ARLIS/NA Executive Board Meeting Minutes
November 14, 2018 / 3:30-5pm EST
Conference call
MINUTES

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

Call to Order (Kim Collins)

Consent Agenda (Kim Collins)
- October 24, 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 #61 Suzanne Rackover moved that the Board accept the consent agenda. Seconded by Doug Litts. Motion carried

Distinguished Service Award Subcommittee has put forth their recommended DSA recipient in Salt Lake City

Motion #62 Samantha Deutch moved that the Board enter Executive Session. Seconded by Roger Lawson. Motion carried.

Motion #63 Samantha Deutch moved that the Board exit Executive Session. Seconded by Catherine Essinger. Motion carried

- The DSA should remain CONFIDENTIAL and secret until the conference – Kim Collins
- Discuss and approve recommendation
- Will advertise the winner at the beginning of the conference
- Discuss appointing someone to lead the celebration of past DSA recipients and coordinate with Oral History project mentioned in the Secretary’s report
Continuing the tradition the DSA award winner will be announced through posters at the beginning of the annual conference.

Motion #64 Roger Lawson moved that the board accept the recommendation that the Board accepts the DSA Committee recommendation. Seconded by Catherine Essinger. Motion carried

Action Item #106 Kim Collins will follow up with the Distinguish Service Award Subcommittee.

Action Item #107 Charge the committee with organizing and communicating with each of the past recipients, check if they are planning on attending the meeting, organize sending the trophy to their homes, and will coordinate with Documentation Committee regarding Oral History project.

Discuss and Approve 2019 Budget – Doug Litts

Motion #65 Doug Litts moved that the board approve the working budget for 2019. Seconded by Laura Schwartz. Motion carried

- Walk through past budgets and actuals – currently $88,000 in the red
  - Deficit is due to new initiatives (DSA award; Graphic Reviews, Media Editor, Open Access Coordinator -- $4,000 over in new initiatives) that haven’t been given a budget line and environmental realities, correction of the market and investment losses
  - We have a safety-net in reserve funds: looking forward perhaps a 2020 dues increase, more gifts and contributions – strengthen our development work
  - We are $100k in the red for 2018, due to New York City conference costs
  - There was a $20k deficit in 2016, we ended up with $50k profit in 2016

- Doug is working on the language to justify potential shortfall to be presented at the annual meeting
- The auditor strongly recommends that we put together a functional allocation policy – what our society has and how we spend our money.

Monthly report from HQ (Tim Penno)

- Update on listserv issues, bot attacks – the problem has been corrected
- Add Diversity question pop up to Membership Form now – we would miss some of the responses that have already been given. How many memberships have been renewed, and will we miss for next year (people have been renewing since September)
- Salt Lake City – website, blog, important dates, contracts, development, etc.
- Orientation plan update – met one-on-one with everyone but Lauren.
- St Louis Update – finalized dates – week of April 20th

Action Item #108: Tim Penno will provide the number of renewed memberships that took place before the survey pop-up question was added to the Membership form.

Action Item #109: Tim Penno will provide dates for the St. Louis Conference and Kim Collins will include them in the next President’s message.

Special Funding Requests

- Immediate Funding Application for $250 by the Graphic Novel SIG
Motion #66 Doug Litts moved that the board approve the $250 Graphic Novel SIG’s Project and Service Charter requesting funds for a speaker’s honorarium at the Graphic Novel SIG’s business meeting. Seconded by Suzanne Rackover. Motion carried

- Project & Service Charter Special Funding Request - Puerto Rico benefit w/ 2 speaker honoraria for a total of $500:
  - New York Chapter request speaker honorarium for a benefit that will promote the preservation of documentary and other heritage in the archives and related entities in Puerto Rico.

Motion #67 Catherin Essinger moved that the board approve funding request set forth in the Graphic Novel SIG’s Project & Service Charter. Seconded by Doug Litts. Motion tabled for more information, motion carried using Box on 12/03/2018.

- The group has decided not to do their fund raising outside of New York.
- All corporate sponsorship requests needs to be run by the Development Committee
- Are the speakers donating their time, is the Archivist Round Table contributing funds?
- Perhaps ARLIS/NA could contribute to the event, not necessarily for speaker honorariums
- Is the Archivist Roundtable contributing funds?

Action Item #110: Doug Litts will follow up with the New York Chapter with questions from the Board will circle back to the board, and the Board will vote using Box.

Executive Board Project Charter - Leadership Onboarding Module for Learning Portal (Laura Schwartz)

- Currently, the Society on boards new leaders and refreshes returning leaders (Division moderators, Section moderators, Special Interest Group moderators, Committee chairs, affiliate liaisons and incoming Executive Board members) with a webinar at a specific date and time. The Vice-President/President-Elect, Treasurer, and Executive Director facilitate the online session and reviews a PowerPoint Presentation. This method seems awkward and requires all new leaders to attend at the same time.

Action Item #111: Laura Schwartz will communicate with her team for completion on March 1, 2019.

Documentation Review planning (Kim Collins, Samantha Deutch, Roger Lawson)

- Do we need to clarify when to use P&S Charter? Are we over using the form? Name change of APPC?, both SF and P&S Charter? Maybe a new form will help. (Kim Collins)
- Clarification is needed regarding when a Special Funding Request form and/or a Project & Service Charter
- BOX and Basecamp Review – how we can move these analysis projects from the Parking Lot? Discuss plan for planning - Samantha Deutch
- Blue-sky and humanities portal – approximately $4,680 annually

Action Item #112: The Documentation Committee is charged with reviewing questions set forth in the Secretary’s monthly report.

Development (Stacy Brinkman)

- Patrick L. Tomlin officially resigned his position as Development Committee Chair on 11/11/2018
• Gregory P J Most will step in as the interim Chair of the Development Committee
• One other member, Cathy Edwards, has also resigned from the committee effective immediately
• Down to four committee members

Conference Development
• Chapter Donation effort update (Catherine Essinger)
• Idea to ask the Executive Board to reach out to potential vendors and sponsors for SLC 2019 (Kim Collins)
• Private Eyes SLC panel – was sponsorship fundraising ideas considered with proposal? (Suzanne Rackover)
  o The person on the APPC working on the panel has had numerous conversations with the Conference Planning Committee with how to fund the workshop. The committee is disappointed that they can’t make it happen, they’d be willing to let it go this year if necessary
• CAC proposal to offer scholarships to MarcEdit workshop (Samantha Deutch). Where are the funds for the scholarship coming from?

Action Item #113: Samantha Deutch will follow up with Cataloging Committee regarding the scholarship for the MarcEdit workshop: where would the funds for the scholarship come from?

Other business? (Kim Collins)

Motion to Adjourn
Motion #68: Doug Litts moved that the Executive Board meeting adjourn. Seconded by Samantha Deutch. Motion carried.

Meeting motions

61. That the Board accept the consent agenda. M: Suzanne Rackover; S: Doug Litts; V: motion carried
62. That the Board enter Executive Session. M: Samantha Deutch; S: Roger Lawson; V: motion carried
63. That the Board exit Executive Session; M: Samantha Deutch; S: Catherine Essinger; V: motion carried
64. That the board accept the recommendation that the Board accepts the DSA Committee recommendation. M: Roger Lawson; S: Catherine Essinger; V: motion carried
65. That the board approve the working budget for 2019. M: Doug Litts; S: Laura Schwartz; V: motion carried
66. That the board approve the $250 Graphic Novel SIG’s Project and Service Charter requesting funds for a speaker’s honorarium at the Graphic Novel SIG’s business meeting. M: Doug Litts; S: Suzanne Rackover; V: motion carried
67. That the board approve funding request set forth in the Graphic Novel SIG’s Project & Service Charter. M: Catherine Essinger; S: Doug Litts; V: motion tabled for more information, motion carried on 12/03/2018 using Box [to be ratified at next Board meeting].
68. That the Executive Board meeting adjourn. M: Doug Litts; S: Samantha Deutch; V: motion carried.

Meeting action items

106. Kim Collins will follow up with the Distinguish Service Award Subcommittee.
107. Charge the committee with organizing and communicating with each of the past recipients, check if they are planning to attend the meeting, organize sending the trophy to their homes, and will coordinate with Documentation Committee regarding Oral History project.
108. Tim Penno will provide the number of renewed memberships that took place before the survey pop-up question was added to the Membership form.
109. Tim Penno will provide dates for the St. Louis Conference and Kim Collins will include them in the next President's message.
110. Doug Litts will follow up with the New York Chapter with questions from the Board, will circle back to the board, and the Board can vote using Box.
111. Laura Schwartz will communicate with her team for completion on March 1, 2019.
112. The Documentation Committee is charged with reviewing questions set forth in the Secretary’s monthly report.
113. Samantha Deutch will follow up with Cataloging Committee regarding the scholarship for the MarcEdit workshop: where would the money for the scholarship bee coming from?

**Meeting Project & Service Charters**

**Honorarium for Graphic Novels SIG Speaker**
- Group: Graphic Novels SIG
- Team leader: Andrew Wang, aandrewwangg@gmail.com
- Board Contact: Laura Schwartz
- Strategic Direction(s): Diversity and Inclusion
- Approved: 11/14/2018
- Status: in-progress

**Leadership Onboarding Module for Learning Portal**
- ARLIS/NA Board and Academic Libraries
- Board Contact: Laura Schwartz
- Strategic Direction(s): Leadership and Advocacy; Organizational Advancement; Diversity and Inclusion; and, Innovation and Technology.
- Approved: presented at 11/14/2018 meeting
- Status: in-progress