Attending:
Stacy Brinkman, Kim Collins, Samantha Deutch, Catherine Essinger, Eumie Imm Stroukoff, Robert Kopchinski,, Lauren MacDonald, Roger Lawson, Doug Litts, Suzanne Rackover, Laura Schwartz

Call to Order (Kim Collins)

Consent Agenda (Kim Collins)
- Ratification of Motions 4 & 5: that the board accepts the new definition of conference proceedings and the instructions for the dissemination of meeting minutes.
- Minutes from Pre-conference meeting (2/24/18), the Annual Business Meeting (2/27/18) and the Post-conference meeting (3/1/18)
- Reports for March:
  - President’s Report
  - Past-President’s Report
  - Vice President’s Report
  - Treasurer’s Report (financials)
  - Secretary’s Report
  - Education Liaison’s Report
  - Advancement Liaison’s Report
  - Chapters Liaison’s Report
  - Canadian Liaison’s Report
  - Editorial Director’s Report

Motion #4: Eumie Imm Stroukoff moved that the board accepts the consent agenda. Seconded by Stacy Brinkman. Motion carried

Action Item #6: The Secretary will amend the policy manual according to the ratified motion numbers four and five.

Monthly report from HQ (Robert Kopchinski)
- ARLIS/MA income for the month of January was $64,479.63; the expenses were $19,515.68; with a net income of $44,963.95 for the month.
- At the end of January ARLIS/NA’s total equity was approximately $1.2 million.
- January – February of 2018; we are currently over HQ hours by 460 hours (ARLIS/NA is contracted for 204 hours a month). This should balance out over the rest of the year – February has the conference hours included.
- ARLIS/NA Membership statistics
  - Just over 1,000 active members at the end of February
Discussion around action scorecard (Eumie Imm Stroukoff and Samantha Deutch)

- Strategic Directions Committee has requested more information about the work being done across the society. What type of information does the strategic directions committee need from us? Are the groups and leadership not reporting properly? Liaisons need to go back to their groups and ask for their reports to tie to the strategic directions to populate the action scorecard.
- The Action Scorecard reporting was put in place during Carol Ann Fabian’s term—there’s been enough leadership turn over that we require a refresher on how to report actions.
- Need to make reporting more formalized – relate activities to strategic directions.
- Looking for a better mechanism, other than the action scorecard, to report activity. Perhaps the action scorecard itself needs to be revamped? Currently activities are reported under each Strategic Direction it fulfills, as a result an activity can be listed under multiple SD which can be confusing and makes the scorecard difficult to read.

Action item #7: Eumie Imm Stroukoff and Samantha Deutch will draft language for board liaisons to send to their groups relating their activities back to the ARLIS/NA’s core values and Strategic Directions.

Museum Divisions’ project charter for a publication (Laura Schwartz and Roger Lawson,)

- Should we require an addendum for significant changes?
- Need to post all project charters in the appropriate ARLIS/NA folders so that they can be referred to when questions arise – updates or changes should be noted on the action scorecard.
- Update Project Charter process (Roger Lawson)
  - Draft language was submitted for to clarify project charter process.

Action item #8: Laura will go back to the Museum Division asking them to submit a Project Service Charter for the activity, revised publication in production: Art Museum Libraries and Librarianship, listed on the action scorecard.

- Relates to action item #2: looking into recasting the project and service charter as a google form rather than a word document and would automatically populate a spreadsheet.
- Project charter form is accessible to everyone and the action scorecard is only available to members.
- Is there a desire for the rough outline of existing project charters to be available on the public portion of the AWS?
- Strategic Direction Scorecard seems vague and it might be good to revamp and add to the public page.
- Should we have the project service charters published on the public side? Or, is this for members only?
- Task Forces should also be listed on the action scorecard: charge and team members.
- Can we use the action scorecard and make it more useable for members and leadership? Should we make it a form so that it’s automatically populated?

Action item #9: The Secretary will conduct historical research on the action scorecard – look into questions such as why it’s published on the member’s only page.

Communication Guidelines “Website Structural Changes” (Roger Lawson) - requires EB approval
Motion #5: Roger Lawson moved that the edits to the website structural changes to include the distinction between the information technology request and project service charter be approved for the website. Seconded by Eumie Imm Stroukoff. Motion carried.

**Art Documentation 2019 subscription pricing increase of 4%** - (Roger Lawson)
- As reported in the ADX subscription pricing history report, this is in line with past increases.

Motion #6: Roger Lawson moves that the board approves the proposed Art Documentation 2019 subscription price increase at 4%. Seconded by Catherine Essinger. Motion carried.

**SEI 2018 Budget question** – (Lauren MacDonald)
(Any budget increases will just decrease profit between VRA and ARLIS/NA)
- Would like to increase travel reimbursement for “teachers” for air travel.

Motion #7: Lauren MacDonald moves that the board approves the $50 increase for travel reimbursement for instructors for SEI. Seconded by Catherine Essinger. Motion carried.

- Is the travel reimbursement already included in the ARLIS/NA budget? What we currently have in the budget is projected revenue from SEI. The maximum discrepancy would be $200.

**SIG discussion** – (Laura Schwartz)
- How do we want to handle inactive and unresponsive SIGs? Bylaws state: The Executive Board shall authorize the dissolution of a Special Interest Group, when in the opinion of the Board, its usefulness has ceased.
- Two SIGs are affected: Manuscript, Archives and Special Collections Special Interest Group and Women and Art Special Interest Group – we’re still looking for leadership.
- SIGs are grassroots of the organization are meant to be informal and flexible and that they’d come and go as the needs for the society change over time.
- Although we ask for annual reports from SIG’s they are not necessary
- Chapters are supposed to go into a yearlong inactive period before they’re dissolved – the chapter is notified and this gives them a year to organize. Perhaps this could be used for SIGs? We’d notify membership and those interested would have a year to step up and take leadership, or the SIG would be dissolved. There’s no stigma attached, SIGs should be flexible to come and go as needed.
- The board would have to vote on this after the year is up.
- Should this be in the by-laws? The status of being inactive is recorded in the policy manual.
- The Policy Manual needs to be updated to include newly formed SIGs and dissolved SIGs indicated as such.
- The Policy Manual should be current, not a historical record of the association and many of the histories have been and should be removed.

**Action Item #10**: The Secretary will update the policy manual with newly created SIGS (Art Librarian Parents & Caregivers, Critical Librarianship).

**Texas-Mexico bylaws** – (Catherine Essinger)
The Texas-Mexico Chapter has voted to amend its bylaws with the language below and requests formal approval by the Executive Board.

*The President may appoint a chapter Image Archivist and chapter Website Administrator. Appointed positions shall not follow term limits, and appointed members may retire and be replaced as needed.*
Motion #8: Catherine Essinger moves that the board approves the change to the by-laws proposed by the Texas-Mexico Chapter. Seconded by Eumie Imm Stroukoff. Motion carried.

Advocacy + UT-Austin – (Suzanne Rackover)

- Discussion: How do we, as a board, decide when an advocacy letter should be written?
- Should we go ahead with the original UT-Austin letter as planned?
- Should we go ahead with the suggested white paper?
  - Does this require a project charter?
- Information that has been made publicly available isn’t complete and has been heavily skewed to one side or the other depending on the source.
- ARLIS/NA hasn’t written a letter for individual libraries in the past, statements of support have gone out in tweets from individual chapters.

Motion #9: Suzanne Rackover moves that the board doesn’t write or submit a letter regarding UT Austin library closures. Seconded Laura Schwartz. Motion carried

Action item #11: Kim Collins, Suzanne Rackover, and Laura Schwartz will work together with the Academic Librarian Section and the Public Policy Committee to come up with a solution regarding UT Austin.

Announcement – EB to send flowers and cards to Traci Timmons – (Kim Collins)

Other business (Kim Collins)

Action Item #12: Eumie Imm Stroukoff will work with Michelle Wilson and Samantha Deutch on a Kress Foundation grant application for the Digital Art History Directory.

Motion to Adjourn

Motion #10: Roger Lawson moves that the Executive Board Meeting adjourns. Seconded by Eumie Imm Stroukoff. Motion carried

List of Meeting Motions:

4. That the board accepts the consent agenda. M: Eumie Imm Stroukoff; S: Stacy Brinkman; V: motion carried.
5. That the board approves the edits to the website structural changes to include the distinction between the information technology request and project service charter be approved for the website. M: Roger Lawson; S: Eumie Imm Stroukoff; V: motion carried
6. That the board approves the proposed Art Documentation 2019 subscription price increase at 4%. M: Roger Lawson; S: Catherine Essinger; V: motion carried
7. That the board approves the $50 increase for travel reimbursement for instructors for SEI. M: Lauren MacDonald; S: Catherine Essinger; V: motion carried
8. That the board approves the change to the by-laws proposed by the Texas-Mexico Chapter. M: Catherine Essinger; S: Eumie Imm Stroukoff; V: motion carried
9. That the board doesn’t write or submit a letter regarding UT Austin library closures. M: Suzanne Rackover; S: Laura Schwartz; V: motion carried
10. That the Executive Board Meeting adjourns. M: Roger Lawson; S: Kim Collins; V: motion carried.

**List of Meeting Action Items:**
6. The Secretary will amend the policy manual according to the ratified motion numbers four and five.
7. Eumie Imm Stroukoff and Samantha Deutch will draft language for board liaisons to send to their groups relating their activities back to the ARLIS/NA’s core values and Strategic Directions.
8. Laura will go back to the Museum Division asking them to submit a Project Service Charter for the activity, *revised publication in production: Art Museum Libraries and Librarianship*, listed on the action scorecard.
9. The Secretary will conduct historical research on the action scorecard – look into questions such as why it’s published on the member’s only page.
10. The Secretary will update the policy manual with newly created SIGS (Art Librarian Parents & Caregivers, Critical Librarianship).
11. Kim Collins, Suzanne Rackover, and Laura Schwartz will work together with the Academic Librarian Section and the Public Policy Committee to come up with a solution regarding UT Austin.
12. Eumie Imm Stroukoff will work with Michelle Wilson and Samantha Deutch on a Kress Foundation grant application for the Digital Art History Directory.