ARLIS/NA Executive Board Meeting Minutes

Wednesday October 30, 2019

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

Excused: Lindsay King

Call to order (Laura Schwartz)

Consent Agenda (Laura Schwartz)
- Midyear 2019 EB 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
- Online Motions needing ratification
  - Motion 52: Motion to approve the new name for SEI, The Summer Educational Institute for Digital Stewardship of Cultural Heritage Materials. Motion carries.
  - Motion 53: Motion to approve the Management Review Task Force Project & Service Charter. Kim seconds. Motion carries.
  - Motion 54: Motion to approve the new name for SEI (the last one VRAF did not approve): Summer Educational Institute for Digital Stewardship of Visual Information

Motion 55: Kim moves to accept the consent agenda. Suzanne seconds. Motion carries.

Announcements (all)

- Suzanne attended the recruitment and retention webinar co-sponsored by the PDC Education Subcommittee. She recommends all board members watch it.
Action 137: Suzanne, once the webinar goes on the learning portal, will post a message to ARLIS-L congratulating the organizers and encouraging everyone to watch the recruitment and retention webinar.

- Laura received confirmation from Wilson yesterday that they will fund an award for the St. Louis conference. This means that all awards for this year have been funded.

Monthly report from HQ and PPT (Nancy Short)

- Nancy will put the HQ report up in Box.

Membership database update (Nancy Short)

- The membership database migration is 30 days behind schedule. Nancy says that it will be done this afternoon. Nancy wants to wait until tomorrow morning when Nancy is in the office to open up membership renewals, to ensure there are enough people in the office to address any problems that arise.

Action 138: Nancy will send out message first thing Thursday morning announcing the beginning of membership renewal season.

- Donations to ARLIS/NA will need to be made separately; they cannot be made while someone is renewing their membership. But donations can be done online.

Form 990-N updates (Nancy Short and Stefanie Hilles)

- Laura is concerned that AEG should be doing more to help chapters struggling with this issue and should be keeping records in their files related to chapter tax filings.
- Northern California has just been reinstated so now the Texas-Mexico chapter is the only one that remains unresolved.
- Now that the conference for Nancy’s other organization has wrapped, she will turn her attention to the chapter tax problem.

Conference Planning: St. Louis (Laura Schwartz, Nancy Short, Doug Litts)

- The conference website has launched and the hotel information has been posted. Everything is really ahead of schedule.
- Almost all of the special speakers have committed. Leadership institute on track.
- CPAC on top of the hot button issues. Gender neutral bathrooms are still an outstanding issue.
- Once AEG creates a Sched instance for St. Louis, cpac will populate it with information.
- The updated conference planning manual is up on AWS.

Conference Planning: Montreal (Nancy Short, Amy Trendler)
Amy talked to Montreal co-chairs about considering different dates so that we can consider using one of the hotels who responded to the rfp. They are adamant that holding the conference in March is a bad idea.
Nancy worked with the Montréal Visitor’s Bureau to find more hotels and conference centers. This resulted in two more proposals that appear promising.

- One option would be to use Centre Mont-Royal convention center and a nearby hotel. The hotel would be only for the room block and would not require us to commit to a food and beverage minimum.
- The other option is the Bonaventure which would be all inclusive for conference spaces and hotel room block.
Nancy will do a site visit to these new options November 11-13.

**Humanities Commons Implementation Task Force update** (Roger Lawson)

- The Task Force’s next call is scheduled for Monday November 4th.
- Nick Curato is testing vData to migrate content and metadata from AWS into HC.
- The task force will discuss setting up sandbox. Most support for the sandbox will come from HC, not HQ. The need to identify test categories and participants. They will set up tutorial for the task force group.
- In planning for late April 2020 launch date, in time for the St. Louis conference, they are beginning to plan for testing authentication protocols. They will prepare a status report for January 2020.
- In their last call they discussed norms and policies, candidates for submissions to core, and ARLIS-specific help screens that would be helpful at launch.
- Stacy Brinkman is taking Shalimar’s place on the task force.
- There is still no official agreement with HC.

**Social media disclaimer statement** (Roger Lawson)

Motion 56: Kim moves to approve the disclaimer statement to be included on all group blogs. Roger seconds. Motion tabled.

- Roger researched other organizations’ disclaimer statements and put into Box a few options for us to consider.
- If adopted we would tell all SIGs/groups that they need to have a link this disclaimer statement prominently displayed on their blogs and other social media outlets. The actual wording would be kept centrally at AWS, so that if we wanted to update the text, it would eliminate the need for all blogs to also update. It would also cover all of ARLIS/NA’s informal modes of communication.
- Chantal would like to edit the “content removal” statement and change it to “if you have concerns, please contact moderator”. People will need to seek out the moderator, since we will have a centralized statement.
- HC will have its own ethical guidelines that will require agreement from authors.
- In the second paragraph we should mention and link to core values and code of conduct. Go with second paragraph as modified.
Action: Roger will update the disclaimer statement draft and post to Box for a vote.

Action: ALL: once approved, please contact your group leaders with instructions about including link to disclaimer statement in all group blogs and subsidiary news and social media outlets.

**Chapters bylaws changes needing EB approval** (Stefanie Hilles)

Motion 57: Stefanie move to approve Texas-Mexico bylaws changes. Laura seconds. Motion carries.

Proposed:

**ARTICLE VIII. Appointments and Special Project Committees.**

- Archivist and Website Administrator positions shall be appointed by the Executive Committee. Appointed positions shall not follow term limits, and appointed members may retire and be replaced as needed.
- Special project committees shall be appointed by the Executive Committee.

Motion 58: Stefanie moves to approve Ohio valley’s proposed bylaws changes. Kim seconds. Motion carries.

Proposed:

**Nominating Committee:**

The Nominating Committee shall consist of at least two persons appointed by the Executive Committee.

The Nominating Committee shall submit a slate of qualified candidates no later than Dec. 1st.

- With new bundled membership, can we distribute chapter funds by November? Yes.

Action: Nancy will send every chapter their checks around December 1st. And then monthly until registration for conference ends. After that, upon review, check disbursement to chapters may go to quarterly.

Action: Stefanie will communicate to chapters the procedure and schedule for check disbursement from HQ.

**Executive Board positions history on AWS** (Rachel Resnik)

- The Documentation Committee noticed that the coverage of past board positions is inconsistent on AWS. Only past presidents and treasurers are included and the position of the link is awkward.
- The board likes this project and suggests it be tied to 50th anniversary. They’d like to see one landing page for executive board history linked from [https://arlisna.org/organization/organization](https://arlisna.org/organization/organization). It would be great to include histories for all current and former board positions.
- This might require some research in the archive, but as a project that celebrates the 50th, there should be plenty of time for the research.
Recommendations regarding Internships and Art Information Professions from APPC and PDC (Lauren MacDonald and Suzanne Rackover)

- APPC and PDC recommend the society endorse the Association of Art Museum Directors’ resolution on the fair treatment of interns and the Society of American Archivists best practices for internships.
- We can endorse the statements now and then if we want to create our own best practices, we should wait until SAA has made their own updates.
- PDC is reviewing the internship roster page for crucial updates. They are preparing a PSC which should be ready for the November meeting which looks at improving the process for posting.
- We could decouple endorsements. We could endorse the first one first. In order to act on this we should ask APPC and PDC to draft the actual wording of an endorsement. And then when the SAA statement is ready we can vote to adopt best practices created by PDC.
- Once we vote on the endorsement, the Society would send out a press release.

Action: Suzanne will ask APPC and PDC to write a statement endorsing the Association of Art Museum Directors’ resolution urging art museums to pay interns. The board approves the concept; once wording is submitted we would vote to approve statement.

Action: Lauren will make sure that PDC is looking at SAA’s best practices for internships, and will incorporate recommendations in their own project and service charter.

Worldcat/OCLC issue (all)

- Would CAC be a good group to lead a movement on this? It’s a bit outside of their regular purview but they are a powerhouse of a committee and they are well connected to organizations outside of ARLIS.
- Find other organizations that represent small libraries and partner with them
- ARLIS should reach out to our contact at OCLC, Dennis Massey, to have a conversation with him. Board might have more sway than individuals.

Action: Laura, before the November Board meeting, will make a courtesy call to OCLC to give them a heads up that libraries are frustrated and beginning to organize around the issue of pricing and having holdings appear in Worldcat.

Needs to have all talking points organized. She will work with Sam to organize talking points.

Action: Rachel will contact CAC for suggestions/information for Laura to prepare for call with Denis at OCLC and will give them a heads up that if call doesn’t elicit positive change, then they may be called on to work with APPC, and others to create a campaign aligned with other organizations to protest OCLC’s pricing structure for Worlcat holdings.
Funding requests – Upstate New York, Artists Files SIG, ARLISnap follow up (Doug Litts)

- ARLISnap revised the specifics of how they want to spend the money that was allocated to them as a result of their funding request. Board does not need to approve minor changes. The original approval allows for changes.
- The board had tabled the funding request from the Artist File SIG, in order to investigate alignment with Digital Art History Directory project and compatibility with HC. Kim them in touch with these groups but she has not heard back yet. Issue remains tabled.
- NY Upstate chapter has requested funding for honoraria for their fall meeting. They are asking for $100/speaker. There is precedent.

Motion 59: Doug moves to approve NY Upstate chapter special funding request for honoraria. Kim seconds. Motion carries.

Strategic Directions Committee (Kim Collins)
- Policy Manual proposed changes
- Mission statement
- Leadership onboarding

Motion 60: Kim moves to approve policy manual updates from the Strategic Directions Committee. Suzanne seconds. Motion is tabled.

- At mid-year board meeting we realized the policy manual was woefully out of date regarding strategic planning and strategic directions so we asked the Strategic Directions Committee to suggest policy manual updates.
- In some policy manual committees sections, some have charters in policy manual. Some committees only have their charters on their website.
- It’s a new committee and their direction is still a bit uncertain.
- Kim encouraged them to use language that would suggest they guide and support the Board, instead of characterizing the committee as a watch dog.
- The group is passionate and energetic, we need to make sure the Board feels comfortable with the policy manual language.
- They don’t make or implement solutions, but rather they make the Board aware of issues.

Action: Roger will review the proposed policy manual language for the Strategic Directions Committee.

- Kim invited the Strategic Directions Committee to the April 20th board meeting in St. Louis for an opportunity to collaborate and support each other. We can use this meeting to work on a mission statement for the society.

Action: Laura will invite the Strategic Directions Committee to the St. Louis board meeting to work with the board on drafting a mission statement for the society.
Action: Amy will incorporate Strategic Directions Committee recommendations concerning transparency into leadership onboarding.

Final announcements

- Copyright infringement situation is coming to a close. Nancy is cutting a check to the lawyer.
- The November meeting is on; plenty to talk about. Okay if monthly reports are abbreviated and perhaps we will only need an hour to meet.

Motion to Adjourn

Motion 61: Kim moves to adjourn. Doug seconds. Motion carries.