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

Excused:
Eumie Imm Stroukoff, Lauren MacDonald

Call to Order (Kim Collins)

Consent Agenda (Kim Collins)
- Ratification of Motion 16: which approves the updated Central Plains Chapter’s bylaws that now contain a new Communications Officer position.
- Minutes from April 25th Executive Board Meeting Minutes
- Reports for May:
  - President’s Report
  - Past-President’s Report (forthcoming)
  - 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 #17: Catherin Essinger moved that the board accepts the consent agenda. Seconded by Roger Lawson. Motion carried

Monthly report from HQ (Robert Kopchinski)
- End of March we had a net income of $95k, however, this doesn’t include all of the conference expenses
- End of March we had approximately 330k in the account, now roughly 100k. Total Equity at the end of March was 1.2 million.
- We’re over by 200 contracted management hours by the end of March – following past trends this should balance out towards the end of the summer.
- Membership statistics are on par with previous years both active and inactive members.
- Introduction and Welcome Katie Young Eagle
Katie will be sitting in on the board meeting to learn more about ARLIS/NA.
Katie is a graduate of the University of Minnesota-Twin Cities and comes to AEG from the United Way of Greater Milwaukee.

**IT request for AWS** (Kim Collins, Samantha Deutch, and Roger Lawson)

- Visibility of ARLIS/NA’s current projects—would like to add a web page on the public side of AWS to highlight approved project service charters and/or committee charges.
  - Would be a great way to highlight activities
  - How would the page look—static page with a title lead and summary?
  - Would it be called “ARLIS/NA new initiatives” or “Current Projects”?
  - Would be on the Organization portion of the website
  - Could this be on a “splash page”? Possible to add to the marquee?
  - Follow the “News and Events” page?

- Project Service Charter webpage:
  - Add a left navigation tab to the “organization” tab that links to a landing page with 5 to 6 current projects and task force charges.
  - Discuss workflow options as well as sustainability and maintenance issues

**Action Item #17**: The editorial board is charged with creating the “Current Projects” webpage for the AWS.

**Action Item #18**: All board members are charged with providing feedback regarding items that should be included under “Current Projects”.

**The New Museum Division Project & Service Request** (Laura Schwartz)

- This will be added to the AWS under the newly created portion “Current Projects”
- The timeline for the publication needs to be updated/added to the Project Service Charter. The timeline needs to be updated.

**Action Item #19**: Laura Schwartz will go back to the Museum Division for the suggested modification and for a paragraph describing the project to be posted under “Current Projects” on the AWS.

**Motion #18**: Catherine Essinger moved that the board accept the Project & Service Charter Request from the Art Museum Library Division with modifications. Seconded by Roger Lawson. Motion carried.

**Distinguished Service Award Committee Project Charter and Special Funding Request** (Robert Kopchinski and Kim Collins)

- Distinguished Service Award Committee PCS
  - Background: Our Society’s highest achievement award, The Distinguished Service Award has been awarded since 1986, however, there has never been an actual object presented in recognition of the award.
  - The committee proposes to purchase 17 crystal trophies for $1020 (giving awards to past recipients); it would cost $62 each year to follow.
  - They could give the award to past recipients attending the conference in Salt Lake City; and mail awards to those not attending the conference.

**Motion #19**: Suzanne Rackover moved that the board accept the Project & Service Charter Request from the Distinguished Service Award Committee with modifications. Seconded by Laura Schwartz. Motion carried.
Quick suggestion for Catherine’s financial retention question (Robert Kopchinski)

- Document retention policy guide for nonprofits – from the National Counsel of Non-for-profits
- This retention schedule could be sent to chapters – they are suggestions based on IRS guidelines

Update on the renewal of Archiving contract with University of Illinois at Urbana-Champaign (Samantha Deutch and Kim Collins)

- History: Carol Ann Fabian put together a contract with University of Illinois at Urbana-Champaign and it has been four years since our last contract. The first contract proposal was too high (upwards of $11,000), and we decided to pare down our needs to suit our budget.
- The Archives were doing extra work for the archive and it doesn’t really fall into our budgeting parameters. Recently we opened up the scope of the collection by including chapter archives.
- They’ve agreed to pare down services and we’re ironing out a more budget friendly service.
- The documentation committee may be interested in designing exhibitions in the future. When the contract is ironed out we should devise a charge for the documentation committee.

Discussion/any next steps for 10 ways to get involved & volunteer survey (Stacy Brinkman)

- Memberships “Ten Ways to Get Involved” webpage—this will make it more clear to membership how they would be able to get involved in ARLIS/NA.

Update on Diversity Committee work and discussion (Stacy Brinkman)

- Discussion regarding communication ideas around topics related to diversity, inclusion, equity, and justice in Art Librarianship and creative communities.
- The project would work in WordPress – SIGS and other groups already use this for their individual websites.

Action Item #20: Stacy Brinkman will go back to the Diversity Committee and have them fill out a technological request for their needs.

Next steps for Open Access Coordinator appointment (Roger Lawson)

- Would be a special appointment and would serve as a liaison to many different groups
- There have been a few suggestions

Action Item #21: Roger Lawson and Kim Collins will coordinate details of appointment’s charge.
Action Item #22: Kim Collins will appoint the Open Access Coordinator.

Mobile Device Functionality – require extra HQ time & money (Roger Lawson)

- To enhance the AWS and make it mobile device friendly will require HQ time and cost additional money.

Action Item #23: Editorial board tasked with scoping out the project and getting it to HQ so that they can provide us with a timeline and budget to be approved by the board.

President’s June message (via e-mail?) – will be due the week of June 11th

- 10 ways to get involved
- 2019: 47th Annual Conference in Salt Lake City
- Academic Division White Paper
- Board’s commitment to childcare support
- Career Resources Page
Parking Lot Review— (Kim Collins)
- Recap of meeting and check in on current projects.
  1. President’s June message (via e-mail?)
  2. Data & Assessment Committee (DAC)/ Data & Assessment Coordinator (Eumie Imm Stroukoff/June)
  3. Oral History Project update (SD/June?)
  4. Bundled Membership proposal (SB & CE/Aug midyear)
  5. NDSR Task Force report (LM/June?)
  6. Humanities Commons Task Force (RL/June)
  7. Leadership Training and Certification Task Force (Action item #67) (EIS, LS/June?)
  8. 50th annual conference proposals from 2 chapters (CE/Aug midyear)
  9. Leadership Institute Next Steps (SD/Sarah Carter and Eumie/August midyear)
  10. 2018 environmental scan (SD/Sarah Carter and Eumie/August midyear)
  11. ARLIS/NA swag idea (Kim Collins/Aug)
  12. Basecamp review (should we look into an alternative collaborative workspace for committees) (SD/when?)
  13. Review ARLIS/NA’s automated membership inquiry messages (Membership & HQ/when?)
  14. Updated ARLIS/NA Code of Conduct and Statement on Diversity (SB/?)
  15. Discussion on Learning Commons scope and RISS and PDC collaboration – (LM/June)

Other business? (Kim Collins)
- Discussion of Worldwide Books (Laura Schwartz)

Motion to Adjourn

Motion #20: Doug Litts moved that the Executive Board Meeting adjourn. Seconded by Samantha Deutch. Motion carried

List of Meeting Motions:
17. That the board accepts the consent agenda. M: Catherine Essinger; S: Roger Lawson; V: motion carried
18. That the board accept the Project & Service Charter Request from the Art Museum Library Division with modifications. M: Catherine Essinger; S: Roger Lawson; V: motion carried
19. That the board accepts the Project & Service Charter Request from the Distinguished Service Award Committee with modifications. M: Suzanne Rackover; S: Laura Schwartz; V: motion carried.
20. That the Executive Board Meeting adjourn. M: Doug Litts; S: Samantha Deutch; V: motion carried

List of Meeting Action Items:
17. The editorial board is charged with creating the “Current Projects” webpage for the AWS.
18. All board members are charged with providing feedback regarding items that should be included under “Current Projects”.
19. Laura Schwartz will go back to the Museum Division for the suggested modification and for a paragraph describing the project to be posted under “Current Projects” on the AWS.
20. Stacy Brinkman will go back to the Diversity Committee and have them fill out a technological request for their needs.
21. Roger Lawson and Kim Collins will coordinate details for Open Access Coordinator appointment.
22. Kim Collins will appoint the Open Access Coordinator