Mid-Year Executive Board Meeting Minutes  
September 12-13, 2019  
Seuss Room, Geisel Library, University of California San Diego  
La Jolla, CA

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

Thursday September 12

Welcome and Call to Order  
Consent Agenda:  
  · July meeting minutes  
  · 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  
  · Executive Director’s Report  
  · Online Motions needing ratification  
  · Motion 29: Rachel moves to amend our previously adopted meeting minutes from 6/26/2019. Doug seconds. Motion carries. Motion ratified.

Motion 30: Roger moves to approve consent agenda. Kim seconds. Motion carries.

Review of agenda; additions to agenda; announcements

Nominating Committee - Slate of Candidates for Executive Board (Laura Schwartz)

Motion 31: Kim moves to approve slate. Amy seconds. Doug abstains. Motion carries.  
  · Good geographic representation.
● Good art and design vs. museum representation.
● This would be our first art and design president.
● Candidates are very involved.

● Should we consider changing the term for Treasurer to three years. There are pros and cons of 3-year term vs. 2 two-year term. Doug will have potential next treasurer shadowing him for the next two years which will help with next transition.

**Annual conference planning**

- 2023 annual conference proposal forthcoming (Stefanie Hilles)
  - A proposal for a 2023 conference in Mexico City is expected in December.
  - It’s possible that there will be a proposal for Providence following that.
  - And then perhaps a proposal from the Ohio Valley.

- Co-chairs and Development Chair, 50th Chicago 2022 (Stefanie Hilles, Doug Litts)
  - Program co-chairs – Doug Litts and Rebecca Price
  - Local Arrangements co-chairs - Melanie Emerson and Alexis Burson

Motion 32: Kim moves to approve proposed Chicago conference co-chairs. Suzanne seconds. Doug abstains. Motion carries.

- Doug will be transitioning to the position of chair of the Finance Committee at that time.
  - Need for care in avoiding perception of conflict of interest in having Board member also chairing cpac. There is precedent within ARLIS/NA having an individual serve on both the Board and as co-chair of cpac.
- No proposed development person yet for Chicago conference.

**Action A084:** Roger will upload the new timeline to the conference planning timeline. It clarifies which positions need to be approved at the onset.

**Action A085:** Doug will push the Chicago co-chairs to select a nominee for conference development chair. By March 25th meeting so we can announce in April in Saint Louis.

**Montreal Conference Update**

- Five properties were suggested by Montreal chapter. All were sent an rfp; 3 responded immediately that do not have space available—they’re already booked. Intercontinental does not have enough space for conference of our size.
- The only hotel with availability during proposed dates that also has adequate space for a group our size is Hotel Fairmont The Queen Elizabeth.
- Nancy shared a spreadsheet showing rates for different date options. They want $132K for food and beverage.
- If we could do the week of March 14th, rather than one of our proposed weeks, rates would be cheaper. For this week we would be charged $80K for food and beverage.
• They will cater outside of the hotel, but we need to make sure off-site locales (museums, McGill) would accept their catering,
• Canadian conferences have historically lower attendance numbers. Doug might be able to find how many attendees at past Canadian conferences by looking at old budgets.

Action A086: Nancy will go back to the four Montreal hotels who initially responded to the RFP negatively to ask about other March dates.

• We need to be securing hotels earlier. Once Montreal is wrapped up, Nancy will start working on rfp for Chicago. Doug will get his committee to identify 5 or 6 potential hotels for Chicago, each with at least 200 available guest rooms.

Action A087: Amy will contact Montreal co-chairs now to let them know about possible March dates.

Action A088: Amy will ask Montreal co-chairs to find out if potential off-site party locales would accept Fairmont catering.

• Conference Planning Manual and Conference Planning Timeline (Roger Lawson)
  • St. Louis cpac has most recently revised version of the conference planning manual. The conference planning manual should link to previous iterations of the appendices. We should require past conference co-chairs to submit appendices (like calls for posters), so that there are examples for current conference planners.

Action A089: Roger will add an index to the conference planning manual and will upload it to AWS.

• 50th anniversary planning and celebration (Doug Litts, Amy Trendler, Lindsay King)
  • 20th was a blow out because of big sponsors.
  • Doug will seek out comped venues. St. Louis got comped venues. NYC was too big to use comped venues.
  • Can we think about blow out in terms of content rather parties. Perhaps we need to increase the honorarium. And we can fundraise for speakers, as well as, parties.
  • Task force for the 50th celebration should work with the cpac and should have representation from a variety of committees-- membership, documentation, development, retiree sig for anniversary planning.
  • It’s okay to handpick some members, but we should hold a spot for at least one volunteer.

Action A090: Amy and Lindsay will put together a project and service charter for a 50th anniversary committee to work alongside the Chicago cpac. It will include members from constituent groups as well as an at-large-member.
Advancement initiatives: Development, Diversity, Membership (Lindsay King)

Legacy giving program

- The Development Committee is working on a planned giving program that they are calling the “keystone”. This program will accept cash gifts only.
- It’s not part of the Society Circle. Planned giving programs, because of IRS rules this must be completely stand alone.
- Before making this available to members, we will need to ensure wording is correct and tax-filing info is accurate. We should consult a lawyer.
- Do we need foundation, like VRAF? A foundation would require a separate Board. The purpose is to establish a legacy for ARLIS.
- Will we need to provide a stipend to someone to run this program?
- There will be more details for St. Louis pre-conference.

Diversity Grant initiatives

- The intention of the fellowship is to send someone to library school who would go on to work in art libraries.
- The question for the Board is still about finding a PI/how would ARLIS support such a grant?
- Gwendolyn Prellwitz at ALA would be happy to act as our PI and would give us 5% of her time to administer the grant.
- Mark Puente of ARL is not able to be our PI, but he’s happy to look a grant over. The results of the ARL grant was not what they had hoped for. The people who benefitted didn’t necessarily end up where they were intended. Puente has recommendations about potential funders.
- The next step is to find a funder.
- How do we help fellowship winner get the requisite art library experience where they are going to school?

Equity scholarships and funded memberships.

- How can we fundraise to create awards to benefit underrepresented groups in ARLIS/NA? This may include but not be limited to conference awards.
- Can we provide free memberships and/or internship funding, maybe even some small scholarships for MLIS programs?
- Student diversity award-- should we expand? Not just for students. And support chapter-level involvement. So perhaps we could offer chapter and ARLIS/NA membership, and chapters could help with mentoring and internships.
- Can we provide additional support like mentoring.
- Let’s create policy that creates 1 to 10 free memberships for individuals who might not be able to participate otherwise, plus additional support. Let’s ask Diversity and Development Committees should create policy/program.
- Could we find a sponsor?
- This might be a good first step while we look for a funding opportunity for a fellowship grant.
Action A091: Lindsay will go back to the Diversity and Development Committees to come up with policy for the free membership. And possibly conference registration and local chapter membership. Interim solution while we look at a diversity grant. Include Stefanie on potential chapter involvement.

Should we try to develop a relationship with HBCUs for the purposes of outreach.

- 50th anniversary fundraising campaign

  - Greg wants to push fundraising for internship fund to get it to a level so that it is endowed.
  - It actually is at a level for endowment, because of changed definition.
  - Travel on the other hand is not self-sustaining; it loses money every year. Do we want to build this up. Roll this into the charge for the task force for 50th anniversary.

- Paraprofessional and support staff Task Force update

  - They are trying to figure out what percentage of membership is currently paraprofessionals.
  - They are drafting a survey. Is it worthwhile to create a new membership category.
  - Lindsay will remind them to put a blurb on the Featured Projects page.

  - The Diversity Committee is also very interested in membership data and the census.

- Kress grant (Kim Collins)

  - Two potential Kress grant applications are moving forward. Both LOIs were approved.
  - One is for the International Library Exchange Initiative --$24,000 a year for 5 years. 16 individual awards of $1500 each plus approximately $6000 for ARLIS/NA members to to attend IFLA or other international conference.
  - A total of $120,000.
  - Greg Most and Debbie Kempe.

  - The other of for a one-year award for the development of the Digital Art History Directory.
  - $8000. Samantha Deutsch and Michelle Wilson are managing this grant.

  - We’ve been invited to apply for both. And both are due October 1.

  - Laura is the primary signatory/PI. Need to include Laura and Nancy’s CV with both applications. Amy’s CV should be included in the travel award application.
  - Include Karyn Hinkle as Awards chair and Beverly Mitchell as IRC chair.
- We need to approve the administration from past-president and into purview of Awards committee.
- Letters of support should include Roger from HC for DAHD
- For digital art history get an art historian, possibly someone from CAA
- For Kress award get a letter of support from someone who has benefitted from award in the past two years.
- If we apply by Oct. 1st we will know in time to allow December application for 2020 conference.

- Ask Greg to develop documentation for fundraising in general. Perhaps he could create a prospectus.

**ARLIS/NA Commons (Humanities Commons)**

**Task Force Update** (Roger Lawson)

- They have held 4 conference calls. MSU is having some administrative issues, so the actual agreement with Humanities Commons is going very slowly. They will have a test site up for us next month.
- Topics covered so far include: content migration, norms and policies.
- They will report to the membership on project status by the end of September.
- Honing in on content to be migrated to ARLIS Commons, paying particular attention to CORE documents, such as learning portal content and online publications.
- They've identified a reasonably priced software plug in that can test metadata extraction. An online publication will be included as part of the test.
- Chapters might be offered the option of transferring to ARLIS Commons, but it won’t be a requirement. We’re not sure we can incorporate paypal button.
- Humanities Commons does function well with wordpress, so it should be relatively easy for existing Wordpress sites to be migrated. They will be backed up but not preserved like the core repository. The core repository does not have robust search functionality. Content is organized by date.
- What Creative Commons licensing to assign? Leaning towards non-commercial, non-derivative for already published content. Going forward licensing will be at the discretion of editors.
- Meredith has been working on visual identity.
- Each division, section, and chapter will get to decide whether they want to be part of Commons.
- The task force needs a new representative from the development committee.

**Progress Report on Membership Database migration** (Nancy Short)

- On Monday Roy will take down join/renew site so that it can be converted over to new membership database. Won’t be able to search membership database.
- Go live will be last week of September to allow for testing. Renewals start October 1st.
- E-mail that goes out for renewal reminder should come from Laurel Bliss.
- Membership Committee will reach out to deactivated members before early bird conference registration.
Action A092: Laura and Laurel will draft and send a message to ARLIS-L about membership renewal, too help reach deactivated or non-members.

Action A093: Nancy will share HQ’s renewal letter, which goes to all current members, with all board members.

Action A094: Stefanie will work with Laurel to craft and send out on ARLIS-L a message about bundled membership. Chapters should not be doing renewals until new membership database is up.

- E-mail provides link to website with all details like USD via CAD, etc. Landing page with instructions to click and then go into database.

Action A095: Suzanne, Stefanie and Laurel will work on developing instructions for new way to renew membership or join.

**Chapter discussion topics** (Stefanie Hilles)

- **Bundled membership roll-out**

Action A096: Stefanie will encourage chapters to review bylaws.

Action A097: Stefanie will update chapter success book to include information about bundled membership.

- Distributions will be quarterly. Let’s start with checks, rather than direct deposit.

- **Maintaining quorum with lifetime members at the chapter level**

Action 098: Stefanie will encourage Central Plains to do a bylaws change electronically to ensure that lifetime members are not counted in a quorum, assuming their bylaws don’t disallow online voting.

- **IRS forms**
  - Several chapters didn’t file 990, so they’ve lost status as subordinate part of ARLIS/NA. Non-profit status is what it important; it’s not a problem having chapters being stand alone
  - Texas Mexico got rejected. Filed 1023 ez, and should have filed 1023 because it’s been more than 15 months. 1023 costs $600 to be reinstated.
  - Even chapters that did file and did paperwork properly, are having problems.
  - Issue with IRS having chapter president contact information on file and sending renewals to that person, but chapter officers change and move.

Action A099: Nancy will add IRS filing deadline to her annual management calendar, so HQ will send reminder to Chapters Liaison.
Action A100: Stefanie will draft detailed instructions about process for chapters to renew their IRS paperwork. In the instructions she will include a timeline, with a reminder from the Chapters Liaisons to remind chapters well in advance of the May deadline. All chapters will need to send Chapters Liaison digital confirmation of all paperwork filed with IRS.

Education Discussion topics: NDSR Art, SEI, PDC

- Approval of SEI Host Application

Motion 33: Lauren moves to accept SEI application from Northwestern to host SEI in 2020 and 2021. Kim seconds. Motion carries.

- Submitted by Nicole Finzer from Northwestern University Libraries. Dates proposed are right before or after ALA in Chicago. Meets all of the qualifications for hosting.
- Lauren has been talking to Courtney Baron about curriculum changes for SEI, but need to find host site took priority. Curriculum changes will not be ready by 2020 SEI. But 2021 can implement changes. Starting work in the Spring to work through summer will give task force more time to update and clarify, and make curriculum changes. The project and service charter to form a task force will be forthcoming.

- NDSR Art

- What are the next steps. Formation of a SIG is a possibility, but those who managed the grant don’t seem enthusiastic about taking that up. Would SEI support NDSR initiatives? What’s the role of PDC?
- Can Board make recommendations to SEI for next steps?
- Can ARLIS partner with another institution for another grant? ARLIS hasn’t yet assessed how successful the grant was, so we’re not ready to do another grant right now.
- What are the digital training needs of ARLIS members?

Action A101: Lauren will talk to SEI leaders about building out the SEI curriculum to address future NDSR needs/initiatives. For changes to go into effect 2021 SEI.

- Should we be concerned about the ongoing maintenance of the NDSR website? She would migrate from the Philadelphia Museum of Art site to an ARLIS-owned website?

Action A102: Lauren will talk to Corinna and Kristin about migrating the NDSR website which is currently being hosted by the Philadelphia Museum of Art, if the museum is unlikely to maintain the website for the foreseeable future.

- PDC
  - Accessibility recommendations
  - Coordinating webinars with partner institutions

- The PDC is very keen to have a set of policies/procedures to govern how we provide access to outside partners during and after webinars. Most content is open access, so it is available to non-ARLIS members after it’s been posted.
- They’re interested in policies about interacting with other organizations. Some groups are just going off and doing it, but PDC would really like guidance on how to do it first. They would like Board approval; not rogue group.
- What are the responsibilities of moderators and the Society? ARLIS needs to indemnify ourselves. Do we need to be evaluating values of other organizations we’re collaborating with to ensure they share similar values to ARLIS.
- Responsibility to write policy is not on PDC, but should be Board and perhaps with APPC. Action will come later in the meeting.
- The other issue is about making PDC less dependent on HQ to manage webinar software. The turn around time for HQ to respond to GTM request is a 48-hour turn-around time. Once you are on the webinar, the presenter can be passed around to other people.
- We can investigate using G suite to manage Go to Meeting calls and GTM Webinars.
- Should we look at other webinar softwares?

**Action A103:** Lauren will coordinate a 6-month trial in which PDC will be one of the two ARLIS GTM webinars organizers. Nancy just needs Stephanie Grimm’s e-mail address to transfer ownership of the account.

**Accessibility**
- PDC drafted a general set of guidelines to make the learning portal and AWS accessible. They’d like guidelines to encompass ARLIS Commons, and perhaps Humanities Commons already has some guidelines.
- Project and service charter is forthcoming--possibly for October meeting. PDC and the editorial board will work collaboratively.
- The Diversity Forum in St. Louis will include a discussion about accessibility. Once project and service charter gets approved, we need to put this on the featured projects page of AWS.

**Advocacy: Policies, procedures, forums, opportunities** (Roger Lawson, Suzanne Rackover)
  - More coherent and proactive approach to advocacy
  - Clarify policies and procedures
    - Advocacy and ethics policies: Consider revising or combining these sections of the policy manual and AWS content to include more detailed description of how members can submit formal requests (action item)
  - APPC membership numbers (Suzanne Rackover)

- How can we better inform members about how to bring ethics and advocacy related issues to the Board for review and for recommendations?
- Advocacy portion of the policy manual is vague when issues came up. What can we do to retain our status as a nonprofit organization and adhere to our bylaws. Ethics section of policy manual is barebones. And really only addresses issues surrounding fiscal ethics.
- Could we be more proactive about advocating; Right now we’re very reactionary. How can we set annual advocacy goals while also leaving time for reacting?
- The Board needs more back and forth with APPC.

- Access to the learning portal and AWS should be made accessible. They’d like guidelines to encompass ARLIS Commons, and perhaps Humanities Commons already has some guidelines.
- Project and service charter is forthcoming--possibly for October meeting. PDC and the editorial board will work collaboratively.
- The Diversity Forum in St. Louis will include a discussion about accessibility. Once project and service charter gets approved, we need to put this on the featured projects page of AWS.

**Advocacy**
- More coherent and proactive approach to advocacy
- Clarify policies and procedures
- Advocacy and ethics policies: Consider revising or combining these sections of the policy manual and AWS content to include more detailed description of how members can submit formal requests (action item)
- APPC membership numbers (Suzanne Rackover)

- How can we better inform members about how to bring ethics and advocacy related issues to the Board for review and for recommendations?
- Advocacy portion of the policy manual is vague when issues came up. What can we do to retain our status as a nonprofit organization and adhere to our bylaws. Ethics section of policy manual is barebones. And really only addresses issues surrounding fiscal ethics.
- Could we be more proactive about advocating; Right now we’re very reactionary. How can we set annual advocacy goals while also leaving time for reacting?
- The Board needs more back and forth with APPC.
- APPC and Diversity Committee could regularly review what other organizations are doing. And we can sign on when we think another organization is putting forth a statement that we support. E.g. When the American Museum Director put out a statement in support of paying interns.
- Do we need a webpage with belief statement and sub-categories of things that are important to us? These subcategories should mirror subsections of APPC newsletter.

Action A104: Suzanne will go back to APPC and ask them to update AWS’s About ARLIS/Advocacy Policy Page. It should include APPC chair, align with APPC’s news alert topics. And eventually it would be great if each topic had a mini statements on each issue.

Action A105: Laura, in next President’s statement, will do follow up on advocacy and remind members how to raise an issue with the Board.

Action A106: Suzanne will talk to APPC about considering whether Advocacy Policy in policy manual should incorporate a statement on ethics.

- There is still no resolution on St. Louis gender neutral bathrooms. Future conference site contracts should include language about needing gender neutral bathrooms.

Action A107: Nancy add to conference hotel RFP template something about gender neutral washrooms. Consider borrowing from ALA’s non-discrimination policy in conference contracts.

Action A108: Roger will work on updating policy manual regarding ethics. See action A106.

- Stefanie will put Rachel in touch with chapter person who is also very concerned about Missouri’s lack of reproductive rights.

Action A109: Laura will talk to St. Louis conference co-chairs about Ferguson/reproductive rights issues.

Action A110: Suzanne will talk to APPC about adding student as non-voting attendee at meetings.

Motion 34: Laura move to go into executive session. Rachel second. 
Motion 35: Suzanne move to leave executive session. Kim seconds.

- PDC and APPC are working on a statement about the fair treatment of interns, including paying interns.

Action A111: Suzanne and Lauren will nudge APPC and PDC about writing a statement on fair treatment of interns.

**Official/unofficial publications: guidelines, policies, disclaimers** (Roger Lawson, Amy Trendler)
• For official publications we already have standards. For unofficial publications, like blog posts from committees, we should have a disclaimer statement. Something like: the views of the author, do not necessarily represent the views of the organization.
• Each blog should have a disclaimer.

Action A112: Roger will edit AWS’s Publications/Proposals and Guidelines page by adding a disclaimer for unofficial publications. He will draft a disclaimer that groups can use on their blogs and Amy will distribute to ARLIS/NA group leaders.

Action A113: Amy will incorporate into leadership onboarding information on best practices for managing and editing blogs and direct blog editors to the code of conduct.

Data & Assessment revisit (Laura Schwartz)
- Committee (DAC)
- Data & Assessment Coordinator
- Census of membership

• The Board approved data and assessment coordinator to oversee a Data and Assessment Committee about two years ago. The coordinator was never appointed and the committee never formed.
• The Diversity Committee is interested in the demographics of ARLIS members. The Paraprofessional Task Force is also interested in demographic information.
• The Board had also decided to add a demographic question to the membership renewal form and that never happened.
• This information might be in minutes for the NYC pre or post conference Board meeting.
• The Academic Library Division conducted a survey recently for the state of academic libraries. How can this data be shared out. Once formed could this committee (DAC) create a visual dashboard of information and make it available to members?
• Could we appoint someone for 1 year as a trial and see if there is enough work for a sustainable position?
• Eumie wrote the charter for committee and made the Past President the board rep on the committee.

Action A114: Kim will talk to Heather Gendron to discuss how to proceed with Data & Assessment coordinator.

• The new membership database allows for a data profile. Are their fields we want to add?

Affiliate Organization Task Force Update (Kim Collins and Suzanne Rackover)

• Suzanne is half way through the environmental scan. Some organizations with whom we are affiliated don’t have an affiliation page on their website.
• Suzanne and Kim are trying to identify affiliations where there is a reciprocal benefit to being affiliated.
• Some of our affiliations are instances where we are similar to another group, but there is no apparent benefit to affiliation.
• Are we capitalizing on what is offered to us? Are we offering benefits to other organizations?
• We definitely need to redo our webpage on affiliations.
• Should we create term limits for affiliates?
• The policy manual needs to be updated.
• Survey for affiliate liaisons. To both get feedback from them and inform them of their responsibilities.

Action A115: Laura will get in touch with Kathleen Salomon to check on CAA bill.

Adjourn
Motion 36: Suzanne moves to adjourn. Kim seconds. Motion carries.

AGENDA – Day 2

Friday September 13

CPAC St. Louis updates including fundraising opportunities (Laura Schwartz, Nancy Short, Doug Litts)

• The prospectus is done. CPAC chairs are contacting donors first and then Kate from HQ will jump in.
• We’re off to a better start than last year. Having the Development Committee involved is very helpful.
• The leadership breakfast and welcome party are already funded.

Action A116: Laura will send all conference-related funding solicitations to Nancy, so she can ensure fundraising efforts are not duplicated.

• The solution for a gender neutral bathroom is still outstanding.
• The conference location is very nice and walkable.
• The privacy workshop didn’t come together because we couldn’t get it funded. We might consider using some of the speakers budget to fund this program.
• We have one comp room that could be given to the privacy speaker as an incentive for presenting.
• APPC seeks guidance on fundraising. Board will make it happen.
• For every 40 rooms, we get credited for 1 night of hotel room.

Special Funding Requests and Annual Funding Requests (Doug Litts)

• Infrastructure funding opportunity (Laura Schwartz)

• Regarding the DSA requests: one was out-of-date and had already been funded last year. The other is in the regular operating budget, so does not require a funding request.
ARLISNAP wants to do a logo redesign contest. Special funding for logo redesign is not eligible according to our guidelines.

The Board is sensitive to not wanting to encourage work for no pay.

Style guidelines have been updated in the past couple of years. Do we need more guidance about logo support?

Action A117: Amy will send style guidelines to ArLiSNAP.

Motion 37: Doug moves to approve ArLiSNAP logo redesign. Suzanne seconds. Motion failed.

Motion 38: Doug moves to approve ArLiSNAP funding request for promotional materials. Amy seconds. Motion carries.

Action A118: Amy will point out to ArLiSNAP the cost of shipping a banner (approx. $50 per conference).

- ARLISNAP may use approved funding for promotional materials however they best see fit in light of the fact that banner shipping costs might be a deterrent for printing a banner. Perhaps they would do better with more buttons?

Motion 39: Doug moves to approve Artist Files SIG funding request for Wordpress development for the artist file database directory. Suzanne seconds. Motion tabled.

- This project is similar to the digital art history database. Artist File SIG is asking for $2600. This might be worthy of a grant.
- Could it be an add on for digital art history directory?

Action A119: Kim, in conjunction with Roger and Amy, will have a conversation with Sam Duncan about his funding request for the Artist File directory to put it in alignment with digital art history directory project.

Motion 40: Roger moves to table the Motion 39 to the October Board meeting. Nancy seconded. Motion carries.

Moves 41: Doug moves to approve the Development Committee funding request for Society Circle pins. Motion carries.

- Some resentment toward society circle elitism.
- Problem with “by invitation only” wording. Need to make membership aware that society circle party is to thank members who have donated money to awards and internships fund.

Action A120: Lindsay will talk to the Development Committee about drafting wording about what it means to donate to the Society and being a member of the Society Circle, to be included with the Membership renewal notice. AND to edit wording on AWS e.g. “Your donation supports…”
Motion 42: Doug moves to approve exhibitions sig request for two honoraria for speakers. Stefanie seconds. Motion carries as amended.

Action A121: Doug and copy Amy tell exhibition sig $300 total; $150 each and don’t use facebook.

Motion 43: Doug moves to approve Montreal cpac request to pay for a conference co-chair to attend the St. Louis conference. Suzanne seconds. Motion tabled.

Motion 44: Suzanne moves to table Motion 43. Doug seconds. Motion carries.

Action A122: Suzanne and Stefanie will have a longer conversation with Montreal co-chairs about request for funding to travel to St. Louis conference. For example covering meals and registration might not be reasonable, but ARLIS/NA may be able to cover CAD conversion. Mindful of precedent.

Motion 45: Doug moves to approve the Texas/Mexico chapter request for funds to pay for re-instating their tax exemption. Lindsay seconds. Motion denied.

Action A123: Doug will let Texas/Mexico chapter know that several chapters have also lost their tax exempt status and we can’t cover fees for all of them.

- IRC/Venice Study Tour request (Suzanne Rackover)
  - IRC would like to send thank yous to two different libraries who helped host the Venice tour. Because they did not spend out all of their funds, they would like to use surplus for additional thank yous and return some additional money to the IRC scholarship fund.
  - Venice trip was very trying on HQ, very time-consuming.
  - Is their $500 annual budget line restricted to thank yous or can it be used on scholarships?

Motion 46: Laura moves to approve use of additional funds for IRC gift. Kim seconds. Motion denied.

Action A124: Suzanne will talk to Beverly Mitchell about how much time HQ spends supporting the travel programs and any surplus monies help cover cost of HQ expenses. SEI example. Talk to them about fundraising initiatives.

Action A125: Nancy will give Suzanne numbers on how many hours HQ spent supporting the Venice trip.

- Honoraria: Roger asking for more experienced editors on editorial board get a modest honoraria increase.

Motion 47: Roger moves to approve newly proposed honoraria for editorial board. Doug seconds. Motion carries.
Infrastructure update: There is an opportunity within the new membership database to have a file structure system. This could possibly replace Box.
- It can be built out with five levels of subfolders. No limit on the number of people.
- Table to October.

Action A126: Rachel will work with Nancy and investigate functionality of the proposed file structure system within the new membership database build.

2020 Budget review and approval (Doug Litts)

The new professional travel award will not be continued. It was crowd-funded last year. It has been removed from this year's budget.

The internship award funds itself with investments. We’re not getting enough in donations and investment to cover the cost of travel awards. Should we be marketing this more?

Action A127: Doug will break out individual awards within budget so that we can set priorities on what will be funded.

When Greg sends message seeking donations, he needs to explain the purpose of the Society Circle what donations benefit.

We're anticipating a $30,000 profit from the St. Louis conference. The St. Louis Art Museum is picking up the welcome party which is typically one of the conferences more expensive events.

We're looking at deficit of $43,000 for FY20; this is much better than the position we were in a year ago.
For FY2019 we anticipated we would be in red $80,000 but we actually ended in black. Estimating about 500 attendees for St. Louis (same as SLC). we made about $30,000 for the SLC conference, even with virtually no development for the conference.

Motion 48: Doug moves to approve the proposed budget for FY2020. Kim seconds. Motion carries.

We feel optimistic. Markets could negatively affect, but it shouldn’t be too damaging.

· Membership dues increase (Doug Litts)
We might consider a $20 and 25 dues increase for next year. It’s been 3 years since our last dues increase. Will discuss in the next year.

Deep Dive: Strategic Planning and goal setting (Kim Collins, Laura Schwartz, Amy Trendler)

- Are we spending enough time thinking strategically about the future?
- Could make midyear meeting 2 full days and then use a half day to consider more strategic issues.
- We could also consider the time of the pre or post-conference meeting. There is so much regular business to do, it's hard to find time to have deeper discussions.
- Strategic Directions Committee is looking to the resilience document that came out of a previous leadership retreat to set their priorities.
- Board needs to be more inclusive in doing deep dives. We should be working more closely with the Strategic Directions Committee.
- With or without intense discussions about strategy, we're doing lots of great things.
- Should Strategic Directions Committee be involved in the approval of project and service charters? They could be reviewing the action scorecard to see which strategic directions are being operationalized.
- Strategic directions committee did an environmental scan two years in a row, which generated lots of good ideas, but we asked them not to do that this year, because we didn’t have time to do anything with it.
- What is the purpose of the Board? Making sure operations are working well OR should we be thinking more long term? Or do big picture ideas get generated by other Society leaders etc.
- What is the Strategic Directions Committee for and how does it interact with the Board?
- Goals were actually more like lists of what we’re working on. Are we giving the goals to the Strategic Directions Committee?
- We need town hall open to members to generate ideas, and ask about what the membership would like from the Strategic Directions Committee.

**Action A128:** Kim will have the Strategic Directions Committee update policy manual, at least to reference Strategic Directions Committee, rather than Strategic Planning Committee.

**ARLIS/NA POLICY NO.: A-8. SUBJECT: GOALS AND OBJECTIVES**

**G-20. STRATEGIC PLANNING COMMITTEE (STANDING)**

- In St. Louis pre or post conference let’s do a half day business meeting and then invite in the Strategic Directions Committee for planning.
- Let’s do some business items before conference so we have more time for big ideas at the conference.

**Technology issues** *(Roger Lawson, Laura Schwartz)*

- Examples: sub-webpages, searching ARLIS-L archive, GoTo meeting webinars
- IT request process
- Follow-up
- Clarifying needs and expectations

- Regarding GoTo webinar we’ve already made a decision for 6 month trials of PDC having admin account.

- Search function for ARLIS-L is not working. Nancy thought that Roy had figured it out. Some search functionality is working, but not all.
- IT requests are done by e-mail to individuals; there is no system for tracking or managing IT requests.

Action A129: Rachel, Roger, and Nancy will look into improving process for IT requests.

- Getting G Suite for ARLIS might improve operations for our groups.
- We know the nominating committee and others are using google docs.
- Would require a contract; and we need to establish privacy guidelines.

Action A130: ALL BOARD ask your groups whether they use google products for their ARLIS/NA work.

Action A131: Rachel will start to investigate implementing G suite.

Action A132: Rachel and Roger will think about developing a resources page for group leaders based on the technology matrix.

- Development database will be covered by new membership database. Once ARLIS Commons is up and running the Development Committee can see what it’s missing and provide feedback for additions or changes.

- **Leadership Training and Certification** (Kim Collins)
  Good discussion in SLC. We don’t need to reinvent the wheel--there are lots of training opportunities available.
- Asked proposers for STL how their proposal relates to core competencies.

- Next steps could be 1. working with SEI to incorporate more NDSR 2. Emilee Matthews class (project and service charter)--converting online art librarian course.

**Record keeping, calendaring, and other policy issues** (Rachel Resnik, Roger Lawson, Laura Schwartz)

- Nancy spent a lot of time reviving a management calendar
- Everyone review management calendar and add to it. Make it useful for us. E.g. add editorial regular activities.
- Lives in AWS admin docs. Possible conversion to Google so that we can have reminders sent out.

Action A133: Rachel will organize contracts in Box and make will send Nancy a list of what’s missing.

- **Collecting and archiving members’ obituaries and remembrances shared on ARLIS-L** (according to CPM, goes into Conference Materials)
Action A134: Amy and Rachel talk to Retiree SIG and Documentation Committee about doing a project and service charter about archiving obituaries.

Action A135: ALL BOARD please review strategic directions scorecard and send updates to Rachel via e-mail.

**Association Management Evaluation and Planning Task Force** (Laura Schwartz, Amy Trendler)

Motion 49: Laura moves to go into executive session. Suzanne seconds. Motion carries.

Motion 50: Kim moves to come out of executive session. Stefanie seconds. Motion carries.

Action A136: Laura will create project and service charter for ARLISNA Management Review Task Force and will invite members.

Motion 51: Kim moves to adjourn. Lauren seconds. Motion carries.

**2019.09.12-13**

**Actions and Motions for mid-year meeting ARLIS/NA**

Action A084: Roger will upload the new timeline to the conference planning timeline. It clarifies which positions need to be approved at the onset.

Action A085: Doug will push the Chicago co-chairs to select a nominee for conference development chair. By March 25th meeting so we can announce in April in Saint Louis.

Action A086: Nancy will go back to the four Montreal hotels who initially responded to the RFP negatively to ask about other March dates.

Action A087: Amy will contact Montreal co-chairs now to let them know about possible March dates.

Action A088: Amy will ask Montreal co-chairs to find out if potential off-site party locales would accept Fairmont catering.

Action A089: Roger will add an index to the conference planning manual and will upload it to AWS.

Action A090: Amy and Lindsay will put together a project and service charter for a 50th anniversary committee to work alongside the Chicago cpac. It will include members from constituent groups as well as an at-large-member.

Action A091: Lindsay will go back to the Diversity and Development Committees to come up with policy for the free membership. And possibly conference registration and local chapter
membership. Interim solution while we look at a diversity grant. Include Stefanie on potential chapter involvement

Action A092: Laura and Laurel will draft and send a message to ARLIS-L about membership renewal, too help reach deactivated or non-members.

Action A093: Nancy will share HQ’s renewal letter, which goes to all current members, with all board members.

Action A094: Stefanie will work with Laurel to craft and send out on ARLIS-L a message about bundled membership. Chapters should not be doing renewals until new membership database is up.

Action A095: Suzanne, Stefanie and Laurel will work on developing instructions for new way to renew membership or join.

Action A096: Stefanie will encourage chapters to review bylaws.

Action A097: Stefanie will update chapter success book to include information about bundled membership.

Action A098: Stefanie will encourage Central Plains to do a bylaws change electronically to ensure that lifetime members are not counted in a quorum, assuming their bylaws don’t disallow online voting.

Action A099: Nancy will add IRS filing deadline to her annual management calendar, so HQ will send reminder to Chapters Liaison.

Action A100: Stefanie will draft detailed instructions about process for chapters to renew their IRS paperwork. In the instructions she will include a timeline, with a reminder from the Chapters Liaisons to remind chapters well in advance of the May deadline. All chapters will need to send Chapters Liaison digital confirmation of all paperwork filed with IRS.

Action A101: Lauren will talk to SEI leaders about building out the SEI curriculum to address future NDSR needs/initiatives. For changes to go into effect 2021 SEI.

Action A102: Lauren will talk to Corinna and Kristin about migrating the NDSR website which is currently being hosted by the Philadelphia Museum of Art, if the museum is unlikely to maintain the website for foreseeable future.

Action A103: Lauren will coordinate a 6-month trial in which PDC will be one of the two ARLIS GTM webinars organizers. Nancy just needs Stephanie Grimm’s e-mail address to transfer ownership of the account.

Action A104: Suzanne will go back to APPC and ask them to update AWS’s About ARLIS/Advocacy Policy Page. It should include APPC chair, align with APPC’s news alert topics. And eventually it would be great if each topic had a mini statements on each issue.

Action A105: Laura, in next President’s statement, will do follow up on advocacy and remind members how to raise an issue with the Board.
Action A106: Suzanne will talk to APPC about considering whether Advocacy Policy in policy manual should incorporate a statement on ethics.

Action A107: Nancy add to conference hotel RFP template something about gender neutral washrooms. Consider borrowing from ALA’s non-discrimination policy in conference contracts.

Action A108: Roger will work on updating policy manual regarding ethics. See action A106.

Action A109: Laura will talk to St. Louis conference co-chairs about Ferguson/reproductive rights issues.

Action A110: Suzanne will talk to APPC about adding student as non-voting attendee at meetings.

Action A111: Suzanne and Lauren will nudge APPC and PDC about writing a statement on fair treatment of interns.

Action A112: Roger will edit AWS’s Publications/Proposals and Guidelines page by adding a disclaimer for unofficial publications. He will draft a disclaimer that groups can use on their blogs and Amy will distribute to ARLIS/NA group leaders.

Action A113: Amy will incorporate into leadership onboarding information on best practices for managing and editing blogs and direct blog editors to the code of conduct.

Action A114: Kim will talk to Heather Gendron to discuss how to proceed with Data & Assessment coordinator.

Action A115: Laura will get in touch with Kathleen Salomon to check on CAA bill.

Action A116: Laura will send all conference-related funding solicitations to Nancy, so she can ensure fundraising efforts are not duplicated.

Action A117: Amy will send style guidelines to ArLiSNAP.

Action A118: Amy will point out to ArLiSNAP the cost of shipping a banner (approx. $50 per conference).

Action A119: Kim, in conjunction with Roger and Amy, will have a conversation with Sam Duncan about his funding request for the Artist File directory to put it in alignment with digital art history directory project.

Action A120: Lindsay will talk to the Development Committee about drafting wording about what it means to donate to the Society and being a member of the Society Circle, to be included with the Membership renewal notice. AND to edit wording on AWS e.g. “Your donation supports…”

Action A121: Doug and copy Amy tell exhibition sig $300 total $150 each and don’t use Facebook.
Action A122: Suzanne and Stefanie will have a longer conversation with Montreal co-chairs about request for funding to travel to St. Louis conference. For example covering meals and registration might not be reasonable, but ARLIS/NA may be able to cover CAD conversion. Mindful of precedent.

Action A123: Doug will let Texas/Mexico chapter know that several chapters have also lost their tax exempt status and we can’t cover fees for all of them.

Action A124: Suzanne will talk to Beverly Mitchell about how much time HQ spends supporting the travel programs and any surplus monies help cover cost of HQ expenses. SEI example. Talk to them about fundraising initiatives.

Action A125: Nancy will give Suzanne numbers on how many hours HQ spent supporting the Venice trip.

Action A126: Rachel will work with Nancy and investigate functionality of the proposed file structure system within the new membership database build.

Action A127: Doug will break out individual awards within budget so that we can set priorities on what will be funded.

Action A128: Kim will have the Strategic Directions Committee update policy manual, at least to reference Strategic Directions Committee, rather than Strategic Planning Committee. ARLIS/NA POLICY NO.: A-8. SUBJECT: GOALS AND OBJECTIVES G-20. STRATEGIC PLANNING COMMITTEE (STANDING) [Kim, if it’s just a matter of changing the name of the committee, I can do that. There are lots of references in the policy manual.--Rachel]

Action A129: Rachel, Roger, and Nancy will look into improving process for IT requests.

Action A130: ALL BOARD ask your groups whether they use google products for their ARLIS/NA work.

Action A131: Rachel will start to investigate implementing G suite.

Action A132: Rachel and Roger will think about developing a resources page for group leaders based on the technology matrix.

Action A133: Rachel will organize contracts in Box and make will send Nancy a list of what’s missing.

Action A134: Amy and Rachel talk to Retiree SIG and Documentation Committee about doing a project and service charter about archiving obituaries.

Action A135: ALL BOARD please review strategic directions scorecard and send updates to Rachel via e-mail.

Action A136: Laura will create project and service charter for ARLISNA Management Review Task Force and will invite members.
MOTIONS

Motion 29: Rachel moves to amend our previously adopted meeting minutes from 6/26/2019. Doug seconds. Motion carries. *Ratified 2019.09.12*

2019.09.12

Motion 30: Roger moves to approve consent agenda. Kim seconds. Motion carries.

Motion 31: Kim moves to approve slate. Amy seconds. Doug abstains. Motion carries.

Motion 32: Kim moves to approve proposed Chicago conference co-chairs. Suzanne seconds. Doug abstains. Motion carries.

Motion 33: Lauren moves to accept SEI application from Northwestern to host SEI in 2020 and 2021. Kim seconds. Motion carries.

Motion 34: Laura move to go into executive session. Rachel seconds

Motion 35: Suzanne move to leave executive session. Kim seconds

Motion 36: Suzanne moves to adjourn. Kim seconds. Motion carries.

2019.09.13

Motion 37: Doug moves to approve ArLiSNAP logo redesign. Suzanne seconds. Motion failed.

Motion 38: Doug moves to approve ArLiSNAP funding request for promotional materials. Amy seconds. Motion carries.

Motion 39: Doug moves to approve artist files sig funding request for Wordpress development design for the artist file database directory. Suzanne seconds. Motion tabled.

Motion 40: Roger moves to table the Motion 36 to the October Board meeting. Nancy seconded. Motion carries.

Moves 41: Doug moves to approve the Development Committee funding request for Society Circle pins. Motion carries.

Motion 42: Doug moves to approve exhibitions sig request for two honoraria for speakers. Stefanie seconds. Motion carries as amended.

Motion 43: Doug moves to approve Montreal cpac request to pay for a conference co-chair to attend the St. Louis conference. Suzanne seconds. Motion tabled.

Motion 44: Suzanne moves to table Motion 39. Doug seconds. Motion carries.
Motion 45: Doug moves to approve the Texas/Mexico chapter request for funds to pay for re-instating their tax exemption. Lindsay seconds. Motion denied.

Motion 46: Laura moves to approve use of additional funds for IRC gift. Kim seconds. Motion denied.

Motion 47: Roger moves to approve newly proposed honoraria for editorial board. Doug seconds. Motion carries.

Motion 48: Doug moves to approve the proposed budget for FY2020. Kim seconds. Motion carries.

Motion 49: Laura moves to go into executive session. Suzanne seconds. Motion carries.

Motion 50: Kim moves to come out of executive session. Stefanie seconds. Motion carries.

Motion 51: Kim moves to adjourn. Lauren seconds. Motion carries.