Pre-Conference Executive Board Meeting  
February 24, 2017, 10:00am – 5:30pm EST  
Hansmann Room (Room 207)  
Stephen A. Schwarzman Building (476 5th Avenue)  
New York Public Library

MINUTES

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

Guests: Dan Lipcan (NYC conference update); Kristen Regina (NDSR)

Call to order (Eumie Imm Stroukoff)

Consent Agenda (Eumie Imm Stroukoff)

- Ratification of Motion 96: RISS project and service charter for adding a plug-in and channeling ARLIS/NA blogs to appear on the AWS
- January 16, 2018 Executive Board meeting minutes
- Reports submitted for February 2018:
  - Advancement Liaison
  - Canadian Liaison
  - Chapters Liaison
  - Editorial Director
  - Education Liaison
  - Secretary
  - Treasurer
- Annual Reports:
  - Past-President

Motion #97: Jennifer Garland moves that the board accept the consent agenda. Seconded by Stacy Brinkman. Motion carried

NYC conference updates (Robert Kopchinski and Doug Litts)
- Currently there are 860 registrants for the conference, 250 items scheduled for the conference, there are 950 Sched attendees (may be duplication)
Financially: we’ve collected $180k in registration fees; $15k in tourism workshops; sponsorships dollars, the goal was set at $30K, and we’ve raised $57k; exhibitors, ads, reg inserts- $102k; abbey rare books (canceled-couldn’t walk materials; nothing was in prospectus) Conference by union hotel (Allianz pays the fee)

All but two of the conference tours sold out; and two workshops are still open

AV unionized as well adding $26k added to budget – AV expenditures have run over; 50k was the budgeted fees, the total will be approximately $76k

Food and beverage budgets have been kept tight

Annual Financial Report (Matthew Gengler)

With the correction in market, we lost 20k in investments, and our investments are back to where they were in January

We had a 2016 balance at approximately $817k

We are currently at approximately $920k; overall we’ve had a good year.

Before the market correction ARLISNA was able to lock into two CD’s: 182k in a fund to purchase 5 certificates of deposit, this has assisted us in diversifying our portfolio.

Overall the finances are in good shape—account grew approximately $100k in a year

Finance committee is looking into financial models for possible international conference

They’re also looking into socially responsible investing for the association – comparing Vanguard 500 vs. Vanguard socially responsible fund. The growth comparison between the two funds is nominal; the socially responsible fund’s fees are a bit higher.

Data Task Force Final Report (Heather Gendron)

The Data Task Force members are to be commended for their excellent work on the project – their thorough work and recommendations.

Motion #98 Heather Gendron moves that ARLIS/NA create and appoint the position of a Data Assessment Coordinator and a Data Assessment Committee. Seconded by Roger Lawson. Motion carried

Discussion:

Past-president would serve as liaison for the committee; the Assessment Coordinator would attend board meetings remotely as needed; since this requires advance skills the coordinator should have a $1,000 stipend (in parity with other ARLIS/NA stipends), and a committee to support their work. The term would be three years.

Are their individuals on the task force that would be interested? We would need to write up a job description and put out a call to membership.

Motion #99: Matthew Gengler moves that the board creates a $1,000 honorarium for the newly created position, Data Assessment Coordinator (prorated for this year). Seconded by Heather Gendron. Motion carried.

Action Item #119: Heather Gendron will write up the charge for the data assessment committee; Eumie Imm Stroukoff will do the recruitment; the position will report to the past president, and Samantha Deutch will update the policy manual accordingly.

Humanities Commons (Heather Gendron, Samantha Deutch, and Kim Collins)

Heather Gendron submitted a report from the October Modern Language Association meeting regarding Humanities Commons with recommendations for the board to move forward. At the November 21, 2017 Executive Board meeting, the board voted to move forward with the recommendations put forward in Heather Gendron’s report, they are as follows:
Send an expression of interest in joining and creating an ARLIS/NA Commons

It was recommended that the board establish a planning and implementation task force that would include our executive director (in order to sort out impacts on HQ workflows)

It was also recommended that we form an outreach team as well to help orient members to the site

- It is important that our membership database is able to communicate with the MLA API that would ingest our membership data and allow participation from our members.
- The Humanities Commons site would not replace the AWS it would make it easier for us to collaborate with likeminded associations and open up new networking opportunities. This is an augmentation to the AWS
- Since this is an extension of the AWS, the Editorial Director should be the point person who’ll keep us moving with Humanities Commons
- Could be a vehicle for collaborating with affiliate organizations and associations
- Individual members will opt in to be visible on the Humanities Commons
- What are the associated costs with the back end interfacing
- would be on the coat tails of the grant

Action Item #120: Roger Lawson will put together a Humanities Commons Task Force and will communicate with MLA that our membership database is utilizing the R:Base platform.

Open Access Task Force II report (Heather Gendron)

- SAA article on open access - http://onlinedigeditions.com/publication/?i=249469&article_id=1951810&view=articleBrowser&ver=html5#{"issue_id":249469,"view":"articleBrowser","article_id":"1951810"}
- Would we like a new position on the Editorial Board for Open access?

Action Item #121: Editorial Board is charged with looking into getting DOIs for reviews and multimedia technology.

Action Item #122: The Editorial Board charged with exploring the possibility and/or the necessity of creating an Open Access coordinator position for the editorial board.

BREAK

Editorial Board (Roger Lawson)

- Editorial Board appointments
  - Amy Trendler, ARLIS/NA Reviews Editor
  - Nick Curotto, AWS Information Architect
- Implemented Information Technology Requests
- Revisions of Communications guidelines
- Editorial Board highlights
- Revised style guidelines
- Museum Division white paper published
- Increases in media exposure
- Communications guide
  - Website architecture
- Appointments for the editors, 1 year renewable, all interested.
- Project charter workflow
Public Appearance Consent Form (Lauren MacDonald)

- Approve new language for the last paragraph – see suggested edits and additions below:
  I will retain any copyrights on the Presentation or the Materials existing at the time of presentation shall be retained by the copyright holders. Nothing in this document shall limit the copyright holders’ right to publish, present, or use their protected content as they see fit in perpetuity.

Motion #100: Stacy Brinkman moves that the board approves the new language for the Public Appearance Consent Form. Seconded by Lauren MacDonald. Motion Carried

IRC 2018 Study Tour Scholarship (Jennifer Garland)

Motion #101: Jennifer Garland moves that the board approves the document Announcing the 2018 ARLIS/NA International Relations Committee Study Tour Scholarship. Seconded by Lauren MacDonald. Motion Carried.

- Would the Kress Foundation consider the grant request too similar to other requests? Should we fold this into one request?
- The committee was looking into whether or not to ask past participants for donations and will stay in touch with the Development Committee.
- ARLIS/NA’s donation form allows donors to select specific funds – could this be an addition.
- Laura Schwartz suggested that the successful candidate serve on the following year’s selection committee.

Action Item #123: Eumie Imm Stroukoff will prepare a grant application for the IRC Study Tour Scholarship and will check with Kress regarding the timeline.

Break for lunch resumes at 2pm.

Membership dues for International and Mexico/Canada (Eumie Imm Stroukoff)

- Membership dues with Mexico and International members based on where they live
  - This year the dues were the same for Canada and International
  - We can program the database for four separate locations of members; if the rates are considerably different membership will send out letters to individual members and HQ will add membership manually to the database. The cost to add four different member rates would be $3,200 and is currently not cost effective.
  - Looking to expand membership categories: paraprofessional, Mexico, chapter dues
  - We’ll hold off on changing the membership categories via the ARLIS/NA website.
  - Looking at increasing membership dues on an annual basis or a larger increase every 7-8 years.

Action Item #124: Charge the Finance Committee and Membership Committee to review membership dues and come up with recommendations moving forward transparently with our members on how or when we’d raise our dues.

Membership Committee - questions for the EB (Stacy Brinkman)

- Ten ways to get involved with ARLIS/NA needs to be added to the AWS—this is on the web architects list.
- Demographics Questionnaire – this would be on a volunteer basis and completely anonymous
- Demographic questionnaire is an effort to collect data we’re currently not collecting

**Vendors concerns** (Eumie Imm Stroukoff)
- Some vendors are concerned that they’re unable to post messages via ARLIS-L
- ARLIS/NA’s policy is for non-commercial use of ARLIS-L
- How can the list be used to promote opportunities for membership?

**Action Item #125:** Judy Dyki is charged with clarifying that ARLIS-L may be used for internship opportunities; Samantha Deutch will update the Policy Manual accordingly.

**NDSR/Art: 2019 cohort and progress report** (Kristen Regina)
- Recap of NDSR/Art History
  - Distributed cohort of fellows using an association as the support
  - Formed an advisory board to assist in imbedding in ARLIS/NA
  - NDSR Art curriculum task force
  - NDSR Art curriculum survey
  - Immersion Week
  - NDSR site visits—critical to verify institutional commitment to the fellows
  - PDC Task Force – Anne Trenholme, Chair
  - Outside art library’s what other resources are there?

**Development Committee** (Eumie Imm Stroukoff and Stacy Brinkman)
- In the upcoming year they’re looking at a different model for the Development Committee
  - Donor prospectus – illustrating ARLIS/NA’s initiatives

**Action item #126:** Stacy Brinkman will prepare language for Executive Board liaisons to send out to their committees on how to raise money, what is the value of being an ARLIS/NA member.

**Leadership Institute** (Eumie Imm Stroukoff and Robert Kopchinski)
- Thank you to Heather Gendron, Kim Collins, Robert Kopchinski, and the committee members for planning the Leadership Institute.
- The data from this meeting will be passed forward to related committees
- Relates to diversity and advocacy issues

**Strategic Directions** (Heather Gendron)
- Rather than strategic planning, works with leaders in the society to create new goals and directions of the society.
- They’ll be refining the strategic directions goals to further the association.
- See meeting recording

**Other business**

**Events Cancelation Policy** –Heather Gendron
- Stems from the SEI being planned in NC, NC was a state identified by CA that public institutions would not provide support for their employees to attend events in NC.
- Possibility of adding anti-discriminatory language with hotel contracts.
- Look at codifying how conference locations are chosen.
- Being more transparent with how locations are chosen and how far in advance they are chosen and contracts signed: that is 2 – 3 years.
• How do we add this language into the selection of conference locations and or having conferences in locations that don’t support a diverse community of ARLIS/NA without being punitive to our members living in locations identified as being discriminatory to our members (see CA law Bill 1887)

Action Item #127: Eumie Imm Stroukoff will further explore contract verbiage for canceling ARLIS/NA events held in locations that discriminate against the diversity of our membership. [Reassignment and slightly edited version of action item #2]

Paraprofessional membership (Matthew Gengler)
• How can we encourage paraprofessional library staff to join ARLIS/NA?
• Does ARLISNA have enough to offer paraprofessionals?

Post Conference Meeting (Kim Collins)
• Most items are firm, however, we can add items to the agenda if anything bubbles up in the conference.

Motion to Adjourn (Eumie Imm Stroukoff)

Motion #102: Matthew Gengler moves that the Executive Board Meeting adjourns. Seconded by Eumie Imm Stroukoff. Motion carried.

List of Meeting Motions:
97. That the board accepts the consent agenda. M: Jennifer Garland; S: Stacy Brinkman; V: motion carried.
98. That ARLIS/NA create and appoint the position of a Data Assessment Coordinator and a Data Assessment Committee. M: Heather Gendron; S: Roger Lawson; V: motion carried.
99. that the board creates a $1,000 honorarium for the newly created position, Data Assessment Coordinator (prorated for this year). M: Matthew Gengler; S: Heather Gendron; V: motion carried.
100. That the board approves the new language for the Public Appearance Consent Form. M: Stacy Brinkman; S: Lauren MacDonald; V: motion Carried.
101. That the board approves the document Announcing the 2018 ARLIS/NA International Relations Committee Study Tour Scholarship. M: Jennifer Garland; S: Lauren MacDonald; V: motion Carried.
102. That the Executive Board Meeting adjourns. M: Matthew Gengler; S: Eumie Imm Stroukoff; V: motion carried.

List of Meeting Action Items:
119. Heather Gendron will write up the charge for the data assessment committee; Eumie Imm Stroukoff will do the recruitment; the position will report to the past president, and Secretary will update the policy manual accordingly.
120. Roger Lawson will put together a Humanities Commons Task Force and will communicate with MLA that our membership database is utilizing the R:Base platform.
121. Editorial board is charged with looking into getting DOIs for reviews and multimedia technology.
122. The Editorial board charged with exploring the possibility and/or the necessity of creating an Open Access coordinator position for the editorial board.
123. Eumie Imm Stroukoff will prepare a grant application for the IRC Study Tour Scholarship and will check with Kress regarding the timeline.
124. Charge the Finance Committee and Membership Committee to review membership dues and come up with recommendations moving forward transparently with our members on how or when we’d raise our dues.

125. Judy Dyki is charged with clarifying that ARLIS-I may be used for internship opportunities; Samantha Deutch will update the Policy Manual accordingly.

126. Stacy Brinkman will prepare language for Executive Board liaisons to send out to their committees on how to raise money, what is the value of being an ARLIS/NA member.

127. Eumie Imm Stroukoff will further explore contract verbiage for canceling ARLIS/NA events held in locations that discriminate against the diversity of our membership. [Reassignment and slightly edited version of action item #2]