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

Friday, August 10, 2018

Welcome and Call to Order (Kim Collins)

Consent Agenda (Kim Collins)
- June 27th Executive Board Meeting Minutes
- Midyear Reports:
  - 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 #26: Laura Schwartz moved. Seconded by Stacy Brinkman. Motion carried

2022 annual conference proposal from the Mid States Chapter– 50th (Catherine Essinger)
- 50/50 – Celebrating One Half-Century, Looking to the Next
  o Submitted by: Doug Litts, Rebecca Price, Viveca Pattison Robichaud, Anna Simon the in-coming Mid-States Chapter Chair, Melanie Emerson the current Mid-States Chapter Chair, and Cara List a past Mid-States Chapter Chair
  o ARLIS/NA was formed at a conference held in Chicago in 1972, the last conference to be held in Chicago was in 1992 – would be a great way to celebrate our history
  o Transportation: O'Hare and Midway airports, CTA trains and buses, and the L
  o Attractions: 56 museums to be explored, along with 250 theatres and 225 music venues
- This was the only conference proposal submitted for 2022
Motion #27: Catherine Essinger moves that the board accept the Mid-States Chapter’s proposal to hold the 2022 annual conference in Chicago. Seconded by Eumie Imm Stroukoff. Motion carried.

**Humanities Commons Task Force and Open Access Coordinator update** (Roger Lawson)

- Submitted a PSC for the task force that will include the Editorial Board and the following proposed members: AWS content editor, Information Architect, ARLIS/NA Executive Director, Professional Development Committee rep, Documentation Committee rep, and the Open Access Coordinator.
- The task force members will meet for the first time on August 24th.
  - The will be addressing cost, content, and the implementation of and ARLIS/NA HC.
- Budget implication to be discussed on Sat., Aug 11th.

**DEEP DIVE: Advocacy** (Suzanne Rackover)

**ARLIS/NA Advocacy Policy – DRAFT** - This policy sets forth guidelines for ARLIS/NA’s advocacy activities on behalf of art libraries and visual resources collections on both the national and international level. Also included are procedures for determining when and to what extent ARLIS/NA should become involved. Discuss PPC news alert with election resources.

- How do we as a board respond to advocacy concerns of ARLIS/NA membership.
- If the board initiates, listserv, AWS, and (see recording)
- Advocacy Committee charge/PPC charge
- Advocate for art libraries and the work we do we generally don’t single out individual institutions.
- Is it our place to react to societal concerns? We would like to empower our membership to advocate: however, we do not want to do anything partisan.
- Should public policy statements from chapters need to be funneled through the PPC first? We offer a free space for chapters and individuals to advocate. Do Chapters need to offer a PPC statement? How independent are the chapters? Would need some consult with a lawyer to advise further. If a chapter makes a statement an anti-trust? Does not represent the thoughts of the board.
- The PPC publishes statements on behalf of the board. Will address after consult—need more foundational work. Disclaimers don’t relieve an association for any comments.
- Chapters should be covered by same policy as ARLIS/NA

**Action item #32:** Suzanne Rackover will work with the Public Policy Committee to revise the advocacy charge working with our association’s mission and membership.

**Action Item #33:** Catherine Essinger and Suzanne Rackover will work together and develop a workflow for Chapters concerning advocacy statements.

**Nominating Committee - slate of candidates for Executive Board** (Kim Collins)
The slate of 2019 ARLIS/NA Executive Board officer candidates, presented to us by Shalimar Fojas White and her Nominating Committee:

- **Vice President/President-Elect**: Amy Trendler, Architecture Librarian, Ball State University Libraries, Muncie, Indiana
- **Secretary**: Rachel Resnik, Library Chair, Massachusetts College of Art and Design, Boston, Massachusetts
- **Advancement Liaison**: Lindsay King, Associate Director for Access and Research Services, Robert B. Haas Family Arts Library, Yale University, New Haven, Connecticut
- **Chapters Liaison**: Stefanie Hilles, Arts and Humanities Librarian, Miami University, Oxford, Ohio

- This year’s slate of candidates are all representatives from academic libraries; lacking in variety. Board members were disappointed that there was not enough variety. The next nominating committee will be given instructions to even out the representation.

Motion #28: Eumie Imm Stroukoff moved that the board approve the slate of candidates put forth by the Nominating Committee. Seconded by Lauren MacDonald. Motion carried.

Action Item #34: Kim Collins will contact the Nomination Committee and let them know that the slate has been approved by the board and for them to provide text and images to Editorial Board for posting on the ARLIS/NA’s website.

**Graphic Novel SIG Project Charter** (Laura Schwartz)

Submitted a PSC for the SIG’s *Annual Notable Graphic Novels Review* to become an official ARLIS/NA publication

Motion #29: Laura Schwartz moved that the board approve a new ARLIS/NA publication on graphic novels. Seconded by Eumie Imm Stroukoff. Motion carried

- It’s good to see a grassroots SIG publication moving to something more substantial
- This could be a possible candidate for Humanities Commons – if published with WordPress; it would be easy to migrate to HC.
- Request $750 a year: $250 per editor similar to technology reviews. We need to add ARLIS/NA projects to our funding prospectus. There needs to be a mechanism in the PSC that would trigger workflows; perhaps turning the PSC into a google form. $500 split among editors, would the editors be appointed position? How would the board appoint the editors, would it be whoever is holding the leadership positions of the SIG? The editors would be appointed to the board

Action Item #35: The Editorial Committee charged with revising the Project Service Charter.
Action Item #36: Laura Schwartz will go back to the Graphic Novel SIG to discuss the details for their editors.

**Sharing Our Stories: Oral History Project Charter** (Laura Schwartz)
The Documentation Committee has been charged with conducting oral histories of winners of the Distinguished Service Award (DSA) winners. The Committee has wanted to augment the oral histories beyond the DSA winners and the Retirement SIG has proposed that the Documentation Committee begin including retired members in the project.

Motion #30: Laura Schwartz moved that the board approve the supplemental oral history project gearing up for the ARLIS/NA’s 50th year anniversary. Seconded by Samantha Deutch. Motion carried

- Will they be renting a room for the OH; details.
- Could they partner with a student group, something multi-generational
- Perhaps the oral histories, in addition to being a historical record, might serve as marketing tool
- There was a line item added to the budget approved at the 2017-mid-year meeting of $500 per year for the Documentation Committee to conduct oral histories for DSA winners
- Should this be rolled into the DSA oral history project
- What are the logistics; how are they choosing the interviewees; are they renting a room. We need more details.

Action Item #37: Laura Schwartz and Samantha Deutch will coordinate with Retirement SIG and Documentation Committee on the logistics for the oral histories.

**Student Advancement Awards subcommittee**
Proposal from the Awards Committee to combine the responsibilities of managing both the Freitag and Gerd Muehsam awards into one new subcommittee, called the Student Advancement Awards subcommittee. (Kim Collins)

Motion #31: Stacy Brinkman moved that the board accept the combining of the Freitag and Gerd Muehsam awards into one subcommittee, the Student Advancement Awards subcommittee. Seconded by Roger Lawson. Motion carried

- This will be the last year for the Sotheby’s Award; they do not have plans to continue since there were not enough responses. Sotheby’s is interested in another collaboration. Aware of the Prep for Prep project; Would ARLIS/NA somehow fit with that project?

Action Item #38: Samantha Deutch will edit the policy manual according to the approved award
committee change, combining the Freitag and Gerd Muehsam award subcommittees into one subcommittee.

**Approve Current Project Page** (Roger Lawson)
Review of the “Current Projects” page. Perhaps it should be called “featured projects”. Needing to add a graphic. The page has already been approved the Editorial Board would like the board to review what they have currently put together.

**Action Item #39:** The Editorial Board is charged with retitling the “Current Projects” page to “featured projects”, working on the logo for the page, adding an explanation of “featured projects”, publishing it over the AWS, and announcing it on ARLIS-l.

Perhaps we can add a “Support this project” button next to featured projects.

**Review updated Action Score Card** (Samantha Deutch and Roger Lawson)
The Action Score Card has been redesigned so that projects do not repeat within the spreadsheet under each Strategic Direction Addressed. The Strategic Directions are added together in one cell for each project.

**Action item #40:** Samantha Deutch is charged with adding historical action scorecard information to the new action scorecard; sorting the information by approval date.

**DEEP DIVE: Membership Discussion** (Stacy Brinkman, Laura Schwartz, and Catherine Essinger)
- The Membership Committee set for a proposal to bundle chapter membership dues alongside national dues:
  - Individual “regular” chapter dues would be set at a rate of $20 USD for all chapters, based on data collected by chapter chairs and compiled by the Chapters Liaison.
  - The online membership form will include a new category titled “Individual Chapter Membership” with a listing of all available chapters.
  - The new section on the membership form would link to the Chapters page on the AWS, to inform new members about chapter boundaries and other information.
  - As with national dues, chapter dues would be scaled for members from Canada ($15 USD), Mexico ($10 USD), and international ($10 USD).
  - Special chapter member categories such as student, retired member, etc. would not be available through this system. Each chapter would handle these dues as they do now.
  - ARLIS/NA Headquarters would disburse chapter dues to each chapter treasurer on a quarterly basis.
  - Headquarters will automatically send chapters the names and contact information of new or renewing members, just as it now notifies them of member interest.
The Membership Committee, Chapters, and Headquarters will work together to inform members of this change prior to the 2019 association renewal cycle. They recommend that an impact assessment be scheduled in 2020 and 2021 to determine the effect of chapter membership and finances.

- In order to facilitate the bundling of membership dues, the committee suggests that the individual chapters be added to the ARLIS/NA membership form.

- There could be streamlining by-laws related to membership dues – would we have to stall this for another year, or can we trigger the change once the chapters have voted.
- Call for committee will go out early fall. Specify window on the committee page.
- Would there be a problem when memberships lapse?

Motion #31: Eumie Imm Stroukoff moved that the board approve adding the chapter categories to the membership form pending the approval from 16 regional chapters. Seconded by Catherine Essinger. Motion carried

Action item #41: Catherine Essinger will collect chapter election results regarding changing their dues and report the results to the Executive Board; if approved by all chapters, this will be announced at the annual meeting in SLC, UT.
Action item #42: The Chapter Liaison is charged with reviewing the membership dues practice on a yearly basis.

- The Membership Committee suggests changes to the Committee Recruitment Process
  - That the following be added to the top of the Committee’s AWS page:

    Current members of ARLIS are eligible to serve on any committee. Each committee is composed of one Chair, six members, and one Board Liaison. Committee Chairs and members begin and end their service at the end of the annual ARLIS/NA Membership Meeting. Generally, members serve one to three years of consecutive service, and Chairs serve up to a maximum of two years of consecutive service. Maximum consecutive member/Chair service is 5 years. However, some committees allow members to continue service beyond the three-year maximum term limit.

    Committees typically meet virtually once a month and work on projects and initiatives. Participation in Annual ARLIS/NA Membership Meeting is not required.

- List the committee information from the Policy Manual on the committee website.
- Committee check boxes will be removed – people who check them have understood that they have volunteered for the committee. Removing this and adding “how to get involved” would clarify the process.
- Changing the wording for chapter membership as check boxes or hyperlinks
- There would be a one-month period for people to sign up and express interest to be on a committee.
Action item #43: Stacy Brinkman is charged with posting information about the committee volunteer form to AWS on the Committee Page and the 10 Ways to Get Involved page.
Action item #44: HQ charged with updating the membership form with the proposed language regarding how to volunteer for committees.
Action item #45: Laura Schwartz and Stacy Brinkman are charged with drafting a revised committee volunteer form for Board approval.
Action item #46: After action #45 is complete and approved, Laura Schwartz and Stacy Brinkman will work on messaging the membership about committee volunteer opportunities, the time frame for volunteering (Oct 1-31), and information about what is on the form itself.

- The ALRIS/NA Executive Board would like to formally thank Stacy Brinkman and the Membership Committee on moving forward with the proposal for changing the membership form.
- People should be fully aware of what their commitments are when they join a committee: attending the conference, committee meetings, and leadership institute.
- One role of a committee leader is to groom another member to become the next chair.
- Data from members who were previously interested in committees would be kept so that it would be available for review.

Motion #32: Stacy Brinkman moves that the board approve to revise the membership form to reflect the new practices for recruiting new committee membership and leadership. Seconded by Laura Schwartz. Motion carried.
Action item #47: The Editorial Board will coordinate with Stacy Brinkman for posting information for the new membership form and posting it on the AWS after related action items have been completed.

Action item #48: Stacy Brinkman will send out a revised survey by the end of August for approval

Break for lunch

DEEP DIVE: Strategic Directions Committee (Eumie Imm Stroukoff)
The 2018 environmental scan was submitted to the board for their review with recommendations some of them include:
- Build relationships with external partners who are interested in working towards shared goals.
- Seek external funding with partners to enhance efforts to work towards shared goals.
- Call upon our Affiliate liaisons to lead the board to new initiatives that ARLIS/NA may engage with.
- Put more instruments in place to evaluate ARLIS/NA’s efforts on diversity and inclusion efforts and communicate to our members the effect is it having on our society?
- Implement more consistently the workflow for both board-funded and -initiated projects and the process by which we secure and steward outside funding.
- The scan has been organized by strategic directions, would be good to have a timetable on moving forward. Board members should evaluate the scan and rank recommendations. We could send the scan to the committees for their feedback on what they can each do to move the association further in achieving our strategic directions.
- What are some of the recommendations we can tackle immediately and check them off the list?

**Action Item #49:** Eumie Imm Stroukoff will create a survey for the board members to rank the Strategic Direction Committee’s recommendations before the Board meets in September.  
**Action Item #50:** The Board is charged with taking the survey and rank the recommendations.  
**Action Item #51:** Eumie Imm Stroukoff and Kim Collins will work together to communicate with our membership regarding the environmental scan.

**Resilient Strategies and Goals:** (Eumie Imm Stroukoff)

- Background: in 2018, key leaders of the Society generated resilient strategies in a collaborative brainstorming process at the Leadership Institute. ARLIS/NA Vice President Eumie Imm-Stroukoff and consultant Frank Martinelli subsequently refined and combined these recommendations, resulting in the following list of resilient strategies and attached goals. This list of strategies was provided to the Strategic Directions Committee, which was tasked with identifying outcomes, leadership recommendations, and timelines for steps to actualize these strategies.

**Proposed Action Plans**

A. Reevaluate and broaden whom (roles) and what (skills) it may mean to be an art information professional in the future, and align ARLIS/NA’s activities with these projections.
B. Reach out to and expand underrepresented groups within the membership.
C. Examine the viability of including paraprofessional and support staff membership categories.
D. Listen to, partner, and collaborate with organizations representing diverse groups outside of ARLIS/NA.
E. Create diversity and inclusion advocacy toolkits for use within the profession.
F. Develop and provide formal continuing education and training to expand skill sets that lead to certification for current trends/best practices.

- Leadership Institute: formal program where it is a day long – share the Resilient Strategies and Goals Recommendations with membership. Could this be a leadership institute program? If not, would it be a workshop? Would this be something we would be able to facilitate ourselves? Alternatively, would we need to hire someone outside of membership? Part of leadership is learning how to break down recommendations and goals and create tangible actions—implementation. Another recommendation was the Identity task force.
What items are actionable now? Some of these plans, such as “F”, are goals that the board has been working on implementing. Are we in agreement with the recommendations? Does the Board need more time to review what is set forth in the report? We could load this document into Google Docs where board members can review and make comments.

There have already been discussions around recommendation B—more comments to add in the google doc. A, B, D – will be added to the google doc for further discussion.

Action item #52: Eumie Imm Stroukoff will import and share the Resilient Strategies and Goals report into google docs for board members to discuss.

Action item #53: Board members are charged with reviewing and commenting on the report.

Motion #33: Eumie Imm Stroukoff moves that the board a create a task force to examine the viability of including paraprofessional and support staff to our membership categories as outlined in the Resilient Strategies and Goals report from the Strategic Directions Committee. Seconded by Lauren MacDonald. Motion carried.

The Board would like a chapter leadership member, Diversity Committee, and Strategic Directions Committee member to be considered as part of the task force.

Recommendation D (diverse professional organizations): part of recruiting affiliation liaisons and identifying that we do not have a mechanism for all of our affiliate liaisons to get together. This has been on Kim Collins radar and will be added to the google doc.

Recommendation E: this requires more thought and discussion.

Action item #54: Stacy Brinkman is charged with working with the Diversity Committee to work on a charge and create a Project Service Charter for the task force; Catherine Essinger will be part of the conversation allowing for Chapter representation on forming the PSC.

Action item #55: Eumie Imm Stroukoff, Laura Schwartz, and Lauren MacDonald will work on a session for the annual conference in SLC devoted to continuing education certification.

The board has initiated actions items for two of the six of recommended goals set forth by the Strategic Directions Committee in their report.

Action item #56: Eumie Imm Stroukoff and Kim Collins will send a formal thank you to the Strategic Directions Committee for their work.

Academic Library Division White Paper Survey Questions (Laura Schwartz)

- In answer to the Board’s charge for the Division to formulate the white paper, the Division Set fourth three documents for the Board to review: List of Institutions for Case Studies; Case Study Questions; and survey questions for a questionnaire that would be sent out via ARLIS-I.

- In the documents, the Division does not consider Art and Design Institutions as Academic Decisions – this could be cleared up by adding one question. The Board reviewed the
document and discussed the charge: The Board suggests that they add a question like “Which of the following best describes your institution?” What was the decision not to included Mexico as a case study? Was it lack of membership, or because Mexico has another system than the U.S. and Canada, where art historians are typically the head of libraries rather than librarians.

- In terms of diversity, the term “white paper” has negative connotations – we might suggest to change the name to a “report” or “state of” in order to avoid being exclusionary.

**Action item #57:** Laura Schwartz charged with going back to the Academic Library Division and ask them if they would add a case study from Mexico, and if not, that they might want to relabel the “white paper” as addressing Canada and U.S.; further, the board recommends editing the name from “white paper” to “report”.

**Action item #58:** Laura Schwartz will create a Project Service Charter for the Academic Library Division project Academic Library Division Report and Survey Questions

**Policy Manual suggested changes** (Laura Schwartz)

- Adding a dissolution policy for a SIG – change set forward mimics chapter dissolution. There are SIG’s where, while membership has expressed an interest in the topic, no one has stepped into a leadership position and the SIG has not met in many year.
- SIG’s are meant to be nimble and come and go as the profession changes—they are the grassroots of the organization. Should all SIG’s be included in the Policy Manual, especially when they come and go and coverage changes over time? When people check a box for a SIG without leadership what happens to those inquiries – they responses currently go to past leadership; this is very sloppy and not effective management.
- Do we need to alter the Policy Manual or can we simply create a procedure to dissolve a SIG. If a SIG is popular – should it become a division or section? They by-laws already state that the Board can disband a group for inactivity.
- Perhaps a message would be sent out on ARLIS-I declaring a SIG inactive after the mid-year meeting-giving members from the SIG the opportunity to step up.

**Action item #59:** Suzanne Rackover and Laura Schwartz will work together on the language for the procedure for the dissolution of a SIG, and will coordinate with the Editorial Board for posting on AWS as a procedure.

**Action item #60:** Laura Schwartz will message membership after Labor Day letting them know that the board has found the Women and Arts SIG to be inactive, and if no one steps up in a leadership role, it will be dissolved.

**Data & Assessment Committee (DAC)/ Data & Assessment Coordinator update** (Eumie Imm Stroukoff)
The language has been approved and posted; we just need to make an appointment.

**Professional Development Committee's Learning Portal and Professional Resources page redesign** (Lauren MacDonald & Roger Lawson).
- Four tasks: Rename the page “Professional Resources” page to better include and signify the opportunities available; redefine the content categories on the page to better include other resources that don’t have a clear place on the ARLIS/NA site; redesign the current page--modeled after the Multimedia & Technology Reviews page; that the Job List would be displayed on this page; establish a more comprehensive communications plan to clarify how PDC can work with other groups (including mechanisms for feedback, and transparency in how we gather and share information).

Motion 34: Lauren MacDonald moved that the Board approve the name of the “Learning Portal” to “Professional Resources.” Seconded by Roger Lawson. Motion carried.

Action item #61: Nick Curotto and Mark Pompelia are charged with implementing the webpage changes from the PDC’s Learning Portal and Professional Resources page redesign.

**Statement of Diversity refresh** (Stacy Brinkman)
Revised Code of Conduct based on Board feedback from the meeting.

Action item #62: The Editorial Board is charged with updating the AWS and the conference-planning website with the short version of the revised code of conduct statement.

Action item #63: Kim Collins is charged with messaging membership regarding the revised code of conduct statement.
- This is in the policy manual and can be added to the AWS under the about section.
- The statement is well thought out and put together.
- The ARLIS/NA Executive Board will encompass the “Code of Conduct Team”

**Revised Statement of Diversity** (Stacy Brinkman)
Motion #35 Stacy Brinkman moved that the board accept the proposed revised statement of diversity with edits. Seconded by Eumie Imm Stroukoff. Motion carried.
- The statement is clear and well written. This statement could also live on the “about section” of the AWS.

Action Item #64: Samantha Deutch is charged with updating the Policy Manual with the revised statement of diversity.

Action item #65: The Editorial Board is charged with adding the revised to the “about” section of the AWS.

**EB-generated projects- documentation of projects and the need for project charters.**
- This will assist with succession planning and future fundraising goals (Eumie Imm...
DEEP DIVE Development cont. (Stacy Brinkman and Eumie Imm Stroukoff)

- How are we capturing the data? Development committee investigating what a prospectus would look like.
- Difficult to find a conference development team. Could the development chair when they rotate off, as their role, lead the next year’s conference development team.
- Problem from year to year, the conference development chair does not know where to start. There is a need for a conference development toolkit. When proposals are submitted for consideration, they should identify the Development Committee Chair. Is this a certification opportunity? The committee has been reactive rather than proactive. A leadership session, workshop, in order to reorient our development strategies.

Action items #66: Stacy Brinkman, Suzanne Rackover, and Eumie Imm Stroukoff are charged with formulating a charter to develop a conference development toolkit.
Action item #67: Eumie Imm Stroukoff will investigate the cost for a Development consultant who would work with the association.
Action item 68: Catherine Essinger will amend the internal document for creating a proposal to host the annual conference to include naming a Development Chair.

Motion to Adjourn

Motion #36: Suzanne Rackover moved that the Executive Board Meeting adjourn. Seconded by Roger Lawson. Motion carried.

Saturday, August 11th

Emory University, Woodruff Library, Jones Room, Level 3

Call to order (Kim Collins)

DEEP DIVE Development (Stacy Brinkman and Eumie Imm Stroukoff)

- Alternative Voices fund (Stacy Brinkman) The purpose of the fund is to bring in non-ARLIS/NA members, speakers of color, to ARLIS/NA
  - AVSF Statement of Intent and 2010 AVSF Recommendations for Implementation that were never fully implemented. The board reviewed revised recommendations
  - AVSF Statement of Intent and AVSF Application Form
  - Since our conference planning has changed, there is a need to be clear of our new practices and how this might affect past practices. The treasurer, who serves on CPAC, will be able to identify if AVSF is available and would be able to apply accordingly. Procedure will be added to the Conference planning manual so that those involved would have access accordingly.
  - When the funds are fleshed out more clearly on the website there is the possibility that people will donate more specifically to each of the funds.
  - We need to do forensics on who received the funds for past conferences and clarify.
• If the main contributor, an anonymous donor, does not want to contribute than the award might go away. Would the anonymous donor for this fund want to create a named fund with more specific parameters? Should we employ a development consultant to work with the Development Committee to establish development procedures?
• We need to create parameters for the establishment of funds that they need to align with our statement of diversity. Separate the intent from the workflow, ARLIS/NA will create a website for past winners.

Motion #37: Eumie Imm Stroukoff moved that the board enter executive session. Seconded by Catherine Essinger. Motion carried
Motion #38: Samantha Deutch moved that the board leave executive session. Seconded by Eumie Imm Stroukoff. Motion carried

Action Item #69: Eumie Imm Stroukoff and Stacy Brinkman are charged with following up with the anonymous donor of the Alternative Voices Award regarding the language of the fund and whether or not it should be named after said donor.
Action Item #70: To be completed after action item number 69, Stacy Brinkman and Eumie Imm Stroukoff will work with Editorial Board to develop a new page on the AWS about the AVSF featuring past winners, and parameters of the award.
Action Item #71: In concert with action item 70, Stacy Brinkman and Eumie Imm Stroukoff determine language for amending the Policy Manual and Conference Planning manual to reflect new workflows regarding the AVSF.
Action Item #72: Eumie Imm Stroukoff will investigate language to establish the funds.
Action Item #73: Stacy Brinkman, Doug Litts, and HQ will determine what individuals and programs have been funded through AVSF.

• In order to have more continuity perhaps the Advancement Liaison should become a Development Committee member after they rotate off the Board. This would be a two-year commitment.

Motion #39: Eumie Imm Stroukoff moved that for continuity purposes the board approve that when the Advancement Liaison rotates off the Board they then become a member of the Development Committee – this would be an additional two-year commitment. Seconded by Suzanne Rackover. Motion carried

Action item #74: Samantha Deutch will amend the policy manual to include that after the Advancement Liaison rotates off the board they will then become a Development Committee member for two years.

• Kress strategy (Eumie Imm Stroukoff) we will be bundling all of our funding requests for Kress into one ask which will be sent in 2019 for the period of 2020 – 2024. Should the prospectus include the DAHD?

Action item #75: Samantha Deutch will clarify with Kress foundation as to whether or not the DAHD should be bundled or if it should be a separate ask.
• **IRC sponsorship request** (Suzanne Rackover) “Recommendations for Sustaining the IRC Study Tour Scholarship" The IRC would like to establish a scholarship fund, each scholarship should be a minimum of $1000, with a target goal of $2000. They had an award this year, partly funded by ARLIS/NA and an anonymous donor and have discussed the establishment of the fund with chairs of the Awards, Development, Diversity, and Professional Development Committees—all participating chairs strongly support the establishment of an ongoing IRC Scholarship program.

• Perhaps they should not name a minimum of the award. Could this be added to the Society Circle funding allocation? Society Circle funding is running thin.

• In the proposal discusses the possibility of those who have been on the tours donating to an IRC travel fund for someone who has been in their career less than 7 years. They could only give as much as they have raised – a supplemental travel fund. Should be added to the renewal form. The committee would be able to solicit funds to an IRC travel fund and would need to be added to the renewal form.

**Motion #40:** Suzanne Rackover moved that the Board approve the IRC proposal to establish a scholarship for the study tour where they will solicit donations from past alumni of the study tours and include a donation solicitation on the application. Seconded by Lauren MacDonald. Motion carried

**Action item #76:** The Editorial Board and HQ are charged with adding more descriptions to the awards listed with the Society Circle.

**ARLIS/NY and Archivists Round Table of Metropolitan New York** (Catherine Essinger)

• Fundraiser for libraries and archives in Puerto Rico that were hit by hurricane. The chapter would message their own members and other identified sources outside of the association. They would be using our brand to raise money; the funds will not go through ARLIS/NA. Advocacy is a strategic direction and this would be an action. Messaging should be clear that those that donate are not giving to ARLIS/NA and a chapter initiative. This does not violate any policies, articles of incorporation, nor does the Board object.

**SEI Update** (Lauren MacDonald)

• This year there was a profit of approximately $9k which will be split with VRA

• SWITCH Junior Co-Chair as the student liaison, and the Incoming & Co-Chair has served as faculty liaison. They need approval from both ARLIS/NA and VRA —the Executive Board approves of the change.

• For a future meeting: SEI is interested in renaming and/or rebranding in time for the next summer institute.

**Learning Portal** (Lauren MacDonald)

• RISS had contacted the PDC about using the Portal for content: assignments and syllabi (akin to lib guide). Bluesky is currently our learning portal vendor.

• Could we use Humanities Commons in the same way as the Portal? Could the materials currently held on the portal be added to HC? What are all of the functionalities of HC? The HC task force will be investigating these uses.
• Is there a less expensive alternative to Bluesky to store the information we currently have in the portal?

Action Item #77: Robert Kopchinski is charged with reaching out to Blue Sky regarding our contract terms with them for the learning portal.

Special Funding Requests and potential annual budget items (Doug Litts)
• ARLIS Southern California Chapter is requesting funds to redesign their logo: $1,500 for the design and $800 for a website update.
• This is not something that ARLIS/NA has paid for in the past. Chapters have held competitions, or raised funds internally. They could give a student an opportunity.

Motion #41: Suzanne Rackover moved that the board approve the ARLIS Southern California Chapter’s request for funds to redesign their logo. Seconded by Catherine Essinger; V: motion failed

• ARLIS Southern California Chapter funding request for the creation of a Digital Preservation Workshop will be made up of two webinars. The request is for $2,337.50, includes the instructor fees, curriculum development, prep and instruction, and follow up emails.
• This is something that NDSR is currently working on, has webinars, and is completing a report with recommendations. While this is a worthy idea perhaps, it is not the right timing.

Motion #42: Suzanne Rackover moved that the Board approve Southern California funding request to support an online course/webinar as outlined in their request form. Seconded by Catherine Essinger. Motion failed

Action Item #78: Doug Litts is charged with reporting to the Southern California Chapter regarding their funding request to redesign their logo and online course.

• DSA request (17 Salerno trophies at $60 each for past winners) for $1,020 –the trophies will be distributed at the conference, for those that do not go to the conference we’ll ship to the winner. We do not need to vote, this was already approved by the board, see the recorded motion #19.

Action Item #79: Doug Litts is charged with reporting to the DSA Committee.

• CAC – Immediate Funding Application, $2,000 for speaker costs four-hour workshop on the free suite of software tools called Marc Edit at the 2019 ARLIS/NA conference in Salt Lake City, UT. They would like to keep the costs for the workshop down to encourage participation to the widest audience as possible, including paraprofessionals.
  • With workshops, it is usual to have the cost figured out for the workshop, and then they should make 50% more than the cost. The EB would approve $800 of funding. ARLIS/NA has given special funding to conference workshops in the past (just the speaker fee was paid, travel funding was not paid). If this could be
streamed it would be available to members not attending the conference in SLC, as well as to members after the conference.

Motion #43: Eumie Imm Stroukoff moved that we accept the Immediate Funding application from CAC, with the amendment that the Board approve $800 of the requested funds. S: Laura Schwartz. Motion carried

Action Item #80: Doug Litts is charged with reporting to the CAC with suggested modifications to their immediate funding request for speaker costs for their workshop that will be offered at the annual conference in SLC.

- IRC: Will the EB approve using the $500 in the budget to cover the cost of mailing donated books to art libraries in Cuba
  - These funds are usually given to host organizations, however, this is not allowed in Cuba. They may reallocate the funds, collecting the receipts and submitting them to Doug Litts.
  - Should the IRC submit a small budget request for production of buttons or badges for members to wear at the annual conference? Perhaps they should create these themselves.
- Annual funding request of $200 from the Editorial Board to be used for boosting social media posts. This should become operationalized and available on a yearly basis, create a standing line item.

Motion #44: Eumie Imm Stroukoff moves that the Board allocate $200 per year for boosting social media by the Editorial Board. Seconded by Stacy Brinkman. Motion carried

- Young Professional (ARLiSNAP) – this was moved from the Development section. ARLiSNAP raised $900 with their go fund me experiment in 2017. They did not submit a funding request this year. If operationalized the Board will require a formal request.

Action item #81: Laura Schwartz will go back to ARLiSNAP regarding their funding needs for this year's conference.

Travel reimbursement budget & models – recommendation not to change reimbursement amounts at this time (Doug Litts)

- If we do not change our model, it will be a little over $16,000. Would we want to do this for another high cost year? Laura Schwartz will plan the mid-year meeting in September after the tourist season. If we were more flush and not in the red, there would be another recommendation.
- Board member costs vary based on the conference schedule, in SLC new and old board members will need to be at the conference one day before it starts and for the full conference. In addition to giving their time to the association, Board members need to be able to supplement travel to and from conferences and mid-year meetings. Other Associations require Board members to donate funds to the Association. There needs to be clarity for new Board members so that they understand these costs and expectations.
Action item #82: Laura Schwartz and Kim Collins will work to develop a script for nominating committee so that they are more explicit about financial obligations from nominees when they serve on the Board.

**2019 Budget for review and approval** (Doug Litts)
- We depend on making a profit at the conferences to fund other programs. For SLC conference we are looking at an $8,000 deficit, the conference is currently at $94,000.
- We are currently in the red by almost $95k; this is a concern for the Board. We had a discussion at last year’s mid-year meeting about dipping into reserve funds to assist with the shortfall. As a practice, shortfalls are taken out of the investments. ARLIS/NA has operationalized many projects and they have not been added to the annual budget. These include travel awards, oral history project, childcare, etc.
- ARLIS/NA’s annual cost have gone up annually – we’ve assumed that our shortfall has been due to the conferences, however, our operating expenses have gone up and the conferences have been consistent. We are worried about this year’s conference with overlapping annual meeting with other associations.
- We need to prioritize our spending increased operational expenses, Humanities Commons, deficits in conference budgets. We are a fiscally conservative association and our net value is just about one million dollars. We have some things in the budget such as funds allocated to the “Educational Technology Subcommittee” which no longer exists. The Board has been approving deficit budgets of $8-9k per year – nothing close to $95k. We could raise our membership dues – we should examine the books a bit deeper to see where the shortfall is coming from before voting on the budget.

Action item #70: Samantha Deutch is charged with removing the Educational Technology Subcommittee” from policy manual as it no longer exists.

**Recruitment for anticipated editorial vacancies in 2019** (Roger Lawson)
- Media Editor
- ARLIS/NA Reviews co-editor
- Multimedia & Technology Review co-editor
- Roger Lawson – will continue on the Editorial Board for another two years.

**Motion to Adjourn**

Motion #45: Roger Lawson moved that the Executive Board Meeting adjourn. Seconded by Doug Litts. Motion carried

**Summary of meeting motions:**

26. That the Board accept the consent agenda. M: Laura Schwartz; S: Stacy Brinkman; V: motion carried
27. That the Board accept the Mid-States Chapter’s proposal to hold the 2022 annual conference in Chicago. M: Catherine Essinger; S: Eumie Imm Stroukoff; V: motion carried
28. That the Board approve the slate of candidates put forth by the Nominating Committee. M: Eumie Imm Stroukoff; S: Lauren MacDonald; V: motion carried
29. That the Board approve a new ARLIS/NA publication on graphic novels M: Laura Schwartz; S: Eumie Imm Stroukoff; V: motion carried
30. That the Board approve the supplemental oral history project gearing up for the ARLIS/NA’s 50th year anniversary; M: Laura Schwartz; S: Samantha Deutch; V: Motion carried
31. That the Board accept the combining of the Freitag and Gerd Muehsam awards into one subcommittee, the Student Advancement Awards subcommittee. M: Stacy Brinkman; S: Roger Lawson; V: motion carried
32. That the Board approve to revise the membership form to reflect the new practices for recruiting new committee membership and leadership. M: Stacy Brinkman; S: Laura Schwartz; V: motion carried
33. That the Board a create a task force to examine the viability of including paraprofessional and support staff to our membership categories as outlined in the Resilient Strategies and Goals document from the Strategic Directions Committee. M: Eumie Imm Stroukoff; S: Lauren MacDonald; V: motion carried.
34. That the Board approve the name of the “Learning Portal” to “Professional Resources.” M: Lauren MacDonald; S: Roger Lawson; V: motion carried
35. That the Board accept the proposed revised statement of diversity with edits. Seconded by Eumie Imm Stroukoff. Motion carried M: Stacy Brinkman; S: Eumie Imm Stroukoff; V: motion carried
36. That the Executive Board Meeting adjourn. Seconded by Roger Lawson. Motion carried M: Suzanne Rackover; S: Roger Lawson; V: motion carried
37. That the Board enter executive session M: Eumie Imm Stroukoff; S: Catherine Essinger; V: motion carried
38. That the Board leave executive session M: Samantha Deutch; S: Eumie Imm Stroukoff; V: motion carried
39. That for continuity purposes the Board approve that when the Advancement Liaison rotates off the Board they then become a member of the Development Committee – this would be an additional two-year commitment. M: Eumie Imm Stroukoff; S: Suzanne Rackover; V: motion carried
40. That the Board approve the IRC proposal to establish a scholarship for the study tour where they will solicit donations from past alumni of the study tours and include a donation solicitation on the application. M: Suzanne Rackover; S: Lauren MacDonald; V: motion carried
41. That the Board approve the ARLIS Southern California Chapter's request for funds to redesign their logo. M: Suzanne Rackover; S: Catherine Essinger; V: motion failed
42. That the Board approve Southern California funding request to support an online course/webinar as outlined in their request form. M: Suzanne Rackover S: Catherine Essinger; V: motion failed
43. That we accept the CAC’s Special Funding Request for speaker funding with the amendment of approving $800. M: Eumie Imm Stroukoff; S: Laura Schwartz; V: motion carried
44. That the Board allocate $200 per year for boosting social media by the Editorial Board. M: Eumie Imm Stroukoff; S: Stacy Brinkman; V: motion carried
45. That the Executive Board Meeting adjourn. M: Roger Lawson; S: Doug Litts; V: motion carried

**Summary of meeting action items:**

32. Suzanne Rackover will work with the Public Policy Committee to revise the advocacy charge working with our association’s mission and membership.
33. Catherine Essinger and Suzanne Rackover will work together and develop a workflow for Chapters concerning advocacy statements.
34. Kim Collins will contact the Nomination Committee and let them know that the slate has been approved by the Board and for them to provide text and images to Editorial Board for posting on the ARLIS/NA’s website.
35. The Editorial Committee charged with revising the Project Service Charter.
36. Laura Schwartz will go back to the Graphic Novel SIG to discuss the details for their editors.
37. Laura Schwartz and Samantha Deutch will coordinate with Retirement SIG and Documentation Committee on the logistics for the oral histories.
38. Samantha Deutch will edit the policy manual according to the approved award committee change, combining the Freitag and Gerd Muehsam award subcommittees into one subcommittee.
39. The Editorial Board is charged with retitling the “Current Projects” page to “featured projects”, working on the logo for the page, adding an explanation of “featured projects”, publishing it over the AWS, and announcing it on ARLIS-l.
40. Samantha Deutch is charged with adding historical action scorecard information to the new action scorecard; sorting the information by approval date.
41. Catherine Essinger will collect chapter election results regarding changing their dues and report the results to the Executive Board; if approved by all chapters, this will be announced at the annual meeting in SLC, UT.
42. The Chapter Liaison is charged with reviewing the membership dues practice on a yearly basis.
43. Stacy Brinkman is charged with posting information about the committee volunteer form to AWS on the Committee Page and the 10 Ways to Get Involved page.
44. HQ charged with updating the membership form with the proposed language regarding how to volunteer for committees.
45. Laura Schwartz and Stacy Brinkman are charged with drafting a revised committee volunteer form for Board approval.
46. After action #45 is complete and approved, Laura Schwartz and Stacy Brinkman will work on messaging the membership about committee volunteer opportunities, the period for volunteering (Oct 1-31), and information about what is on the form itself.
47. The Editorial Board will coordinate with Stacy Brinkman for posting information for the new membership form and posting it on the AWS after related action items has been completed.
48. Stacy Brinkman will send out a revised survey by the end of August for approval.
49. Eumie Imm Stroukoff will create a survey for the Board members to rank the Strategic Direction Committee’s recommendations before the Board meets in September.
50. All of the Board members are charged with taking the survey and ranking the recommendations accordingly.
51. Eumie Imm Stroukoff and Kim Collins will work together to communicate with our membership regarding the environmental scan.
52. Eumie Imm Stroukoff will import and share the Resilient Strategies and Goals Report into google docs for Board members to discuss.
53. All of the Board members are charged with participating, reviewing and commenting on the Resilient Strategies and Goals Report
54. Stacy Brinkman is charged with working with the Diversity Committee to work on a charge and create a Project Service Charter for the task force.
55. Eumie Imm Stroukoff, Laura Schwartz, and Lauren MacDonald will work on a session for the annual conference in SLC devoted to continuing education certification.
56. Eumie Imm Stroukoff and Kim Collins will send a formal thank you to the Strategic Directions Committee for their work.
57. Laura Schwartz charged with going back to the Academic Library Division and ask them if they would add a case study from Mexico, and if not, that they might want to relabel the “white paper” as addressing Canada and U.S.; further, the Board recommends editing the name from “white paper” to “report”.
58. Laura Schwartz will create a Project Service Charter for the Academic Library Division project: Academic Library Division Report and Survey Questions
59. Suzanne Rackover and Laura Schwartz will work together on the language for the procedure for the dissolution of a SIG, and will coordinate with the Editorial Board for posting on AWS.
60. Laura Schwartz will message membership after Labor Day letting them know that the Board has found the Women and Arts SIG to be inactive, and if no one steps up in a leadership role, it will be dissolved.
61. Nick Curotto and Mark Pompelia are charged with implementing the webpage changes from the PDC’s Learning Portal and Professional Resources page redesign.
62. Nick Curotto and Mark Pompelia are charged with implementing the webpage changes from the PDC’s Learning Portal and Professional Resources page redesign.
63. The Editorial Board is charged with updating the AWS and the conference-planning website with the short version of the revised code of conduct statement.
64. Kim Collins is charged with messaging membership regarding the revised code of conduct statement.
65. Samantha Deutch is charged with updating the Policy Manual with the revised statement of diversity.
66. The Editorial Board is charged with adding the revised to the “about” section of the AWS.
67. Stacy Brinkman, Suzanne Rackover, and Eumie Imm Stroukoff are charged with formulating a charter to develop a conference development toolkit.
68. Eumie Imm Stroukoff will investigate the cost for a Development consultant who would work with the association.
69. Catherine Essinger will amend the internal document for creating a proposal to host the annual conference to include naming a Development Chair.
70. Eumie Imm Stroukoff and Stacy Brinkman are charged with following up with anonymous donor of the Alternative Voices Award regarding the language and whether or not it should be named after said donor.
71. To be completed after action item number 69, Stacy Brinkman and Eumie Imm Stroukoff will work with Editorial Board to develop a new page on the AWS about the AVSF featuring past winners, and parameters of the award.
72. In concert with action item 70, Stacy Brinkman and Eumie Imm Stroukoff determine language for amending the Policy Manual and Conference Planning manual to reflect new workflows regarding the AVSF.
73. Eumie Imm Stroukoff will investigate language to establish future the funds.
74. Stacy Brinkman, Doug Litts, and HQ will determine what individuals and programs have been funded using AVSF.
75. Samantha Deutch will amend the policy manual to include that after the Advancement Liaison rotates off the Board they will then become a Development Committee member for two years.
76. Samantha Deutch will clarify with Kress foundation as to whether or not the DAHD should be bundled or if it should be a separate ask.
77. The Editorial Board and HQ are charged with adding more descriptions to the awards listed with the Society Circle.
78. Robert Kopchinski is charged with reaching out to Blue Sky regarding our contract terms with them for the learning portal.
79. Doug Litts is charged with reporting to the Southern California Chapter regarding their funding request to redesign their logo and online course.
80. Doug Litts is charged with reporting to the DSA Committee.
81. Doug Litts is charged with reporting to the CAC with suggested modifications to their immediate funding request for speaker costs for their workshop that will be offered at the annual conference in SLC.
82. Laura Schwartz will go back to ARLISNAP regarding their funding needs for this year’s conference.
83. Laura Schwartz and Kim Collins will work to develop a script for nominating committee so that they are more explicit about financial obligations from nominees when they serve on the Board.
84. Samantha Deutch is charged with removing the Educational Technology Subcommittee” from policy manual as it no longer exists.
Summary of Meeting Project Service Charters:

Annual Notable Graphic Novels List as Official ARLIS/NA Publication Project Charter (Laura Schwartz)
- Group: Graphic Novels SIG
- Project Contact: Olivia Miller, omiller@umassd.edu
- Board Contact: Laura Schwartz
- Strategic Direction(s): Leadership and Advocacy, Organizational Advancement, Art Information Professionals, Diversity and Inclusion, Collections and Access
- Approved: August 10, 2018
- Status:

Student Advancement Awards subcommittee
- Groups: Awards Committee
- Project Contact: Jade Finlinson, chair, jadefinlinson@gmail.com
- Board Contact: Kim Collins
- Strategic Direction(s): Art Information Professionals
- Approved: August 10, 2018
- Status:

PDC Revision of Career Resources Page to Professional Resources Page
- Groups: Groups: Documentation Committee and Retired Members SIG
- Project Contact: Stephanie Grimm, sgrimm4@gmu.edu
- Board Contact: Stacy Brinkman
- Strategic Direction(s): Art Information Professionals
- Approved: August 10, 2018
- Status:

Sharing Our Stories: Oral History Project Charter (Laura Schwartz)
- Groups: Documentation Committee and Retired Members SIG
- Project Contact: Jamie Lausch Vander Broek, Documentation Committee Chair, jlausch@umich.edu
- Board Contact: Roger Lawson
- Strategic Direction(s): Organizational Advancement
- Approved: August 10, 2018
- Status: