ARLIS/NA Executive Board Meeting Minutes - DRAFT
December 19, 2018 / 3:30-5pm EST
Conference call
DRAFT MINUTES

Attending:
Stacy Brinkman, Kim Collins, Samantha Deutch, Catherine Essinger, Doug Litts, Lauren MacDonald, Tim Penno. Suzanne Rackover, Laura Schwartz,

Excused: Roger Lawson, Eumie Imm Stroukoff

Consent Agenda (Kim Collins)
- November 14, 2018 Executive Board Meeting Minutes
- Electronic voting for Motion #67: A special funding request for 2 Puerto Rico benefit speaker honoraria ($500)
- Reports for December:
  - 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 #69: Suzanne Rackover moved that the Board accept the consent agenda. Seconded by Stacy Brinkman. Motion carried

Review Committee Chair. Liaison Appointments (Laura Schwartz)
- Most of the committee appointments have been filled; the award subcommittees are on another schedule and should be completed in January.
- Please send any suggestions for Chair for the Education Subcommittee and ALA/Office of Diversity Liaison offline.

Update on Standardizing Chapter Dues for bundled chapter membership (Catherine Essinger)
- Twelve chapters have already voted for standardization and would like to be on the membership form
- In order to go forward and to include on the membership form, all chapters will have to approve this initiative
- Some chapters have concerns that the changes will be more impactful.
• Four chapters still need to vote on standardizing the membership fees: MOQ and Ontario, New England and Mid-Atlantic still need to vote (New England and Mid-Atlantic are conducting the vote electronically).

**Vote on Mountain West chapter bylaws revision** (Catherine Essinger)

• Changes include the following: state representatives have been removed, they meet virtually in the fall, and the new membership fees

Motion #70: Catherine Essinger moved that the board approve the Mountain West chapter bylaws revisions. Seconded by Suzanne Rackover. Motion carried.

**Better workflow for Chapter donations**, formerly used for the Conference Welcome Party (Catherine Essinger)

• Chapter donations for the Welcome party. Since they are not being used specifically for the welcome party, are there specific ideas for funding possibilities?

• We have received six chapter donations, and one from the H W Wilson foundation. The checks have an accompanied note, 2 chapters designated for the welcome party, the other five have not specified – just to be used towards the 2019 conference. Accompanied note for two chapters designates funds for welcome party, the others just state that the funds are to be used for the 2019 conference. Funds will be designated as specified, either for the welcome party, or to be used for the conference in general. Where would it be best to recognize donors?

• It would be a good idea to move away from only funding the welcome party --- chapters could underwrite sessions. In St. Louis, due to scheduling, we might have a closing party in lieu of a welcome party. Would be great to have less restrictive contributions for the conferences in the future.

• If we make it less restricted how should do acknowledgements? Logos on the webpage? Where the sponsors are mentioned in the conference materials. The chapters that donate could be listed on the sponsorship page.

• Chapter asks for conference fund donations goes out in October, with a deadline a month before the conference. Donations go into the 2018 books, 2369 fund line, with a matching the memo – as a current liability in 2018 to income for 2019. HQ will send out an acknowledgement after the checks are received.

**Monthly report from HQ** (Tim Penno)

• Membership renewals: moving forward fairly well. Membership numbers have increased by (1185 members as of November), following past trends

• Update on technical issues — listserv, AWS, etc. —have resolved issues, resulted from installing a brand new firewall. The new firewall battled the bots effectively; however, it inhibited our ability to operate the listservs.

• Salt Lake City Conference Update:
  o 146 registrants. HQ is tweaking the system to add a personalized credit card and return to the registration for a second go around, for tours, exhibitions, donations, etc. The fields will repopulate and the user will not have to add the information again.
  o Have the opportunity to use a personal CC to sign up for tours, opportunity drawing, workshops, etc. When you return to use your personal cc, many if not all of the fields will repopulate allowing the registration system to handle dual payments.
  o It will count the tour participants concurrently – so that the events are not over-sold

• St Louis Conference Update
The contracts are signed – moving forward with Chace Park Hotel, and we will have all of the meeting space we require.

- The hotel contract dates are April 19th – 26th, and the conference dates are April 21st – 25th
- Convocation will be on the Wednesday of the conference with a farewell party on the Thursday of the event.
- President’s message will go out in February mentioning the dates of the farewell party.

**Project & Service Charter: Liaison to the Archaeological Institute of America** (Laura Schwartz)

- Establishing a Liaison might not be straightforward, and we'll need buy-in from the Archaeological Institute of America
- What does the process usually look like to add a liaison? Would the next step be approaching the society.
  - See ARLIS/NA POLICY NO.: R-5. SUBJECT: DEFINITION OF AFFILIATION and ARLIS/NA POLICY NO.: R-6. SUBJECT: TERMS OF AFFILIATION.

Motion #71: Laura Schwartz moved that the board approve the idea of a liaison to the Archaeological Institute of America. Seconded by Doug Litts. Motion carried

Action item #114: Laura Schwartz will do research to see how to establish the liaison with the Archaeological Institute of America.

**Conference Speakers of Color Fund** – renaming of the Alternative Voices Fund (Doug Litts and Stacy Brinkman)

- Funding Moving Forward (Doug Litts)
  - The fund is not fundable unless we have one particular donor to donate. Can we carry the funds to the next year to avoid funding problems in the future if the donor does not contribute?
  - CPAC manual mentions $1,200. Is this always set aside for this purpose, or, not? The conference-planning manual is unclear. Restricted funds are spelled out in monthly reports. CPAC manual needs to be defined more clearly on how restricted funds are used. We should reserve donated funds from each year to keep the fund fungible.

Action item #115: Stacy Brinkman, Doug Litts, Kim Collins, Laura Schwartz, Suzanne Rackover will look into changing the language in the CPAC fund related to restricted gifts.

Motion #72: Doug Litts moved the board expend $1,000 for 2019 for the Speaker of Color fund. Seconded by Suzanne Rackover. Motion carried.

- Recommendations for Salt Lake City (Stacy Brinkman)
  - Raymond Pun, Social Justice Frameworks and Special Collections in Practice (Speakers: Raymond Pun)
  - Kevin Whiteneir, In Process: Subverting and Dismantling Institutional Hegemony in Libraries (Description: Kevin Whiteneir)
  - Treshani Perera. Catalogers’ Judgements: Ethical Cataloging and Artists from Underrepresented Groups (Speakers: Treshani Perera)
  - Subhankar Banerjee, Insightful Ecology, Using the Arts to Incite Conversation: Art & Ecology in the Library (Description: Subhankar Banerjee)
Proposed new webpage text for the Conference Speaker of Color fund (Stacy Brinkman)

- “The Conference Speakers of Color Fund, formerly known as the Alternative Voices Fund, was established in 2008 to bring a diversity of voices to the ARLIS/NA annual conference by encouraging participation by speakers of color who are not Society members. The fund supports attendance costs and a small honorarium for selected speakers who self-identify as persons of color. All donations to the fund will count towards your Society Circle membership.”

Project & Service Charter: Art Librarianship Open Educational Resource (Lauren MacDonald)

- PDC Mentoring Sub Committee - possible funding for an ARLIS/NA mentoring subcommittee gathering of past & present participants of the yearlong mentoring program
- There are several items on the P&SC where the PDC will be looking for guidance from the board
- The Open Education Resource is similar to the Leadership web site; could the two resources be connected?
- Should this be mentioned in future projects page? Would need to update permissions – they need the consent form before the material could be used on the AWS.
- If we do not have the support to carry this project forward, the PDC would be responsible for maintaining information going forward.

Motion #73: Lauren MacDonald moved that the board approve the Project & Service Charter set forth by the PDC for an AWS Art Librarianship Open Educational Resource page. Seconded by Catherine Essinger. Motion carried.

Action item #116: Lauren MacDonald will communicate back to the PDC, give the approval, mention that we would like the project to go on the featured projects page, and have them distribute consent forms accordingly.

SEI Update (Lauren MacDonald and Kim Collins)

- Charge a joint working group in late summer 2019 to review SEI task force report
- Tabled until January meeting.
- Mentoring sub-committee would like to know if there is funding for a gathering of past participants at the conference?

Action item #117: Lauren MacDonald will direct the group to submit a Special Funding Request for funding to support the gathering of past participants.

Action item #118: All Executive Board members are charged with reviewing NDSR white paper by January 7th (the Secretary will assign task in Box), and Lauren MacDonald will direct and questions and comments to the group.

Review new P&SC form (Kim Collins for Roger Lawson)

- Could this form populate the Action Scorecard? Therefore, the Secretary would only need update the when something is approved and the progress?
- Could this be implemented in the New Year?

Development Changes requested (Stacy Brinkman)

- Gregg Most has stepped up as the Chair of the Development Committee as of a few weeks ago, around Thanksgiving.
- There does not seem to be very much direction for the Development Committee. There exists a gap between the Conference Development and what is happening with the Development Committee, leaving the Development Committee in the dark a bit. There is a proposal to rethink
the development committees charge. Step away from conference development. At the same time, there is difficulty getting members to step up for conference development chairs.

- Really important to have a strong knowledgeable leader in the role of Chair of the Development Committee
- Conference Development Chair difficult to find someone to fill that role. What could be centralize for conference development?
- Big vendors, conference or not, should be fielded on the national level – therefore, conference development would focus on local development. Perhaps the position would be a Development Committee Liaison.
- Grants are currently overseen by the Past-President, why? What were past practices? When did it change to the responsibility of the Past-President?

Action Item #119: Kim Collins will investigate how grants have been dealt with in the past, why it changed to the Past President, and report back to the Board.

President’s Message to ARLIS_L, end of year request & New Year’s formal message (Kim Collins)

- Two messages, another message will go out in January. Gregg Most requested an end of year update
- More formal New Year Message

HCTF Update & extension request (Samantha Deutch)

- The task force has had difficulty getting information from MLA and would like to post-pone date of the final report for two weeks (from 2/15/2019 to 03/01/2019). The board agreed to extend the date, no vote required.

Other business?  (Kim Collins)

- No new business

Motion to Adjourn

Motion #74: Catherine Essinger moved that the Executive Board meeting adjourn. Seconded by Doug Litts. Motion carried.

Meeting Motions

69. That the Board accept the consent agenda. M: Suzanne Rackover; S: Stacy Brinkman; V: motion carried
70. That the board approve the Mountain West chapter bylaws revisions. M: Catherine Essinger; S: Suzanne Rackover; V: motion carried.
71. That the board approve the idea of a liaison to the Archaeological Institute of America. M: Laura Schwartz; S: Doug Litts; V: motion carried
72. That the board expend $1,000 for 2019 for the Speaker of Color fund. M: Doug Litts; S: Suzanne Rackover; V: motion carried
73. That the board approve the Project & Service Charter set forth by the PDC for an AWS Art Librarianship Open Educational Resource page. M: Lauren MacDonald; S: Catherine Essinger; V: motion carried
74. That the Executive Board meeting adjourn. M: Catherine Essinger; S: Doug Litts; V: motion carried.
Meeting Action Items

114. Laura Schwartz will do research to see how to establish the liaison with the Archaeological Institute of America.

115. Stacy Brinkman, Doug Litts, Kim Collins, Laura Schwartz, and Suzanne Rackover will look into changing the language in the CPAC fund related to restricted gifts.

116. Lauren MacDonald will communicate back to the PDC, give the approval, mention that we would like the project to go on the featured projects page, and will distribute consent forms accordingly.

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Meeting Project & Service Charters

ARLIS/NA Liaison to the Archaeological Institute of America
- Group: Archaeology & Classics SIG
- Team leaders: Courtney and David Platt
- Board contact: Laura Schwartz
- Strategic direction: Leadership & Advocacy, Organizational Advancement, Collections and Access
- Approved: In concept on 12/19/2018; more investigation is required

Art Librarianship Open Educational Resource
- Group: Professional Development Committee
- Team leader: Emilee Mathews, emilee.mathews@gmail.com
- Board contact: Roger Lawson, R-LAWSON@nga.gov
- Strategic direction: Art Information Professionals
- Approved: 12/19/2018