ARLIS/NA Executive Board Meeting
October 24 2018 / 3:30-5pm EST
Conference call
MINUTES

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

Call to Order (Kim Collins)

Consent Agenda (Kim Collins)
- September 26 2018 Executive Board Meeting Minutes
- Reports for October:
  - 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 #53 Roger Lawson moved that the Board accept the consent agenda. Seconded by Suzanne Rackover. Motion carried

PDC Education subcommittee update (Lauren MacDonald)
- The webinar request form still includes Robert Kopchinski’s information. This needs to be updated with Tim Penno’s information and the website updated accordingly.
- Request four weeks in advance, perhaps we can change this

Action Item # 95: HQ to update PDC webinar form substituting Tim Penno’s information for Robert Kopchinski’s.

NDSR Art Task Force White Paper and survey (Lauren MacDonald)
- Goal was for a draft of the white paper to be brought to the board in October. The new expected completion date for the draft of the white paper will be by the end of the year.
- NEH funding will run out in 2019; the task forces will be coming up with recommendations moving forward.
- A charter will be submitted, would be great to feature on the AWS “featured” projects page.
Action Item # 96: Lauren MacDonald will coordinate with Kristen Regina, Mark Pompelia, and Roger Lawson with a blub for the NDSR for the featured projects page.

SEI asks our approval for hiring Courtney Baron as an instructor for the Instructional Design and User Outreach module for SEI (Lauren MacDonald)
- Are we comfortable that Courtney Baron would be both the co-chair and an instructor?
- broader SEI questions from the VRAF board (Possible SEI name change, Conflict of interest policy & Written policies and procedures on the process for selecting instructors and new modules)

Motion #54: Lauren MacDonald moved that the Board approve Courtney Baron as an instructor for the Instructional Design and User Outreach module for SEI 2019. Seconded by Doug Litts. Motion carried

Action Item #97: Lauren MacDonald and Kim Collins will coordinate a phone call to discuss the broader SEI questions from the VRAF Board.

Monthly report from HQ (Tim Penno)
- Website down-time fixed – bot attacks – standalone donation page - $10 threshold
  - The website would shut down if it were attacked.
  - They added the $10 threshold and the bot attacks stopped
  - Looking into adding a “Captcha” feature to prevent future attacks.
- Orientation plan update – meetings scheduled with Tim Penno
- St Louis planning visit Review – planning is progressing well
  - Went really well – facilities were wonderful and it'll be difficult choosing
  - Chase park hotel negotiations have begun
  - Have another hotel ready in the event Chase Park doesn't work out
  - Looking at the week of April 20th

Review CAC Project & Service Charter regarding creating a liaison position to the ARM Working Group. (Samantha Deutch)

#55: Samantha Deutch moved that the Board approve the CAC's Project & Service Charter to create a liaison position for the ARM Working Group. Seconded by Laura Schwartz. Motion carried

- When CAC is drafting language for the Policy Manual, they should add that the liaison appointment position would be selected by ARLIS/NA's Vice Chair elect, as other liaison positions.

Already approved Academic Libraries Report (Laura Schwartz)
- Laura Schwartz submitting a P&SC for the ARLIS/NA Executive Board’s appointed Academic Libraries Report
  - Academic Libraries Report
    - Group: Academic Libraries Division
    - Project Contact: Becca Pad, University of Texas at Austin (Academic Libraries Division moderator) r.pad@austin.utexas.edu
    - Board Contact: Laura Schwartz
    - Strategic Direction(s): Leadership and Advocacy, Organizational Advancement, Art Information Professionals, Diversity and Inclusion, Innovation and Technology, Collections and Access
    - Approved: April 2018
    - Status: Approved and in-progress
Action Item # 98: Samantha Deutch will update action scorecard accordingly.

Editorial Board update (Roger Lawson)

- Working on a google version of the Project & Service Charter form.
- Moving Humanities Commons Planning Task Force final report from Jan to Feb ’19. Had three conference calls and task force members are gathering information for a report.
- Would like to extend the HC task force deadline from January to the end of February
- Editorial Board appointments:
  o ARLIS/NA Reviews: Rebecca Price appointed to succeed Amy Trendler as co-editor; March 2019
  o Multimedia & Technology Reviews: Gabriella Karl-Johnson to continue as co-editor

Code of Conduct Diversity Committee revised the Code of Conduct based on what the EB talked about at the Midyear meeting (Stacy Brinkman)

- The code of conduct team would be the Executive Board and members from headquarters – there should be links to the Executive Board page so that the team is current. The Diversity Committee would like to be on the team
- We could possibly add a diversity committee ribbon so that conference attendees would be able to identify someone at the conference.
- Revise statement and remove the term “conference” from statement – then the statement would be added to the policy manual, AWS, and conference website. Everything would refer to the policy manual; include the short version on the conference webpage.

Motion #56: Stacy Brinkman moved to approve the revised code of conduct policy. Seconded by Roger Lawson. Motion carried with the revision of deleting the word “conference” from the statement.

Development Committee update (Stacy Brinkman)

- Patrick Tomlin is stepping down as the chair of the committee– committee is in transition
- There are people who filled out a form for leadership
- The committee wants to table the Prospectus idea – felt uncomfortable pursuing donors without a workflow process
- Development Database have had issues with logging onto it.
- Past Advancement Liaison to be Development Committee member for two years.
- Committee to do an environmental scan
- If we could run reports from a development database what would we like it to do
- Development Committee needs direction from the board
- Development Consultant (possibly Anne Haskel). Haskel’s rates: an hourly rate of $250l or a project fee or monthly rate (inclusive of expenses except non-local travel).
- Before spending money on a consultant, having the committee conduct an environmental scan, both internally and with other institutions, first would be beneficial. Prepping for a consultant.
- Structurally, ARLIS/NA has fundraising in silos –how can we streamline our development processes?
- Chapters are also looking and development structures as well: looking at auctions, and other outreach fundraising events—this is really a parallel development, especially with governance issues.
- First charge with an environmental scan of other institutions. Then scan ARLIS/NA’s development efforts for the past number of year – forensics on ARLIS/NA’s funding. The committee could also put together questions they might have for the board and/or a consultant.
Action Item # 99: The Development Committee is charged with doing an environmental scan of development structures of organizations similar to ARLIS/NA.

Advocacy Update (Suzanne Rackover)
- PPC Advocacy Policy, revised charge
  - Change the name from the Public Policy Committee to the Advocacy and Public Policy Committee
  - Some of the language change includes social justice issues and adding more general terms affecting art libraries and visual resource centers such as fair use, image rights, art and activism, funding, open access, privacy technology, etc.
- Chapter Advocacy – once the new verbiage was in place, it will be submitted to chapters.

Motion #57: Suzanne Rackover moved that the Board approve the revised Public Policy Committee charge. Seconded by Catherine Essinger. Motion carried.

Motion #58: Suzanne Rackover moved that the Board approve the October 17, 2018 revised advocacy policy. Seconded by Laura Schwartz. Motion carried.

Action Item #100: Suzanne Rackover will distribute a clean version of the language for the Policy Manual and the Website updates.
Action Item #101: Samantha Deutch will update the Policy Manual accordingly.
Action Item #102: Roger Lawson will update the website accordingly.
Action Item #103: Kim Collins will message membership accordingly.

Update on Appointments – 10/25 Committees, Liaisons Webinar (Laura Schwartz)
- 21 people have filled out the form board appointments
- Deadline will be extended through Nov. 2nd
- Hoping that that webinar is an annual occurrence
- Encouraging board members to be on the call as well – 1 pm EST

Revised language to be added to the Policy Manual in regards to how to handle inactive SIGs. (Laura Schwartz)
- After the discussion at the mid-year meeting, Suzanne Rackover and Laura Schwartz have drafted language for the policy manual regarding the discussion of a SIG.
- After Women in the Arts SIG was notified of possible dissolution, people stepped up and it will continue.

Motion #59: Laura Schwartz moved that the Board approve new section for the policy manual, E-8, Special Interest Group Suspension and Dissolution. Seconded by Stacy Brinkman. Motion carried.

Discuss priorities of the SDC’s recommendations (Kim Collins)
- Eumie and Kim had discussed the recommendations and the results from the Board’s survey of prioritizing the recommendations.
- Reviewing the survey data results.
- All of the information came from the resilient Strategies and Goals document and 2018 environmental scan which were both detailed
- Highly rated was putting together a task force under the Diversity Committee to reach out and expand underrepresented groups within ARLIS/NA’s members – need a Project & Service Charter.
- Would it be possible to divide each of the sections, assigning items to board members so we can break this down more? The report overall is a bit overwhelming.
Action Item #104: Stacy Brinkman will approach the Diversity Committee with developing a Project & Service Charter to assemble a task force under the Diversity Committee regarding how we can reach out and expand underrepresented groups within ARLIS/NA’s membership.

Action Item #105: Kim Collins will go back to the Strategic Directions Committee with feedback and updates regarding the Environmental Scan and Resilient Strategies and Goals.

Other business? (Kim Collins)

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

List of meeting motions:
53. That the Board accept the consent agenda. M: Roger Lawson; S: Suzanne Rackover; V: motion carried
54. That the Board approve Courtney Baron as an instructor for the Instructional Design and User Outreach module for SEI. M: Lauren MacDonald; S: Doug Litts; V: motion carried
55. That the Board approve the CAC's Project & Service Charter asking to create a liaison position for the ARM Working Group. M: Samantha Deutch; S: Laura Schwartz; V: motion carried
56. That the Board approve the revised code of conduct policy. M: Stacy Brinkman; S: Roger Lawson; V: motion carried with the revision of deleting the word "conference" from the statement.
57. That the Board approve the revised Public Policy Committee charge. M: Suzanne Rackover; S: Catherine Essinger; V: motion carried
58. That the Board approve the October 17, 2018 revised advocacy policy. M: Suzanne Rackover; S: Laura Schwartz; V: motion carried
59. That the Board approve new section for the policy manual, E-8, Special Interest Group Suspension and Dissolution. M: Laura Schwartz; S: Stacy Brinkman; V: motion carried
60. That the Executive Board meeting adjourn. M: Roger Lawson; S: Catherine Essinger; V: motion carried.

List of meeting action items:
95. HQ to update PDC webinar form substituting Tim Penno's information for Robert Kopchinski's.
96. Lauren MacDonald will coordinate with Kristen Regina, Mark Pompelia, and Roger Lawson with a blub for the NDSR for the featured projects page.
97. Lauren MacDonald and Kim Collins will coordinate a phone call to discuss the broader SEI questions from the VRAF Board.
98. Samantha Deutch will update action scorecard accordingly.
99. The Development Committee is charged with doing an environmental scan of development structures of organizations similar to ARLIS/NA.
100. Suzanne Rackover will distribute a clean version of the language for the Policy Manual and the Website updates.
101. Samantha Deutch will update the Policy Manual accordingly.
102. Roger Lawson will update the website accordingly.
103. Kim Collins will message membership accordingly.
104. Stacy Brinkman will approach the Diversity Committee with developing a Project & Service Charter to assemble a task force under the Diversity Committee regarding how we can reach out and expand underrepresented groups within ARLIS/NA’s membership.
105. Kim Collins will go back to the Strategic Directions Committee with feedback from the Environmental Scan and Resilient Strategies and Goals.