ARLIS/NA Executive Board Meeting  
September 26, 2018 / 3:30-5pm EST  
Conference call  
MINUTES

Attending:  
Stacy Brinkman (leaving early), Kim Collins, Samantha Deutch, Catherine Essinger, Doug Litts, Roger Lawson, Lauren MacDonald, Tim Penny, Suzanne Rackover, Laura Schwartz

Excused: Eumie Imm Stroukoff

Call to Order (Kim Collins)

Consent Agenda (Kim Collins)
  • August 9 and 10th, 2018 Executive Board Meeting Minutes  
  • Motion #46 - Approve the project charter and special funding request from the ARLIS/NA Northwest Chapter for a $250 speakers fee.  
  • Reports for September:  
    o President’s Report  
    o Past-President’s Report  
    o Vice President’s Report  
    o Treasurer’s Report (financials)  
    o Secretary’s Report  
    o Education Liaison’s Report  
    o Advancement Liaison’s Report  
    o Chapters Liaison’s Report  
    o Canadian Liaison’s Report  
    o Editorial Director’s Report

Motion # 47: Laura Schwartz moved that the Board accept the consent agenda. Seconded by Roger Lawson. Motion carried

“Alternative Voices” speaker fund name proposal (Stacy Brinkman)  
  • Current funder wanted it to be Alternative Voices; Diverse Voices, or Voices of Others

Motion #48: Stacy Brinkman moved that the Board change the name of the Alternative Voices Fund to Conference Speakers of Color Fund. Seconded by Doug Litts. Motion carried
• Renaming the fund – after a review of the funds parameters, “Conference Speakers of Color Fund” has been proposed.
• Short term solution – we’d like to fund speakers with a broader scope and alternative voices; which is more in line with our Strategic Directions.
• Eligibility and parameters for the fund will be posted and the name will be changed in the Policy Manual.

**Development Committee update** (Stacy Brinkman)
- Edit Development Database -- the Development Committee needs access to the database. The database tracks conference donors. The committee would like to look at the database, see how it currently works, and what we would like it to do.
- What is the platform for the database? In past Board meeting’s HQ said that the database was built in “R”
- Permissions for the database can be added without a problem

*Action item #85: Tim Penno/HQ will facilitate access to the members of the Development Committee to have access to the development database for them to assess it.*

**Update on process & timeline for recruiting committee members, committee chairs, and affiliate liaison.** (Laura Schwartz)
- Looking for the following liaisons: ALA/ACRL Arts Liaison, VRA liaison, AASL Liaison, ALA/Diversity Liaison, SAA Liaison and Looking for the following committee chairs: Cataloging Advisory, Development, International Relations, Nominating, Professional Development, Public Policy, Strategic Directions
- Webinar idea – too late for this year? This is the only aspect of the mid-year meeting that hasn’t come together
- Update on revision the membership form to reflect the new practices for recruiting new committee membership and leadership
- Typically renewing notices go out in October, has the form been updated?

*Action item #86: Stacy Brinkman will send changes to HQ so that the form will be up-to-date when renewal messaging goes out in October; Tim Penno will facilitate the changes on the renewal form.*

**Monthly report from HQ** (Tim Penno)
- HQ report from Sept 4, 2018; Standard report on activities from HQ illustrating their work for the society. We are currently 301.50hours@ $59.50per hour =$17,939.25. More details and represent the month of August, most of Robert’s times are accounted for the month of October.
- Orientation plan update: has had conversations with Laura Schwartz and Kim Collins and is getting up-to-speed on the software programs our association uses: Basecamp, Sched, etc. . . . Tim will be following up with each of the Board members to see familiarize himself with the Board and our activities.
- Tim is planning a visit to St Louis and is looking to secure The Chase Park Plaza as the hotel– tentatively Oct 10th and 11th. Will be visiting three alternate hotels.

**SLC CPAC update** (Kim, Tim, Doug, and Laura)
- Move EB meeting to Monday, March 25th 1-6pm
- Leadership Institute, Tuesday, March 26 8:30am-12:30pm
• Society Circle, Tuesday, March 26 6:30-8:30pm, Salt Lake City Public Library
• No silent Auction this year – will have an opportunity drawing, donate $5 for a ticket, or donate $20 for five tickets.
• Wed. March 27th First-time/International 5:45-6:45, Welcome Party 7:30-9:30, UMFA
• Thur., March 28th Convocation at hotel, Reception at the Natural History Museum of Utah; exhibitions open
• Friday, March 29th plenary and membership meeting (no lunch or brunch)
• Sat March 30th morning EB meeting, 9-1pm

**Editorial Board update** (Roger Lawson)
• Updates were made to the ARLIS/NA Publications Agreement to a Google from that will collect responses in a spreadsheet fashion and shared easily with editors. Authors of multi-authored articles will each need to fill out a form. HQ will have access to the form. We can try this out for 6 months and see how it works. This will work for the conference proceedings as well.
• Updates were made to the ARLIS/NA Public Appearance Consent Form; incorporates revisions from several years and will be collected in a spreadsheet fashion. Will be accessible to the Conference Planning Committee and HQ.

Action item #87: Editorial will be rolling the links to the new ARLIS/NA Publications Agreement and ARLIS/NA Public Appearance Consent forms into the AWS.

• Finalizing the Featured Projects Logo and webpage

Action item #88: The Editorial Board will rework the Featured Projects Logo page.

• Appoint new ARLIS/NA Reviews co-editor – highly qualified member, Rebecca Price, will succeed Amy as co-editor of the reviews.

Action item #89: Roger Lawson will notify Rebecca Price of her appointment as ARLIS/NA Reviews co-editor on behalf of Kim Collins.

• Mock-up of the PDC professional resources page mockup. Nick Curroto has created a mock up page based on the PDC’s recommendations. It will be streamlined a bit more and is ready to go live.

Action item #90: Roger Lawson will pass on to Nick Curroto so that the professional resources page can go live.
Action item #91: Roger Lawson will liaise with Lauren MacDonald and the PDC once professional resources page site goes live.

**Dispute between two vendors; one may be using unauthorized University logos** (Kim Collins & Tim Penno)
• Vendor A and Vendor B have a dispute over cloning of Vendor’s A’s website; Vendor B has also been posting university logos.
• Kim spoke with Tim and he has suggested that ARLIS/NA reach out to Vendor B and ask them not to bring materials with other institution logos to the conference.
• Should we add something to the code of conduct regarding unauthorized representation of members or rather in the exhibitor’s contract?
• We expect our exhibitors to abide by these general rules and not have materials that violate U. S. copyright laws.
Action item #92: Kim Collins and HQ will coordinate a blast to all vendors who have signed up to exhibit, updates of code of conduct, and that materials brought to the conference should fall in line with U. S. Copyright laws.

Motion #49: Catherine Essinger moved that the Board enter executive session. Seconded by Suzanne Rackover seconds. Motion carried

Motion #50: Samantha Deutch moved that the Board exit executive session. Seconded by Roger Lawson. Motion carried

Review logistics for how the Board can prioritize the Resilient Strategies and Goals document from the Strategic Directions Committee and identify action items (Kim briefly for Eumie Imm Stroukoff)

- Survey will go out before the next meeting

Action item #93: All Board members are charged with completing the survey for prioritizing the Resilient Strategies and Goals document from the Strategic Directions Committee.

Special Funding Request – vote required (Doug Litts)
https://arlisna.box.com/s/b9srq6af0fnw27jjj3zx59pkckg0kwr1

Motion #51: Doug Litts moved that the Board approve the ARLIS/NA Southern California Chapter requests for a $150 honorarium for non-ARLIS/NA member speaker, Kathy Carbone, who will talk on Critical Interventions: Contemporary Art Practice in the Archive. Seconded by Catherine Essinger. Motion carried.

- ARLIS/NA Southern California Chapter requests $150 honoraria for non-ARLIS/NA member speaker, Kathy Carbone, who will talk on Critical Interventions: Contemporary Art Practice in the Archive
- This falls in line with what the funds made available to chapters when it is educational in nature. Is the check sent out to the Chapter? Check issued to the chapter; and the chapter will write a check to the speaker

Action item #94 Kim Collins and Laura Schwartz will work on a plan for orienting our new Board members.

Other business? (Kim Collins)

Motion to Adjourn
Motion #52: Roger Lawson moved that the Executive Board meeting adjourn. Seconded by Lauren MacDonald. Motion carried.

Summary of Meeting Motions
47. That the Board accept the consent agenda. M: Laura Schwartz; S: Roger Lawson; V: motion carried
48. That the Board change the name of the Alternative Voices Fund to Conference Speakers of Color Fund. M: Stacy Brinkman; S: Doug Litts; V: motion carried
49. That the Board enter into executive session. M: Catherine Essinger; S: Suzanne Rackover; V: motion carried
50. That the Board exit executive session. M: Samantha Deutch; S: Roger Lawson; V: motion carried
51. That the Board approve the ARLIS/NA Southern California Chapter requests for a $150 honorarium for non-ARLIS/NA member speaker, Kathy Carbone, who will talk on Critical Interventions: Contemporary Art Practice in the Archive. M: Doug Litts; S: Catherine Essinger; V: motion carried
52. That the Executive Board meeting adjourn. M: Roger Lawson; S: Lauren MacDonald; V: motion carried.
Summary of Meeting Action Items

85. Tim Penno/HQ will facilitate access to the members of the Development Committee to have access to the
development database for them to assess it.
86. Stacy Brinkman will send changes to HQ so that the form will be up-to-date when renewal messaging goes
out in October; Tim Penno will facilitate the changes on the renewal form.
87. Editorial will be rolling the links to the new ARLISN/NA Publications Agreement and ARLIS/NA Public
Appearance Consent forms into the AWS.
88. The Editorial Board will rework the Featured Projects Logo page.
89. Roger Lawson will notify Rebecca Price of her appointment as ARLIS/NA Reviews co-editor on behalf of
Kim Collins.
90. Roger Lawson will pass on to Nick Curotto so that the professional resources page can go live.
91. Roger Lawson will liaise with Lauren MacDonald and the PDC once professional resources page site goes
live.
92. Kim Collins and HQ will coordinate a blast to all vendors who have signed up to exhibit, updates of code of
conduct, and that materials brought to the conference should fall in line with U. S. Copyright laws.
93. All Board members are charged with completing the survey for prioritizing the Resilient Strategies and
Goals document from the Strategic Directions Committee
94. Kim Collins and Laura Schwartz will work on a plan for orienting our new Board members.