MINUTES - DRAFT

Attending:
Stacy Brinkman, Kim Collins, Catherine Essinger, Jennifer Garland, Heather Gendron, Matthew Gengler, Eumie Imm Stroukoff, Robert Kopchinski, Roger Lawson, Lauren MacDonald, Suzanne Rackover, Laura Schwartz, Doug Litts

Excused: Samantha Deutch

Call to Order (Eumie Imm Stroukoff)

Consent Agenda (Eumie Imm Stroukoff)
- Minutes from the December 19th meeting
- Reports for January:
  - 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 #91: Roger Lawson moves that the board accepts the consent agenda. Seconded by Kim Collins. Motion carried

Monthly report from HQ (Robert Kopchinski)
- Net income year-to-date is approximately $75,000
- Month-to-month comparison from the last year is slightly ahead
- Total ARLIS/NA equity is approximately 1.1 million dollars.
- Contracted hours, went down slightly, getting closer to our actual contracted hours (closest we’ve been).
- 25 new business affiliates – every exhibitor gets a free business membership (relates to conference).
- Membership member numbers are in line with recent years.
- Annual Conference
  - Conference numbers looking good – currently at 534 registrants (early bird registration ends on January 26th)
  - We currently have a total of 76 exhibitors
  - We’re at 138% of our budgeted total exhibitor and sponsorship goals
    - Sponsorship goal was budgeted for $37,000—we've raised approximately $57,000
The Exhibitor and advertisement revenue was budgeted at $76,000—we've raised approximately $98,000.

- Hotel: we've filled 73% of our room block
  - More room has been added to the shoulder nights

Action Item #111: Eumie Imm Stroukoff will send out an email to membership letting them know that we've added conference hotel rooms for February 24th and 25th.

Financials (Matthew Gengler and Robert Kopchinski)
- ARLIS/NA investments are up $95,000 for the year.
- Final accounting for SEI came in with an invoice of 1873, net loss of 3746.
- Auditors have been contacted and will be making arrangements for review.

Special Funding Requests – Fair Use (Matthew Gengler)
- Immediate funding request submitted by Alex Watkins from The Fair Use Instructional Materials Task Force to fund training for librarians for use of CAA Code of Best Practices in Fair Use for the Visual Arts, they will be using the Pressbooks online platform (http://pressbooks.com) and will cost $99.00.

Motion #92: Matthew Gengler moves that the board approves the immediate funding requests from the Fair Use Instructional Materials Task Force. Seconded by Jennifer Garland. Motion carried

- The publication will be open access for everyone to use—would this go on our technology matric?
- The committee looked at several tools, and Pressbook was professional and didn’t include a watermark and you are able to flip through the book. Could this be used for multiple purposes, how many epubs? What is the total cost? Have they looked into the epub publication CORA?
- Would this be presented as an occasional paper? Would it be on the learning portal or the open source occasional papers?
  - The task force had envisioned this on the occasional paper page; however, it could reside in both spots.

Action Item #112: Jennifer Garland will go back to the Fair Use Instructional Materials Task Force and request more details discussed by the executive board.

Archiving (Eumie Imm Stroukoff and Kim Collins)
- ARLIS/HQ materials
  - After every conference, conference materials have been sent to the archives.
  - HQ is syncing all of the Box folders on their computer which is both backed up on a physical server and a cloud service (there are four copies).
  - HQ hasn’t been submitting materials – we need to have more recommendations from the Documentation Committee.
- ARLIS/EB materials
- Nominating and DSA materials – do they enter the archives? Are there any embargoes?

Action Item #113: Documentation Committee is charged with ARLIS/NA Archives’ guidelines; and looking into managing born digital materials.

Development Committee (Eumie Imm Stroukoff and Stacey Brinkman)

- Proposed new charge:
  The ARLIS/NA Development Committee will coordinate the fundraising and development strategies to move the Society’s initiatives forward. It will coordinate the fundraising activities
of the Society with members of the Executive Board, and collaboratively with the Conference Development, Strategic Directions, and Diversity committees. The committee will review the Society’s initiatives and priorities, develop strategies for fundraising, and make recommendations for implementing the plan.

In addition to the Society Circle, planned giving, and development assistance for chapters, the Development Committee will actively work on establishing potential donor networks to ensure the financial well-being of the Society and its goals.

Motion #93: Kim Collins moves that the Board approves the proposed charge for the Development Committee. Seconded by Lauren MacDonald. Vote tabled.

- Looking to clarify committee roles in fundraising for ARLIS/NA. The new charge will provide more direction and assist in moving ARLIS/NA forward.
- Should the charge be a little more explicit so that there is no confusion?
- Task that used to be taken care of the Development Committee have been taken over by the Conference Committee. This should be spelled out more clearly in the proposed charge.

Action Item #114: Eumie Imm Stroukoff will go back to the Development Committee and work with them in revising the charge with more clarity.

**Project Charter for Career Resources Page: Professional Development Committee** (Lauren MacDonald)

- **Project Deliverables:** This project will result in a user-friendly, content-rich “Professional Development Resources” or “Resources” page for the entire ARLIS/NA community. This page will foreground content on the PDC’s Learning Portal and other materials created, selected, and/or organized by the PDC: reports, webinars, conference proceedings, white papers, etc. These materials are currently accessible after several “clicks” from the current “Career Resources” page. Additionally, the page will highlight the work of other committees, sections, and special interest groups: internship opportunities, collection development policies, and other informative documents that support the work of art library/information professionals. In short, the page will serve as a clearinghouse for resources that support the professional development of the ARLIS/NA community.

Motion #94: Lauren MacDonald moves that the board approves the Project Charter for a Career Resources Page by the Professional Development Committee. Seconded by Matthew Gengler. Motion carried with revisions.

- Would be good to have a timeline and to see proposed website architecture for approval before posted on the AWS (Executive and Editorial Board).
- Would simply “resources” be a better name? Or, “Professional Resources”? Pro

**IMLS National Leadership Grant Proposal NYARC/Internet Archive** (Eumie Imm Stroukoff, Heather Gendron, and Lauren MacDonald)

**Learning Portal as a repository** – thank you to Heather Gendron for pushing this through.

Action Item #115: Heather Gendron will reach out to the group and get the final draft of the proposal for the board to review.

**Outstanding Action Items** (Eumie Imm Stroukoff)
**Action Item #116:** Eumie Imm Stroukoff and Samantha Deutch will review action items and put together a list of Board action items to be completed before the conference.

**Action Item #117:** All board members are to review action items specific to them and their position and work with incoming board members to ensure that they are carried over into 2018.

**Other Business?** (Eumie Imm Stroukoff, Roger Lawson, Robert Kopchinski, Heather Gendron, Matthew Gengler)

- Nick Curotto has completed the Information Technology Request for AWS. Roger Lawson will be sending out and ARLIS-L message to all members with the link to the web-form (will include an explanation for the form).
- Terry Wilson has been in touch with EBSCO – review contract to see if we still need to provide them with journal entries. Art Doc had been indexed by EBSCO in the past, now that University of Chicago has the journal this goes along with that contract.
- Expense stipend for the board: the outgoing and incoming board members will need to be at the annual conference for the same amount of time and the outgoing board member’s stipend is $200 less than the incoming board member’s. Stipends have remained at one level, should they be increased? Could modify stipends to the UN per diem suggestions for specific cities. Should the treasurer calculate these based on the locations of both the annual and mid-year meetings? See action item #83: *The board is charged with revisiting the discussion about board meeting travel expenses at a future meeting.*
- New board member orientation, ARLIS/NA leadership online webinars – need to set the dates

**Action Item #118:** Kim Collins and Robert Kopchinski will set the new board member and leadership webinar dates.

**Motion to Adjourn**

**Motion #95:** Heather Gendron moves that the Executive Board Meeting adjourns. Seconded by Matthew Gengler. Motion carried.

**List of Meeting Motions:**

91. That the board accepts the consent agenda. M: Roger Lawson; S: Kim Collins; V: motion carried.
92. That the board approves the immediate funding requests submitted by the Fair Use Instructional Materials Task Force. M: Matthew Gengler; S: Jennifer Garland; V: motion carried.
93. That the Board approves the proposed charge of the Development Committee. M: Kim Collins; S: Lauren MacDonald; V: tabled
94. That the board approves the Project Charter for a “Career Resources Page” by the Professional Development Committee. M: Lauren MacDonald; S: Matthew Gengler; V: motion carried with revisions.
95. That the Executive Board Meeting adjourns. M: Heather Gendron; S: Matthew Gengler; V: motion carried.

**List of Meeting Action Items**

111. Eumie Imm Stroukoff will send out an email to membership letting them know that we’ve added conference hotel rooms for February 24th and 25th.
112. Jennifer Garland will go back to the Fair Use Instructional Materials Task Force and request more details discussed by the executive board.
113. Documentation Committee Charged with ARLIS/NA Archives’ guidelines; and looking into digital documentation.
114. Eumie Imm Stroukoff will go back to the Development Committee and work with them in revising the charge with more clarity.
115. Heather Gendron will reach out to the group and get the final draft of the proposal for the board to review.
116. Eumie Imm Stroukoff and Samantha Deutch will review action items and put together a list of Board action items to be completed before the conference.
117. All board members are to review action items specific to them and their position and work with incoming board members to ensure that they are carried over into 2018.
118. Kim Collins and Robert Kopchinski will set the new board member and leadership webinar dates.

Meeting Project Proposals:

PDC Career Resources Page Revision
- Group: Professional Development Committee
- Project Contact: Stephanie Grimm, sgrimm4@gmu.edu
- Board Contact: Lauren MacDonald
- Status: 1/19/2018, Approved with minor changes – name “Professional Resources” and that the website layout should be approved by both the Executive and Editorial Board.