

**ARLIS/NA Southeast Chapter
Midyear Business Meeting Agenda
February 8, 2017, 10:45 AM - 11:45 AM
Trafalgar Room, Hilton New Orleans Riverside**

Present: Courtney Baron, Adam Beebe, Britt Boler, Teresa Burk, Kim Collins, Sheila Cork, Breanne Crumptom, Sara DeWaay, Kathy Edwards, Lee Eltzroth, Jennifer Friedman, Patricia Gimenez, Maia Hajj, Nancy Hampton, Elisa Hansen, Caitlin Harrington, Ann Holderfield, Peter Klubek, Ann Lindell, Marty Miller, Olivia Miller, Claire Powell, Janelle Rebel, Lindsey Reynolds, Erin Rutherford, Leah Sherman, Kelly Smith, Lee Sorenson, Sandra Still, Naomi Stuesser, Alice Whiteside, Kim Windham, Floyd Zula.

1. Welcome and Self-Introductions

- Kim thanks everyone in the Southeast chapter for helping to organize and put on a great conference here in New Orleans.
- Self-introductions while a sign-in list is sent around.

2. Approval of minutes from 2016 Southeast Chapter Business Meeting in Sarasota, FL

- Approved as published in the most recent *ARTifacts* newsletter.

3. Nominations and Appointments

- Webmaster - Kathy Edwards
- LoPresti Award Committee Chair - Marty Miller

4. Reports and Updates

ARLIS/NA Executive Board – Kim Windham for Rebecca Friedman

- Catherine Essinger from the University of Houston will replace Rebecca Friedman as the Chapters Liaison on the ARLIS/NA Executive Board as of this week.
- Our management company is now AEG – if you need contact them with a request please contact Catherine Essinger (cwessinger@uh.edu) before going forward.
 - Rebecca says that there have been some staffing changes at AEG and this may slow down response times.
- Rebecca will be circulating a survey to chapters at the Chapter Chairs meeting in New Orleans regarding our chapter archiving practices. The response can be sent to Catherine and she will forward it to the ARLIS/NA Secretary and the Documentations Committee.
 - She also suggests reading section no. A-3. SUBJECT ARCHIVES in the ARLIS/NA Policy Manual as well as the [ARLIS/NA Archives: Guidelines & Procedures](#)

on the ARLIS/NA website.

- National Digital Stewardship Residency for Art (NDSR-Art) reviewed Eckered College as a potential host site. Thanks to Leslie Vega, Janelle Rebel, and Kristina Keogh for their participation in this process!
 - If an institution is chosen as a host site, regional Chapter members may be called upon to serve as mentors to assist the resident.
- The current procedures for proposing projects to ARLIS/NA and receiving support are currently in flux. The Board will likely be finalizing these details in the coming weeks.
 - Our Chapter received special funding for this year's Makerspace. We can apply again in the coming fiscal year.
 - This is the first year we have ever been chosen for a special funding request!
- The final report on the Census of Art Professionals is forthcoming. The report will include a codebook and exported raw data for further analysis and recommendations.
- The Fundraising Handbook for Chapters and the Chapter Success Book are not yet completed but much content has been gathered for both. Completion will be tasked to the incoming Development Committee members and Chapter Liaisons, respectively.

Treasurer's Report – Kim Windham for Katy Parker

- Katy supplied a list of current members (those having paid dues for this year) – Kim passed the list around for review. If you have not paid dues, please contact Katy directly.
- Fiscally, our Chapter is doing well!
 - Checking account balance on 1/1/17: \$2126.57
 - Expenditures since 1/1/16: \$3330.36
 - Income since 1/1/16: \$1859.26
 - Current account balance since 1/12/17: \$514.02 in checking and \$2117.98 in CD
- There will be some discussion of Treasury bylaws in today's New Business.

Secretary's Report – Leah Sherman

- No report.

Webmaster's Report – Kathy Edwards

- Stephanie Grimm is the outgoing Webmaster. She has done an incredible job with our new and updated site!
- The current site is hosted on the ARLIS server – some discussion of updating domain.
 - The old domain name is paid through the end of the fiscal year but Kathy suggests cancelling web hosting service before then since we no longer need it.
 - Webhosting to expire this March, and perhaps we can get a partial refund.

- Kathy is preparing a report on the state of her position, which she will circulate on the listserv. It is based on information given to her by Stephanie.
 - Lee Sorenson asked how report will be disseminated; Kim says the executive board will review the report and possibly host an open forum for our Chapter.

ARTifacts newsletter updates – Kim Windham for Cary Wilkins

- If you have not received the paper and/or digital copy of the most recent newsletter please contact Cary to update your contact information.
- Next deadline is May 12th; Leah will write a conference report about New Orleans
- Please send your photos of the conference to Cary for the next newsletter.
- New members are encouraged to submit a photo and biography for the newsletter, too.

Mentoring Program updates – Peter Klubek

- Last year we had four mentees; this year we have one person requesting a mentor.
 - Peter encourages everyone who has interest in being a mentor OR being a mentee to sign up! The form is on the Chapter [website](#).
- Peter asked if we are still interested in having a regional mentoring program or if we should roll into the national yearlong mentoring program instead.
 - Kim polled the group for their opinions on the program. Marty Miller spoke about her positive experiences in the regional program, citing that our program is more informal than national yearlong program, and that this structure is a strong reason for keeping our program available.
 - Lee Eltzroth mentioned the Retired SIG is proposing to do situational mentoring program; it is supposed to debut at the New York City conference in 2018.
 - Jennifer Friedman said the ARLIS/NA Mentoring Committee will be reaching out to the regional chapters to share materials for mentoring program.
- Kathy motioned to keep the program in place. Motion approved unanimously.

Travel Award updates – Breanne Crumpton

- Breanne Crumpton and Sara DeWaay announced Britt Boler as our award winner this year. Britt is an MLIS-graduate and current Art History MA student at Florida State University. She is presenting a poster this year; this is her first ARLIS/NA conference.
- Sara is rolling off the committee and Britt will be the new junior member with Breanne as senior member for next year's award.

5. New Business

2017 Annual Conference – Patricia Gimenez

- The 2017 ARLIS/SE Annual Conference will be in Savannah, GA this year. The dates are November 15-17, 2017.
- The conference host site will be Jen Library at the Savannah College of Art and Design. Besides the regular business meeting and presentations there will also be walking tours, architectural tours, and perhaps a ghost tour on this year's itinerary.
- If you are interested in being on the planning committee should reach out to Patricia directly (pgimenez@scad.edu).

Chapter Archives – Lee Sorensen

- The paper archives are held at Duke University but we are interested in building a digital archives, per discussion with ARLIS/NA Documentation Committee.
- Lee reports that we are missing some things in the paper archives, and solicits documents from the membership to fill in the gaps. Even if you think we have it, please send copies of what you have!
- As for the digital archive, Lee brought information from the ARLIS/NA Documentation Committee. The chapter websites are not being archived by ARLIS/NA so that information will be our responsibility.
- Conversation about three prongs for consideration in collection and preserving: 1) process, 2) location, 3) access. Lee is interested in everything from minutes to planning materials to email communication from our membership. Depending on the material type we can discuss redaction and access as appropriate.
 - Ann mentioned she has access to 20 years' worth of listserv correspondence at University of Florida.
 - Lee Sorenson and Lee Eltzroth both suggest using ARLIS/NA organization archives at University of Illinois Urbana-Champaign as a template.
- Discussion of electronic records – Kim asked if we should convert them to paper. Lee prefers having them in their native format, to account for born-digital material.
 - Kasia Leousis used Basecamp to archive her vice-presidency. Discussion to use Basecamp or Google Drive for storage. Jennifer Friedman said the ARLIS/NA Mentoring Committee uses Google to plan/edit/share documents and that final iterations are saved in Basecamp.
 - Questions about storage, about organizational restructuring – how long will Basecamp last? Need to know before making significant changes.
 - Questions about access to Basecamp 2 vs. Basecamp 3, and pro-con about user options and usability for each.
- Call to form a task force to report on archival options.
 - Lee Sorenson, Lee Eltzworth, Ann Lindell, and Kathy Edwards volunteered.

Amendment to Bylaws – Kim Windham

- Kim introduced the motion to amend bylaws to extend the Treasurer’s term from two years to three years. The appointment would be two year as it is now with the option to extend for an additional year. Kim cites difficulty and lengthy timeframe of transition and also conversations about a fair way to extend term for continuity without overburdening members.
 - Question of if a willing member could keep the term for four years.
 - Sandra Still says real difficulty is in changing to a local bank with every new Treasurer, and suggests having just one bank account (moving to an online/long distance model.)
 - Might make it easier for transition but less easy for the individual officer.
 - Kathy mentioned using a credit union instead of a bank.
 - Question of how other chapters do it?
 - Input from Mid-States chapter – they have not fully resolved this issue themselves; suggestion of working with the bank to brainstorm facilitating transition in the future.
 - Discussion of online-only banks and/or a P.O Box. Should we consider headquartering in a permanent location?
 - Lee Sorenson suggested a Treasurer Emeritus for easier transition, especially if we switch to a credit-based system.
- Kim moved to form a task force to discussion changing banks, depending on extension of Treasurer’s term.
 - Renewed discussion of moving to an online account and a P.O. Box in a central Southeast location. Atlanta was mentioned.
- Kim moved to table banking discussion until bylaw changes approved and to accept the bylaws update.
 - Seconded and passed unanimously.

6. Announcements

- Exhibit hall will be closed from noon-1pm so vendors can take a break.
- Mail Makerspace & NEA/NEH Letter Campaign - Final Day! Table will be open until 5pm today.
- Marty reminded the group of tonight’s convocation at the Ogden Museum – we are walking there. Walking tours will begin at 7pm and you are encouraged to bring an umbrella. Please meet by elevators near concierge area.
 - There will also be a van and the sign up list is at the Registration table.

- Marty mentioned the Arts Plenary and the keynote speaker before Convocation reception.
- Breanne reminded us that the Silent Auction ends at 3:30pm today and pick up is there until 5pm today. Registration will be open for pick up until 11am tomorrow, too.

7. Adjournment

- Motion to adjourn. Seconded. Accepted by affirmation.
- Meeting adjourned at 11:40am. Minutes respectfully submitted by Leah Sherman.