ARLIS/NA Executive Board Meeting

Wednesday November 20, 2019

MINUTES

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

Call to order (Laura Schwartz)

Consent Agenda (Laura Schwartz)

- October 2019 EB minutes
- Reports for November
  - President’s Report
  - Past-President’s Report
  - Vice President’s Report
  - Treasurer’s Report (financials)
  - Secretary’s Report
  - Education Liaison’s Report
  - Advancement Liaison’s Report
  - Chapters Liaison’s Report
  - Canadian Liaison’s Report
  - Editorial Director’s Report

Motion 62: Amy moves to accept the consent agenda. Lindsay seconds.

Announcements

Doug is completely locked out of the Vanguard. None of the current officers are on the account. Doug will be in touch with Laura to get forms signed and get this resolved.

Monthly report from HQ (Nancy Short)
• Technical glitches with the report from HQ.
• Contracted management hours for the year are on track. Through August we’ve used 1632 hours which is about 107 hours over for the year. No huge overages. Lots of time spent on migration of membership database, but those hours are budgeted separately and part of the database migration project.

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

• There had been a room block issue, because the room distribution wasn’t ideal. We now have more queens available on Sunday April 19th. Some people who had tried to reserve rooms were unable to, but updates should fix that issue.

**Action 150:** Nancy will put together a grid showing the new room block.

• All Board should book hotel as soon as you can. Lots of people booking hotel rooms already. Conference schedule will be out shortly after the first of the year.
• Hotel has responded that they cannot accommodate our gender neutral bathroom request. We’re not taking no for an answer. Laura will respond telling them how important it is that they find a solution. Laura would welcome suggestions for a strategy to continue the conversation.

**Action 151:** Laura will share with the Board letter from hotel about gender neutral bathroom. Done.

• All special speakers are now confirmed.

**Conference Planning: Montreal** (Nancy Short, Amy Trendler)

• Nancy went to Montreal and did site visits with Montreal CPAC. They looked at three different venues. CPAC’s first choice is the Bonaventure.
• The food and beverage minimum is $75,500, which is closer to our norm. If we spend over $114,000 for food and beverage then meeting spaces would be free. If we spend more than $75,500 then meeting spaces will be $16,000.
• Bonaventure does have gender neutral bathroom.
• It’s not in city center but it’s nearby. Montreal is denser city than Salt Lake City, so Bonaventure will feel closer to the heart of things.
• It would be the only conference there during the time block. There are lots of spaces for meetings of various sizes.
• The have offered us May 7-14. May 9th is Mother’s Day.
• On Wednesday the 12th they have another group coming in to set up in exhibits space. Our exhibits would have to move out at the end of the day on the 11th.

• If we use the Bonaventure our conference exhibitors would need to be Sunday-Tuesday. Nancy will confirm that we can do programming in meeting spaces Monday-Wednesday. Exhibits can move out Tuesday after 5.

• CPAC’s second choice is the Queen Elizabeth.

• The food and beverage minimum for Queen Elizabeth is $133,000 USD which is much higher than we normally spend on a conference. Even if we can use venues outside of the hotel and have QE do the catering it’s still a lot of money and we would need to provide a ton of food. The CPAC is still looking into other event venues if we went with the Queen Elizabeth. Kim from tourism office was going to help cpac find sites for functions.

• Dates would be late April.

• If we wanted to use the Queen Elizabeth would we consider raising the cost of registration and explain to everyone that their meals will be covered? It would require $100 increase approximately in registration. Not ideal because people still like to go out to eat.

• Mother’s Day is not a deal breaker so we’ll move ahead with Bonaventure. We can offer a brunch on Sunday. 1989 conference in Phoenix was over Mother’s Day.

• Nancy will check to see if meeting spaces at Bonaventure are available Monday-Wednesday. If not, then let’s revisit. Laura would like a contract signed before the end of the year.

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

• Their November call was cancelled. They are still working out setting up a sandbox.

• Nick Curotto set up a test migration profile. He has tested migrating different file formats and it was a relatively simple procedure.

• Their next call will be Monday December 2nd.

**Membership database, renewals, instructions, and FAQ** (Laura Schwartz, Suzanne Rackover, Stefanie Hilles, Lindsay King, Nancy Short)

• Chapter dues are $20 only for individual membership category. Other membership categories like student, retired can renew on new website at the rate of $20. Students, retired, etc. should be encouraged not to renew via bundled membership. This needs to be fixed asap. Online form needs some wording to explain that students, retired, etc.
should visit their chapter websites to renew their chapter membership. Only individual level category chapter memberships should be available for bundled renewals.

- Grid on join page of website says that Canada and Mexico should be different dues. But in the form online they are the same price and have been the same price for multiple years. It should be $15 USD for individual members for a Canada chapter; $10 USD for Mexico chapter. These updates made 2 years ago, but never made it to online form.
- FAQ explains if you are not in the individual category, then you shouldn’t use the form for bundled membership. On Bundled and unbundled forms non-individual members should be directed to the correct form.
- FAQ is done. Mark will post via link to “join” page on AWS.
- DSA members need to be able to renew without fee. There are a few options to resolve this and Laura will work on it.

Action 152: Laura will work on a solution for DSA recipients who do not renew membership like everyone else. They require special personalized communication. Note: DSA winners do not need to renew and can change their membership preferences at any time. One can renew without actually putting in credit card information.

Action 153: Nancy with the next renewal reminder will send out the renewal process instructions as an attachment.

- 161 renewals so far. Amy pointed out that Nancy needs to review who has already renewed at wrong rate (students, Canadians, etc.)

Action 154: Suzanne and Stefanie will work with Nancy to identify individuals who have renewed at the wrong rate (students, retirees, Canadians) and will communicate with their constituents to arrange refunds.

**Accessibility discussion: possible collaboration between PDC and Diversity** (Lindsay King, Lauren MacDonald)

- The Diversity Committee plans to focus on the topic of accessibility for the diversity forum at the conference. They had asked about standards that we have in place for ARLISNA. We don’t seem to have many standards. The Diversity Committee is just at the beginning of thinking about topic.
- PDC is also asking if we have standards and if not, how do we establish these and then how do we confirm everyone is following standards.
• Maybe through collaboration they can move it forward. Lindsay asked if there was someone on PDC would like to work on diversity forum. Lauren suggested that the chair Stephanie Grimm would be a good person to connect with.

• ARLIS Commons is aware of need for accessibility standards for AWS and the Commons. They’ve been investigating what is already in place for Commons and what we should bring back to AWS. This would free up Diversity Committee to address something besides web standards at diversity forum.

Action 155: Lindsay, Lauren, Roger will discuss accessibility standards and direct their respective groups (Diversity Committee, PDC, and ARLIS Commons Task Force) to work towards addressing the issue.

50th anniversary task force Project and Service Charter (Amy Trendler)

Motion 63: Amy moves to approve the 50th Anniversary Task Force project and services charter. Kim seconds. Motion carries.

• The task force is intended to support and complement the work of the Chicago CPAC, not step on its toes. Doug assures the board that the CPAC welcomes having this task force.

• Membership would include someone from Chicago CPAC, Development Committee, Documentation Committee, Membership Committee, Vice-President/President-Elect, and a member-at-large. Advancement Liaison would chair.

• The membership of the task force will align with the above positions, not the individuals holding the positions at the time the task force is formed. E.g. When Lindsay rotates off of the board after Montreal, her predecessor as Advancement Liaison will become chair of the task force.

• Task force will start soon. Work will be ongoing. And the conference co-chairs are already getting suggestions about recognizing the 50th, so it will be good to be able to send these suggestions to the task force.

• Would it be the same Basecamp or different from Basecamp for CPAC? Task force will start their basecamp instance first. They’ll work it out.

Action 156: Amy will write a blurb for the featured projects on AWS regarding the new task force for ARLIS/NA’s 50th anniversary.

APPC membership exceptions (Suzanne Rackover)

• Lynora Williams and Serenity Ibsen should be cycling off of their leadership roles for APPC. Lynora is newsletter editor and Serenity is the chair. Nobody has stepped up to
take over these very important positions. Both Lynora and Serenity are willing to continue on for an additional year.

**Motion 64: Suzanne moves to allow Serenity Ibsen and Lynora Williams to continue in their leadership roles for APPC for an additional year. Kim seconds. Motion carries.**

- There are an adequate number of committee members at present to ensure future continuity. An attempt should be made to mentor current members to empower them to take over leadership positions after Montreal conference.
- There is interest from others in joining APPC. We could consider adding an additional member to APPC for next year to help ease membership turnover later on. Not necessary at the moment, but Suzanne with check with Serenity.

**Worldcat/OCLC holdings follow up (Laura Schwartz)**

- Laura has drafted a letter, with assistance from interested parties, to send to a vice president at OCLC. Should we make the document public or just send to the VP?
- It should be public. Members will be interested. Roger says it could be a news item.
- Laura will send the letter and will blind copy Denis and then simultaneously it will be posted as a news item.


- Box version and Google Docs version

**Motion 65: Kim moves to approve with board modifications the policy manual changes for the Strategic Directions Committee. Roger seconds. Motion tabled.**

- The board discussed suggested edits at a previous board meeting. Roger was enlisted to help Kim draft some suggestions. These were submitted to SDC. There were mishaps in getting SDC’s response to Kim. There still seems to be some disagreement about what the wording should be.
- The board does not want this to be a power struggle, but this has turned out to be a bit thorny.
- The discussion and edits might require a face to face meeting is St. Louis. Board members will prepare in the interim. We can let them know we’re not comfortable with the proposed language.
- Members on SDC are currently appointed like any other committee. If this committee is given more authority than a regular committee, we might need a more rigorous process for making appointments. Might need more rigorous process for appointing members. We should have a former board member on the committee.
- We could consider casting the committee as an advisory committee. This would enable them to work directly with the membership, do lots of independent work, and make recommendations to the board.
Action 157: Kim, Amy, and Laura will prepare for face to face meeting with the Strategic Directions Committee in St. Louis.

Social Media Disclaimer Statement (Roger Lawson)

- This is for group blog posts. It will live on the AWS in the publications area. Roger will find an appropriate place. Blogs will link to it.

Motion 66: Roger moves to approve ARLIS/NA social media post disclaimer as revised. Amy second. Motion carries.

Kress Grant (Kim Collins)

Proposal for $15,000 funds annually
§ 5 $1,500 awards for European art information professionals to attend our ARLIS/NA annual conference,
§ 4 $1,500 awards for ARLIS/NA members to participate in European conferences,
§ 1 $1,500 award to an early-career ARLIS/NA member to engage with the IRC study tour abroad

Agenda item deferred to online vote due to lack of time.

Code of Conduct amendment (Kim Collins)

Include a statement, “all conference participants display professional, ethical conduct that upholds US intellectual property laws.”

Discussion deferred to later date due to lack of time.

1:30pm Motion to Adjourn

Motions 67: Suzanne moves to adjourn. Kim seconds. Motion carries.

Online Motion 68: Kim moves to approve the distribution of the annual Kress award. ARLIS/NA will receive $15,000 each year for the next 5 years.) Stefanie seconds. Motion passes. Will be ratified with next consent agenda.