ARLIS/NA Executive Board Meeting Minutes
April 25, 2018 / 3:30-5pm EST
Conference call

MINUTES

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

Excused: Doug Litts

Call to Order (Kim Collins)

Consent Agenda (Kim Collins)
- Minutes from March 28th Executive Board Meeting Minutes
- Reports for April:
  - 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 #11: Eumie Imm Stroukoff moved that the board accept the consent agenda. Seconded by Stacy Brinkman. Motion carried.

Monthly report from HQ (Robert Kopchinski)
- Formal report is forthcoming due to missing information
- April 2nd; anyone who hadn’t paid dues was deactivated
- Katie Young Eagle – new employee replacing Shannon; she’ll be listening in on meetings while she gets oriented with ARLIS/NA
- Working with CPAC to identify a property for the conference

Membership database SPAM (Robert Kopchinski)
- Data from membership data hasn’t been compromised
- Computer bot filled out join form and submit and populated the database – they’re working on a fix
- Showing up in directory even though they were non-paid status
- This has been generating spam to ARLIS/NA leadership

Approve Revised Demographic Question? (Stacy Brinkman)
- Revised demographics question for the membership form
- They’ve opted to create a stable URL, which is preferable to HQ, then they could redirect to a new form each year—could encode a fresh survey.
• Are the pop-up messages possible?
• See below:

**Revised Demographic Question for Membership Form**

Once members complete the online membership form or renewal form, the following message will either pop up or open.

Text:
ARLIS/NA is committed to diversity in its membership and in the art information profession. Collecting the following information enables the Society to understand demographic trends in our membership as well as the impact of current and future initiatives on these trends.

Please click on the link below to complete a demographic question. Your responses to this question are anonymous and not tied to your membership application.

https://linklinklinklink

Survey Monkey form:
With which of the following race(s) or ethnic group(s) do you most identify? Select all that apply:
• American Indian, Aboriginal, or First Nations
• Asian or Pacific Islander
• Black or African Ancestry
• Hispanic, Latino, or Spanish Ancestry
• Middle Eastern or North African
• White
• Other_____
• Prefer not to answer

• The demographic questionnaire came up in the census – information will be anonymous
• The Executive Board and membership would communicate with membership regarding the demographics questionnaire; it’s a pop up window, completely anonymous, and not mandatory.

**MOTION #12:** Stacy Brinkman moves that the board approve the revised demographic questions for the membership form. Seconded by Roger Lawson. Motion carried

**Art Librarian Parents and Caregivers Special Interest Group 2018 conference childcare report** (Laura Schwartz)

• 6 families and 7 children used the childcare program over 3 days
• The cost to society was just over 3k and the pilot program is now over
• Should we approve an extension or make this a budget line item with a periodic assessment every two years?
• How would we manage the process? Would we rely on CPAC or a relationship between CPAC and the Child and Caregiver SIG?
• NYC room was $1,500
• CPAC has secured a complimentary suite for Childcare for Salt Lake City – moving forward the suite would be part of the contract with the conference venue.
• Depending on the venue the cost could be anywhere from $1,000 - 3,000 per year
• Is this a possible development opportunity?
• The board feels strongly that we support members who need this support to attend conferences.

**MOTION #13:** Laura Schwartz moves that the board continue to support the conference childcare program with a three year review, and with the revision that the program would be administered between CPAC and the SIG. Seconded by Eumie Imm Stroukoff. Motion carried

**Discuss and approve Data & Assessment Committee (DAC) and Data & Assessment Coordinator Charge** (Eumie Imm Stroukoff)

• History note: the board approved the following motions on 02/24/18 at the Pre-conference Executive Board Meeting:
98. That ARLIS/NA creates 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. The committee will work out details and be approved by the board.

See the following:

ARLIS/NA Data & Assessment Committee (DAC)

Charge
This committee will oversee the creation and implementation of an assessment plan that will support regular data collection and assessments of the Society’s activities and membership. With the chair serving as the Data & Assessment Coordinator, the committee will regularly provide the Executive Board, the Strategic Directions Committee, and other ARLIS/NA leaders with actionable data and analysis in support of programmatic approaches to decision-making. The committee will consult with their Executive Board liaison to determine priorities for assessment in the following areas: annually collected/reported metrics, assessment of ongoing activities, and assessment of success/impact for strategic directions.

The committee also consults with other ARLIS/NA committees to identify current sources of data, improve practice, and create/enrich assessment plans. It outlines best practices for using the Society’s resources and tools for conducting and publishing assessment. The committee also establishes workflows for soliciting and making available data from associated sources.

Term of Service:
Members serve one year; renewable two times for a maximum of three years of consecutive service.
Chair will be the Data & Assessment Coordinator. Chairs shall serve one term; renewable one time for a maximum of two years of consecutive service, not including any years served as a member of the committee. The total maximum number of consecutive years served as member and chair is five.

Qualifications:
Prior experience with assessment projects and data wrangling.

Responsibilities of the Chair (Data & Assessment Coordinator) and Committee:
Communicates between the Executive Board liaison and members of the committee. Coordinates all assessment activities for the Society and works with committee members to create and implement assessment plans. Assessment activities may include:

- Compiling statistics from annual reports
- Creating data summaries from surveys and forms, and seeking trends/indicators of interest
- Working with any consultants hired to support assessment initiatives
- Soliciting data from the web host, LMS, JSTOR and other related entities
- Consulting with committees on best practices for assessment and data gathering
- Investigating inquiries from the Executive Board that might be answered with data
- Collaborating with the Editorial Board to pursue opportunities for open publication of data

Executive Board Liaison: ARLIS/NA Past President

Committee Membership and Terms of Service:
The committee shall be composed of 1 Chair (the Data & Assessment Coordinator), up to 6 members, and 1 board liaison (ARLIS/NA Past President).
The chair (Data & Assessment Coordinator) shall serve for two years. This appointment is renewable two additional terms (for a total of six years of consecutive service). The Chair is appointed by the President.

Members serve one year; renewable two times for a maximum of three years of consecutive service.

**MOTION #14:** Eumie Imm Stroukoff moves that the board approve the Data & Assessment Committee (DAC) and Data & Assessment Coordinator Charge with some modifications. Seconded by Suzanne Rackover. Motion carried

**Humanities Commons** (Roger Lawson and Kim Collins)
- Help clarify Editorial Board’s role in preparing the task force charter
- Help identify task force participants
- AWS remains, but how can we use HC (ex SIG group pages and WordPress)
- Deliverables – objectives for HC, in scope/out of scope, etc. basically a project service charter with budget, etc.
- The DAH Directory coordinator Michelle Wilson should be added to the task force, possible SIG inclusion – Digital Humanities SIG, Web Archiving, Systems Librarian Working group, RISS, PDC?

**Action Item#13:** Roger Lawson to work on Humanities Commons Project and Service Charter.

**Questions about Open Access Coordinator** - (Roger Lawson) scope of work, etc.
- Temporary appointment for a year, yearly assessment of position is more of an immediate need
- Report for open access opportunities for membership and groups
- Special Appointment with yearly reassessment

**Digital Art History Directory** grant updates (Eumie Imm Stroukoff and Samantha Deutch)
- Knight foundation received 922 grant applications and are in the process of reviewing applications and would be conducting in April and May; recipient announced in June.
- Kress Foundation grant application in draft form; October is the deadline

**Regarding Alternative Voices**
- Salt Lake City 2019 call for proposal, share form wording to see who is applying for funding (Robert Kopchinski)
- Overview summary and issues that might lead to proposal for guideline updates that EB can review and vote, May? (Stacy Brinkman)
- Need to update conference planning manual

**Action Item #14:** Stacy Brinkman is charged with drafting language to revise the policy and CPAC manuals modernizing and clarifying the parameters of the fund.

**Question about guide for White Papers?** (Lauren MacDonald)
- NDSR task force will create a white paper
- Solution to Advocacy + UT-Austin was to charge Academic Division to create a white paper.
- Do we need to ask a group to expand our style and format guides? ACRL has examples

**Action Item #15:** Roger Lawson and the Editorial Board are charged with looking into a style guide for ARLIS/NA white papers.

**Several AWS placement questions**
- Google translation widget (Roger Lawson)
- Increased visibility of webinar-related forms, including add to ADMIN forms (Lauren MacDonald)
- Learning Portal content – more about improving workflow
- Working through Roger, Nick, and Lauren.
Parking Lot Review (clarifying action items who/when) – (Kim Collins)
   • Board recap of outstanding action items, moving forward with board business.

Other business? (Kim Collins)
   • Strategic Directions feedback for the 2017 environmental scan – in preparation for 2018 report. Something to think about for the May meeting (Eumie Imm Stroukoff)

Action Item #16: Samantha Deutch to set up board member task to review 2017 environmental scan for feedback in preparation for 2018 environmental scan.

Motion #15: Suzanne Rackover moved that the Executive Board Meeting adjourn. Seconded by Catherine Essinger. Motion carried

List of meeting motions:
11. That the board accepts the consent agenda. M: Eumie Imm Stroukoff; S: Catherine Essinger; V: motion carried
12. That the board approves the revised demographic questions for the membership form. M: Stacy Brinkman; S: Roger Lawson; V: motion carried
13. That the board continue to support the conference childcare program with a three year review, and with the revision that the program would be administered between CPAC and the SIG. M: Laura Schwartz; S: Eumie Imm Stroukoff; V: motion carried
14. That the board approve the Data & Assessment Committee (DAC) and Data & Assessment Coordinator Charge with some modifications. M: Eumie Imm Stroukoff; S: Suzanne Rackover; V: Motion carried.
15. That the Executive Board Meeting adjourns. M: Suzanne Rackover; S: Catherine Essinger; V: motion carried

List of meeting action items:
13. Roger Lawson to work on Humanities Commons Project and Service Charter.
14. Stacy Brinkman is charged with drafting language to revise the policy and CPAC manuals modernizing and clarifying the parameters of the fund.
15. Roger Lawson and the Editorial Board are charged with looking into a style guide for ARLIS/NA white papers.
16. Samantha Deutch to set up board member task to review 2017 environmental scan for feedback in preparation for 2018 environmental scan.