

Minutes for ARLIS/SE Meeting
ARLIS/SE Annual Chapter Conference, New Orleans, LA, November 21, 2013
9am-10:30am, Port Room, Riverside Building, Hilton New Orleans Riverside

Present: Courtney Baron, Caroline Barrett, Rebecca Cooling, Sheila Cork, Kathy Edwards, E. Lee Eltzroth, Rebecca Fitzsimmons, Patricia Gimenez, Karlen Kane, Peter Klubek, Kasia Leousis, Emily Luken, Courtenay McLeland, Marty Miller, Olivia Miller, Margarita Mirabel, Kaitlyn Parker, Stephanie Raines, Marsha Taichman, Floyd Zula

1. Welcome and Introductions

We were welcomed by Kathy Edwards, president, and attendees introduced themselves.

2. Approval of minutes

The minutes of the chapter business meeting held April 27, 2013, at the ARLIS/NA conference in Pasadena were unanimously approved.

3. Reports and Updates

- *Report from the ARLIS/NA Executive Board – Kathy on behalf of Sarah Sherman*

Chapter Bylaws Revision: Review and Update - The Executive Board wants all Chapters to review and update their bylaws. The ARLIS/NA Southeast Executive Committee will appoint a bylaws revision committee of three members, to complete this task. (See item under *New Business*) Chapter bylaw revisions are due before Monday, April 14, 2014. Our revisions will be reviewed and approved by the Executive Board at their meeting at the annual conference in Washington DC in May of 2014. We are to replace any outdated language with current language. The organization of ARLIS/NA has changed over time, which means that names and categories have also changed over time. For example, ARLIS/NA membership no longer includes an institutional category and the Executive Board no longer has Regional Representatives but now has the Chapters Liaison position.

Affiliate Chapter Members - Also, the designation “affiliate” should not appear in bylaws descriptions of chapter member categories. (“Affiliate” is an old term for non-ARLIS members who are Chapter members). Chapters should instead use terms such as “Friends of the Chapter” or “Associate”. And the description of what the “Friend” receives as a benefit for their donation should be somewhat vague, such as “Friends of the Chapter receive mailings and emails that will keep them informed of the activities of the Chapter.” We are advised not to put membership categories into bylaws because they could change often.

ARLIS/NA in all Chapter Names - The Executive Board is requiring that all Chapter names include ARLIS/NA. For example, we will become ARLIS/NA Southeast. Also, all Chapters must have a link back to the ARLIS/NA website and our “About Us” section must mention that ours is a chapter of the national association ARLIS/NA. Sarah will work with Nedda Ahmed, ARLIS/NA webmaster to make sure Chapter names are changed accordingly on the national website.

Special Funding Requests - This year the deadline for a Special Funding request was September 1, 2013. Because our chapter normally holds its business meeting after that date, and it is at the business meeting that the new vice president is named, and, according to our bylaws, it is the vice-president's purview to plan the annual meeting, you can see what kind of pickle we're in, when it comes to getting this funding.

ARLIS/NA Website - The work on the new ARLIS/NA website is moving along. When the new website is released in the near future it will also include a new ARLIS/NA logo.

TEI - The Executive Board has signed another two-year contract with TEI, our association management company.

- At this point, the group unanimously approved a vote to send the national organization a \$300 contribution towards the ARLIS/NA conference opening reception at Dumbarton Oaks.

Venue for 2017 ARLIS/NA Meeting - The Executive Board is now calling on Chapters to propose a location for the 2017 annual conference. It looks like it might be time to turn toward the South or back to the East Coast (no pressure, but please do consider!). However, any proposals from Chapters are welcome and will be considered.

- *Chapter Executive Board Reports*

Treasurer's Report - Courtenay McLeland

ARLIS/SE Treasurer's Report, 2013 (through 11/12/13)

Checking account 2013: beginning balance \$3541.57 as of 01/01/13; ending balance \$3811.73 as of 11/14/13.

Income: \$2070.00 (dues, conference registrations, raffle tickets, donations)

Expenses: \$1799.84 (ARLIS/NA welcome party donation, LoPresti Postage, Travel Award, web domain renewal, reimbursement and webhosting service, postage, 2012 Conference expenses)

Other assets: Certificate of Deposit, \$2108.45

There are currently 30 members paid through 2013, and 26 members paid through 2014. We have 4 lifetime members.

Secretary's Report - Patricia Gimenez

Thanks for approving the Pasadena minutes.

ARTifacts status and update - Kathy Edwards, for Cary Wilkins

Our newsletter editor, Cary Wilkins, sends his regrets that he's not able to attend. He wants us to know that the next article deadline is Friday, December 6. He would appreciate photographs of the conference events and attendees, from anyone attending. New members are encouraged to submit short bios and a photograph of

themselves. All members are encouraged to send Cary articles on interesting projects you're working on, new developments at your libraries, news about anything you've published recently. Short articles can go in the Member News section, and longer articles can stand alone. Please consider writing about what you'll be doing or presenting at the Washington conference in the spring. He would especially like to receive picture of the LoPresti winning books for a feature on the award winners in the newsletter.

- *Nominations Committee Report & Elections - Sheila Cork (& Stephanie Grimm)*
Sarah Carter has volunteered to be our Vice-President and Karlen Kane volunteers to become the treasurer. Both are unanimously approved.

- *Committee & Appointee Reports*

Listerv Moderator's comments - Kathy Edwards, for Ann Lindell

The list currently has 97 subscribers. Everything seems to be working smoothly. If people have subscription questions or want their default options changed, they can contact Ann directly and she can either tell them how to do it or do it for them. Keep in mind that the default setting suppresses your view of your own posts, even though they do go to the list. To change that setting, contact Ann. Ann sent regrets that she was not able to attend in New Orleans; she's presenting at 2 music library conferences this year and also at ARLIS/NA in DC in the spring. She will be on sabbatical in the spring, working on starting a materials collection for the design disciplines (as well as unofficially spending some quality time in her studio.)

Webmaster's update - Kathy Edwards, for Stephanie Grimm

We presented final revisions for the ARLIS/SE website with its new design and layout at the ARLIS/NA annual conference in Pasadena, April 2013, and received approval from the group and the executive committee to proceed with the final updates. From May through August, more back-end work was necessary to complete our transition from the old server and system to our new, easier-to-manage platform and on-cloud servers. The new site went live in July 2013, with only a few minor hitches in the rollout.

Meeting minutes and previous chapter conference schedules from the old site were converted from HTML documents to PDFs. We are still missing meeting minutes from a few years: ARLIS/NA Boston (2010), ARLIS/NA Pittsburgh (2000) and ARLIS-SE Sarasota (1998). If any members have these or know where they may be accessed, please contact the webmaster with those documents.

Chapter history, awards, and the LoPresti pages are all up-to-date with images and award information pulled from the old site. The member directory is current as of November 15, 2013.

Going forward, we have both small and large goals to continue to improve the site's functionality and content:

- Currently, the site is loading very slowly for some users. We're working with the hosting company to pinpoint why this is happening, but if any members are noticing this delay or page timeouts, please contact the webmaster with that information. If we can document where and when the lag is happening, it may help to root out the problem.
- To ensure a smooth transition between appointments, Stephanie is writing up documentation for the website, detailing how to manage updates and changes to the structure, and compiling a list of our credentials/ login information for the webhost, Wordpress, our Domain Name Server provider, the Flickr page, and any other social media or web accounts managed by the Webmaster.
- There are many "orphaned" images from the old site, without contextual information and metadata. Over the next few months, these images will be uploaded to Flickr and shared with the group - hopefully, we can crowd source the tagging and figure out when and where these images were taken, and which members are in the photos. We will also investigate a photo-management platform for the website, or directly integrate Flickr with our current structure.
- Forms for the Virtual Mentoring Program are hosted on the site, and depending on the growth and needs of this program, we can explore other ways that the site can better support the project.

New proposals for the site:

- To provide more dynamic content, we would like to link the website's feed to the ARLIS-SE Facebook page, and make that link more visible on the website.
- Solicit members for posts or content for the site. Currently, the site is fairly static, with most of the updates happening near the conference or to the member directory. We can consider spotlighting special projects or initiatives happening at our member's institutions, new publications, or news and kudos for other chapters or the organization on the whole.
- Add a page for new members/student members with links to relevant organizations (e.g. ArLiSNAP), or information on any art library student organizations or groups in any of the southeast library schools.

LoPresti Awards 2013 Status Report - Caroline Barratt & Emily Luken

Winner - Exhibition Catalogue

Art Interrupted: Advancing American Art and the Politics of Cultural Diplomacy (Georgia Museum of Art, Auburn University, University of Oklahoma)

Honorable Mention - Exhibition Catalogue

The Paternal Suit: Heirlooms from the F. Scott Hess Family Foundation (Halsey Institute of Contemporary Art - The College of Charleston)

Winner - Monograph

A Unique Slant of Light: The Bicentennial History of Art in Louisiana (Louisiana Endowment for the Humanities)

Honorable Mention - Monograph

Tennessee Log Buildings: A Folk Tradition (University of Tennessee Press)

Travel Awards Update - Margarita Mirabal & Olivia Miller

Margarita and Olivia await finalized dates to publish award announcement. They plan to follow the same guidelines as previous years, offering the award only to students, those without other funding, or presenters. The \$500 award is for the national conference only, not regional meetings.

SE Chapter's Informal Mentoring program status - E. Lee Eltzroth

Early trouble with the Google response forms is now under control. So far, there have been four applicants; two people applied to be mentors, and two have applied to be mentees. One mentor applicant dropped out, but a first match has been made. Lee requests more applicants for both role of mentor and mentee. Lee will continue to do matching for now, but in the future would like to pass this role along to a younger, more active member. She continues to await a report from ARLIS/NA on a pilot program transitioning the virtual mentoring program into one loosely organized around the chapters.

4. New Business

- *Proposed: Lifetime membership for Floyd Zula*
Proposal is approved by members present at meeting, but need additional support from the membership as the bylaws require a majority vote of the entire membership.
- *Chapter Bylaws Review required by ARLIS/NA Executive Board*
Chapter Bylaws Revision Committee: Marty Miller (chair), Patricia Gimenez, and Peter Klubek
- *Venue for ARLIS/NA Southeast Chapter 2014 annual meeting*
Discussion of this should include the newly elected Vice President, Sarah Carter, who is not present; no response when this question was posed to the listserv recently.

5. Conference Updates & Reminders - Sheila Cork**6. Adjournment**

Minutes recorded and submitted by Patricia Gimenez (pgimenez@scad.edu)