ARLIS/NA Executive Board Monthly Meeting
Wednesday April 24, 2019 / 12:00pm-1:30pm Pacific

MINUTES

Attending: Kim Collins (shares screen), Stefanie Hilles, Lindsay King, Roger Lawson, Doug Litts, Lauren MacDonald, Suzanne Rackover, Rachel Resnik, Laura Schwartz, Nancy Short, and Amy Trendler.

Call to order (Laura Schwartz)
Consent Agenda (Laura Schwartz)

· Pre-conference EB minutes, Membership meeting minutes, Post-conference EB minutes
· Reports for April
  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: Roger moves to accept the consent agenda. Kim seconds. Motion carries.

Monthly report from HQ (Nancy Short)

· Nancy will have budget breakdown for conference by next month. If you need reimbursement please contact HQ.
· Nancy is updating contact information for leaders of divisions, sections, etc. That information is still coming in.

DSS and Committee goals – request from SDC (Kim Collins and Laura Schwartz)

· Annual reports are more of a recap of what each group did over the course of the year, instead is there any mechanism to identify goals for the year? Could we have an additional reporting mechanism at the beginning of the year, so that we don’t have to comb through business meeting minutes.
· At the Strategic Directions meeting yesterday it was suggested that the Board might push goals out to groups.
Example scenario: if the Board wants the Society to focus on diversity and inclusion one year, then we could ask groups what they are doing to further this goal. Perhaps the collection development group would respond that they are putting together a bibliography.

Suzanne pointed out that for some groups this is very natural and they do it as a matter of course, but for other groups it might take some coaching.

Action 39: All Board: In time for May Board meeting ask committee liaisons to share with the Board 1 to 3 goals for their group if they have them. Soft launch, no pressure.

Action 40: Laura will send all board a reminder that when they put out their calls for mid-year reports they need to let groups know that we will be asking for the groups’ goals as they relate to the Society’s Strategic Directions. Once the goals are gathered, we will discuss the possibility of a theme for groups to focus on at the midyear meeting for the next year.

Action 41: Amy when she puts out the call for annual reports at the end of the year (before the Annual Conference), will let leaders know that the Board will be gathering goals (just a few) from each group after the conference and that this should be discussed at their respective business meetings. If a theme has been identified at midyear, it will be shared with the groups.

**Humanities Commons Implementation Task Force update** (Roger Lawson) and **Membership database update** (Nancy Short)

- Meredith Kahn and Roger discussed how to have representation from necessary constituents while avoiding having too many people involved. Roger and Meredith will lead the implementation task force.
- For a full list of names for each sub-group see the [Humanities Commons Implementation Task Force Membership and Responsibilities](#) document which is linked from Roger’s monthly report.
- Stefanie will serve in her role as Chapters Liaison.
- Timing and time commitment for each sub-group will vary depending on subcommittee. Member engagement commitment will be more involved later in the process.
- If Karen Stafford can’t serve on the committee, then maybe Stephanie Grimm could serve in her role as chair of the Professional development Committee.
- Roger and Meredith Kahn will be talking next week and setting up some milestones, so they will have a better idea of timing for committee members in different roles.
- Lindsay asked about the kind of sponsorship opportunities there will be at the beginning? Doug will keep the Development Committee in the loop.

Motion: Roger moves to approve HC implementation task force team members with proposed edits as needed. Kim seconds. Motion carries.

- Roy is on vacation this week, but Nancy and Roy will sit down and talk on Friday about the costs associated with migrating the membership database.
- Once AEG provides a firm estimate, the Board will vote via Box to approve moving ahead with the migration.
Action 42: Nancy will get a firm estimate from Roy about costs associated with migration of the membership database and will send info to Laura. Rachel will share for online Board vote.

- As of the end of March the membership numbers were: 872 active, 398 inactive. In March 13 new members joined and 22 members renewed.
- The Membership Committee discussed the number of automatic e-mail blasts and whether there other ways to reach members? The Membership Committee is willing to reach out to individuals who have not renewed.

Action 43: Nancy will extend the date to remove inactive members to the end of May. Nancy will run a list of the names of the inactive members and share it with Kim and Lindsay. The Board will discuss next steps at our May meeting.

**Bundled membership update** (Lindsay King, Stefanie Hilles, and Suzanne Rackover) and **Central Plains Bylaws** (Stefanie Hilles)

*Dues are currently $20 and aligned with the dues of other chapters of the Society shall be proposed by the Executive Committee and shall be ratified by member vote at the last meeting of the calendar year. Life membership is available at the dues rate set by the Executive Committee. Members of ARLISNA/CP may become chapter life members for a one-time payment. Life membership in ARLISNA/CP will include all the benefits of regular chapter membership.*

- Ontario chapter’s vote on whether to join bundled membership is in by Friday. Ontario is the last chapter to vote on this.
- Part of the estimate from Roy will include the cost of moving to bundled membership, whether Ontario joins or not.

- Central Plains updated bylaws to conform to bundled membership; they changed the membership amount in their bylaws.
- Catherine Essinger had been advising chapters to no include a specific membership amount in bylaws, in order to avoid requiring a Board vote on the bylaws. Chapter bylaws are more nimble if the cost to join is not specified in the bylaws. They can say something like “amount determined by the executive board.”

Action 44: Stefanie will ask Central Plains to update their bylaws excluding a specific cost of membership. Once their updated bylaws are completed, the Board will vote online.

**Conference Planning Manual updates** (Laura Schwartz)
This week was the deadline to make comments and suggestions to the Conference Planning Manual. Roger will incorporate suggestions into an updated document. Some comments might require additional discussion over the list.

Once it is fully updated, the conference planning manual will be uploaded to AWS.

**Technology Questions/Clarifications** (Roger Lawson and Laura Schwartz)

The updated Technology Matrix was circulated in draft form and nobody made additional suggestions. [https://arlisna.app.box.com/file/241537190442](https://arlisna.app.box.com/file/241537190442)

**IT Request Form**

**AWS Updates vs. Chapter website updates**

- Passwords should not be included on the matrix, because they change. Nancy is the keeper of the passwords. If someone asks us about getting access to one of the tool, refer them to Nancy.
- Conference tools should be included. These tools are available, but not required to use.

Do we want to include things like Slack on the matrix? Or other tools that are freely available and might be useful for ARLIS/NA work? For now we can encourage others to use a free version of Slack if they are interested. Google G Suite might be something to look into in the future; there have been requests.

**Action 45:** Suzanne will try to set up Slack for the Board.

**Action 46:** Kim will suggest conference section for Technology Matrix. *Done.*

- Roger will make additional updates to the Technology Matrix.

- IT request form is the best vehicle if you have an enhancement not problems. And use it for significant content changes for AWS. Encourage groups to use it.
- Kim asked whether there can be a link to the results of those forms on Box.

- Completed Project and Service Charter forms will be uploaded to a folder in Box as a pdf. The full spreadsheet of Project and Service Charter forms can also be shared with the Board.
- Stefanie asked whether there is a confirmation e-mail for IT requests. When Roger receives the request he sends an acknowledgement, but confirmations may happen inconsistently based on who is receiving the request. Many requests got to HQ.

- All chapters are responsible for making their own website updates. They should only send in a request if they are having a technical problem or doing a migration.

**Action Scorecard and Policy Manual updates** (Rachel Resnik)

- Rachel postponed updating the contacts and liaisons on the Action Scorecard, hoping previous liaisons would declare more items completed. She will go in and make necessary updates.
The Action Scorecard will be broken down into three tabs: tabled, completed, in process.

Roger thinks it would be good to know where the project originated. So that could be included in notes. Rachel will archive the current version to retain all original information.

Amy will finish revisions to leadership roster and then will e-mail the Board to let them know about the updated version of the Roster in Box.

Policy Manual updates will be done a more regular basis as changes are made. Rachel will review board minutes to make sure that all approved updates have actually been incorporated into the Manual, which will be sent to AWS.

Editorial Board update (Roger Lawson)

- The proposed new wording for the Policy Manual adds information about the Notable Graphic Novels Review and its reporting structure.
- It would be a good idea for the Open Access Coordinator to be a part of the editorial board.
- All proposed changes can be found in Box: https://arlisna.app.box.com/file/443392530806

Roger moves to approve proposed amendments in sections H2 and H3 of the Policy Manual. Doug seconds. Motion carries.

Treasurer requests/discussion (Doug Litts)

Endowment update request
Treasurer term
New York conference budget update

- There had been hope that money generated in excess of what was paid out for internships for examples, would be funneled back into fund to grow the endowment.
- But then can’t call these funds endowments because of the definition in our Policy Manual (section J12).
- Propose that we change our definition of endowment to lower the threshold OR adding another type of fund to policy manual for a fund that can grow.
- If the former option, change the definition of endowment in the Policy Manual, then we can invest about $20,000 into CDs in order to track individual funds.
- Doug asked whether the Board feels like changing the Policy Manual is reasonable and worth pursuing. If so, he will come up with wording.
- Any funds that we currently have aren’t growing because they are all lumped together. The size is negotiable, but 20K is the minimum. We likely have only one endowment at this level, it is the internship fund.
- This change could help the Development Committee raise additional money, because it could be a selling point for donors.
- Currently individual investments aren’t trackable. They go into the general bucket.
Action 47: Doug will suggest policy manual changes regarding the minimum size of a fund to be considered an endowment and then will bring back to the Board for a vote.

- Doug spoke with previous ARLISNA treasures and they all wonder whether the term for treasurer might be better suited to three years. The first year is a steep learning curve. It’s also a challenging position to fill.
- Term lengths are in the bylaws therefore a change would require a membership vote.
- There are some concerns about changing the length of the term of Treasurer. For one it would disrupt the proportion of transitioning Board members each year. And also would it be harder to fill the Treasurer position if it were changed to three years?
- Instead let’s consider having a Treasurer do a second term, which would not require a bylaws change. Doug is happy to consider this option, but is also willing to stand down if there are others eager to fulfill the role.
- We need to see if the current chair of the Finance Committee would serve for an additional two years. Doug will ask Matthew about this.
- Laura will talk to the Nominating Committee about holding off on seeking a new Treasurer.

NY conference Budget

- Doug has made queries about some of the charges.
- Doug does not have the documentation from the NY conference. Nancy is trying to track down information.
  This is another reason to have all contracts up in Box.

Commemorative Pins (Lindsay King and Amy Trendler)

- The Development Committee is considering making a special funding request to redesign the Society Circle pins. They hope to have this done for this membership renewal cycle. Before filling out the request, they wanted to ascertain the feasibility as it’s above the limit of a normal special funding request. They would need $600. Lindsay will tell them to go ahead and make the request.

  - 50th anniversary pin could be a fundraiser. Is that a chapter thing or ARLISNA thing?
  - Should we fold this into conference planning? The Chicago co-chairs haven’t been named and perhaps it wouldn’t be their responsibility as it would be a fundraiser for the Society.

Action 48: Laura will respond on ARLIS-L to the idea of creating a 50th anniversary pin. Great idea... we’re looking into it. Done.
NDSR Art Update (Lauren MacDonald, Kim Collins and Laura Schwartz)

- Lauren, Kim, and Laura met with Kristen Regina and Karina Wratschko, who have lots of good ideas about the report that has already been approved. Kristin and Karina made great suggestions to the Task Force. The Task Force is in the process of implementing changes and additions.
- The proposal is to change the name of the report to progress report, rather than calling it a final report. Additions will be added to it and then it will be uploaded onto to AWS Research and Reports.
- Laura will send out a message to members in May about the report and status of NDSR. Specifically if we want to continue, we need to let members know that individuals do not have the bandwidth to be PIs so we would need institutional sponsors, preferably on the west coast.
- Final report will come out early 2020. Kristen and Karina will need to send a report to IMLS so some of that information will be incorporated into the final report. This might require a new project and service charter.
- The current task force will be disbanded once the progress report is uploaded to AWS. The Task Force members will be encouraged to be involved in the next iteration of work around NDSR Art.

Learning Portal discussion including accessibility (Lauren MacDonald)

- The Professional Development Committee is concerned with the accessibility features on the learning portal. They would like to add things like closed captioning.
- The company that videotaped four sessions at the conference have been having trouble making the recordings available. Nancy does not know if those videos have scripts, captioning, etc.
- Accessibility is also an issue for the Humanities Commons; their implementation task force will address that.

Action 49: Lauren will ask the Professional Development Committee to do a project and service charter proposal to develop a list of requirements that would fulfill accessibility needs for the Society’s online presence including the website and learning portal.

Disbanding SIGs (Amy Trendler)

- Guidelines for disbanding SIGS were clarified recently in the Policy Manual, but they do not address the issue of a SIG disbanding itself. There is a SIG coordinator who is requesting to disband her SIG; it can’t be disbanded by an individual but rather by the full membership.
- Amy will contact the SIG to send post out on ARLIS-L about seeing if there is still interest in this SIG.

1:30pm Motion to Adjourn
Kim moves to adjourn, Suzanne seconds. Motion carries.

2019.04.24 Actions

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2019.04.24 Motions

Motion 4: Roger moves to accept the consent agenda, Kim seconds. Motion carries.
Motion 5: Roger moves to approve HC implementation task force team members with proposed edits as needed. Kim seconds. Motion carries.
Motion 6: Roger moves to approve proposed amendments in sections H2 and H3 of the Policy Manual. Doug seconds. Motion carries.
Motion 7: Kim moves to adjourn, Suzanne seconds. Motion carries.