

**ARLIS/NA Southeast Chapter Meeting Agenda**  
**Virtual Spring Business Meeting**  
**10am, April 21, 2020**  
**Zoom link: <https://fsu.zoom.us/j/4367105148>**

Present: Teresa Burk, Kim Collins, Breanne Crumpton, Kathy Edwards, Lee Eltzroth, Mya Frieze, Patricia Gimenez, Nina K. Guzman, Elisa Hansen, Stefanie Hilles, Karyn Hinkle, Ann Holderfield, Kristina Keogh, Peter Klubek, Natalia Lonchyna, Maggie Murphy, Jennifer Page, Carissa Pfeiffer, Janelle Rebel, Lindsey Reynolds, Erin Rutherford, Leah Sherman, Lee Sorensen

**1. Welcome, Self-Introductions and Self-Promotion**

- Leah Sherman welcomed everyone to the chapter meeting, taking place virtually in light of the cancellation of the ARLIS/NA Annual Conference (St. Louis). Attendees to the chapter meeting introduced themselves to the group and spoke to COVID-19 pandemic responses in their respective states.

**2. Approval of minutes from Chapter business meeting in Tallahassee, FL, November 2019**

- Approval of minutes as read.

**3. Reports and Updates**

- Secretary's Report – *Erin Rutherford*
  - No report. Attendance to be generated using Zoom registrants list.
- Treasurer's Report – *Maggie Murphy*

Updates:

  - We are still working through the process of changing the administration of our business checking account with Suntrust over to the current treasurer in cooperation with the previous treasurer
    - The lack of Suntrust locations in Texas, where the previous treasurer now resides, and the coronavirus pandemic have complicated these matters
    - We have explored other potential solutions, including opening up a new bank account at another bank or using a PayPal business account as the primary balance holder in the interim, but have decided that transferring the administration of the account is still the best option (particularly financially, since the account has to be closed in person by the current administrator and will incur monthly fees if there is no balance)
    - Additionally, Stefanie Hilles, the chapter liaison for NA's Executive Board, conducted a chapter leaders survey on banking practices and issues (since apparently other chapters have encountered similar issues), and we are also waiting to hear of the results in case NA has specific guidance on chapter banking and treasurer transitions for the future

- As the last Treasurer's Report from 11/7/2019 reflects, chapter membership is now being handled by the national membership service. However, we have only received one check with chapter membership dues from NA, dated January 31, and reflecting dues paid between 11/7/2019 and 12/31/2019. If anyone has joined or renewed their membership after 12/31/2019, we have not yet received payment.
  - This is also likely due to the complications from the coronavirus pandemic and various stay at home orders.
  - We will be following up with NA after the general membership meeting and convocation taking place tomorrow, 4/22/2020, since that likely has their priority right now.
- The annual ARLIS/NA conference in St. Louis was obviously cancelled this year. Two regular expenditures related to the conference, our chapter donation and our chapter travel scholarship, have been encumbered. However, whether the travel scholarship funds will be used this year or remain with the chapter still depends on details of our 2020 annual chapter meeting, scheduled to be held in Athens.

Budget:

- Expenditures since 01/01/2020
  - ARLIS/NA SE Conference Donation: \$300 (encumbered; Nancy Short confirmed NA will keep, with our blessing)
  - ARLIS/NA SE Conference Professional Development Travel Award: \$500 (encumbered; may be used for travel to SE 2020 annual meeting in Athens)
- Payments received since 01/01/2020
  - Chapter membership dues for period 11/7/2019 through 12/31/2019 received from NA via check: \$220 (not yet deposited)
- Current account balances:
  - Current Suntrust balance: 2569.13
  - Current PayPal balance: 0.00

Questions:

- Lee Eltzroth inquired if members would be notified if they had not yet renewed their Chapter membership.
  - Maggie shared that her only access points to knowing if members renewed are via the PayPal account and the names listed on checks received as dues payment from ARLIS/NA. She emphasized that there are members who have renewed who are not yet accounted for via these two sources.
- Kathy Edwards suggested that the names of individuals who have been verified as renewed be shared. If individuals renewed via ARLIS/NA and received confirmation of payment, they could forward this to Maggie to assist in generating a full list of paid members.

- Maggie stressed that she is hopeful payments from ARLIS/NA will be generated soon, and that additional names will come through as a result.
- Webmaster's Report – *Mya Frieze*
  - Mya shared that she was new to the position and had begun updating a few small items on the chapter website.
  - Next stages of updates will include the Member Directory, and posting the "Save the Date" for our Fall meeting and its associated call for papers.

Questions:

- Erin Rutherford asked how best to communicate proposed/needed website changes.
    - Mya asked that all changes and web concerns be emailed directly to her.
- ARTifacts newsletter updates – *Leah Sherman on behalf of Cary Wilkins*
  - Next deadline for submissions is 22 May 2020.
  - Members are encouraged to send projects, short articles, presentations, and activities.
  - New members are also encouraged to submit short biographies.
  - With the ARLIS/NA Annual Conference (St. Louis) cancelled, Southeast members are asked to share abstracts and content developed for the conference for inclusion in a special section of our next newsletter.
  - Lee Sorensen suggested that the chapter consider a special COVID-19 issue of *ARTifacts*, our chapter newsletter.
    - Leah supported this consideration, noting that a similar idea had been floated for a special issue of *Art Documentation*.
- Mentoring Program updates – *Peter Klubek*
  - In the past, the informal mentoring program garnered strong interest with prospective mentees, and had difficulty attracting mentors.
  - Presently, the chapter has a surplus of mentors, with no new mentee requests.
    - If you know of students or new professionals who could benefit or have interest in participating in the program as a mentee, please encourage them to sign up.
    - Typically, we have a strong response from Library Science students at the University of North Carolina at Chapel Hill. But no one is signing up at this time, which Peter suspects may relate to the COVID-19 pandemic.
  - Kathy Edwards remarked that pages related to the Mentoring Program were not yet added to the chapter website, owing to a design problem. She expressed that it would be beneficial to have mentor profiles posted to the website.
    - Mya stated that she would work toward adding a Mentoring Program page to the website.

- Peter indicated that there is a brief description of the program on the website presently, so there is a small presence for now.
- Travel Award – *Leah Sherman on behalf of Kristina Bush*
  - The travel award is typically made available to the strongest applicant in support of their attending the ARLIS/NA conference.
  - With this year's conference in St. Louis cancelled, the award is being offered to support attendance to our Fall 2020 chapter conference in Athens, Georgia (pending).
  - This year's recipient is Chaun Campos, a Library Specialist at Emory University's Oxford campus in Oxford, Georgia, and a current MLIS student at Valdosta State University.
  - Assuming that ARLIS/NA (Montreal) will go forward next year, Chaun will serve on the 2021 Professional Development Travel Award Committee and subsequently chair the committee in 2022.
- LoPresti update – *Patricia Gimenez*
  - Patricia is stepping into the role of Chair for the Mary Ellen LoPresti Publication Award, previously held by Marty Miller. She will be joined on the committee by Ann Holderfield (Art/Reference and Instruction Librarian, University of South Carolina – Beaufort) and Sauda Mitchell (Archive and Special Collection Librarian, SCAD).
    - All information has been transferred to Patricia from Marty.
  - There is concern as to how many submissions will be received this year and how submitted materials will be obtained, owing to the COVID-19 pandemic.
  - While the pandemic may make for a slow year for LoPresti, the committee will be proactive, promoting the award via direct outreach to publishers.
  - With several months before the call for entries goes out, there is time to assess best approaches.

Questions:

- Kathy Edwards asked if submissions could be sent to an address unaffiliated with an institution and left to decontaminate for a period of time.
  - Patricia pointed out that it is safer to have submissions sent to the university, for both tracking purposes and to avoid potential threat of theft from outside a personal residence.
- Updates from ARLIS/NA Executive Board – *Stephanie Hilles*
  - The ARLIS/NA Executive Board thanks the Southeast Chapter for applying our conference donation to the annual conference relief fund, in light of St. Louis' cancellation. The Southeast Chapter was the first chapter to reach out to do so.
  - Bundled membership is now underway. If Southeast Chapter Leaders need a membership list or dues checks, please email Nancy Short directly.

- All survey results are in from the chapter leaders survey on banking practices and issues. Results still need to be reviewed and an update will be provided as soon as possible.
- The Executive's Board focus has been on cancelling the conference and moving associated events online.
- The Annual Membership Meeting and Convocation Program takes place tomorrow (22 April 2020) and many topics pertinent to operations in the new online environment will be addressed.
  - Our work on Humanities Commons, branded as ARLIS/NA Commons is currently on pause. We are excited for the potential and promise the platform will be well worth the wait. The platform will be a great way for ARLIS to move forward, if online work continues to be the new reality.
- The direction the Southeast Chapter has taken with the travel award, applying funds to support attendance to the chapter conference, is a good approach. This is the model that most other chapters are adopting and the Executive Board supports the move.

Questions:

- Lee Sorensen queried the rate of satisfaction with ARLIS/NA's management group.
- Stephanie responded that the ARLIS/NA Management Assessment and Organizational Survey is currently underway, and pointed to the invitation to participate distributed via the listserv. Certain leaders have already been interviewed by a management review company. Once the survey closes, results will be added to information gleaned during the interviews, and next steps evaluated.
- Leah welcomed the opportunity to learn more about Executive Board initiatives at the ARLIS/NA Chapter Leaders Business Meeting (24 April 2020).

#### **4. New Business**

- Southeast Chapter Conference, Fall 2020 – *Lindsey Reynolds*
  - Our next chapter conference is scheduled to take place 14-16 October 2019 in Athens, Georgia. The current plan is to hold the conference in-person, but we continue to assess viability.
    - It is difficult to plan for the conference with so many unknowns, so please bear with us and remain flexible as we figure everything out.
  - The conference hotel is booked and the contract for our room block was signed before the situation with COVID-19. The hotel is expected to honor the contract, which includes negotiated free parking.
  - The University of Georgia cancelled its commencement, owing to COVID-19, and has recently rescheduled for the same weekend as our conference.

- While there is the option to reschedule on our end, alternate days pose other problems including, but not limited to, the football season schedule, the Thanksgiving holiday, and proximity to the election.
  - Southeast Chapter Officers have discussed and opted to keep our dates as scheduled.
    - Gatherings over 50 persons may be cancelled, but ours, based on past attendance numbers, could go forward.
    - Members including Kim Collins, Lee Sorensen, and Lee Eltzroth, verbally concurred with maintaining the current dates.
    - Lindsey remarked that we may ultimately have to make the hard decision of moving the conference to a virtual platform.
    - Leah raised the point that the chapter has not lost any funds on the conference, as no deposit was required to secure the hotel room block or meeting spaces at the University of Georgia.
- Diversity, Equity & Inclusion Task Force – *Leah Sherman*
  - As was shared at our Chapter meeting in Tallahassee, starting the task force is a presidential priority.
    - Leah referenced her time served on the ARLIS/NA Diversity Committee, and an awareness of ARLIS/NA's work in this area, including the Diversity Forum.
    - Southeast Chapter is a widespread chapter, one of the largest geographically, with many members to serve.
  - The task force will be charged with researching the scale and scope of DE&I initiatives being taken by other chapters.
    - To evaluate how chapters are serving their membership and their regions, we can look to their websites and engage in conversations with chapter leadership.
  - The aim of the task force will be to prepare a short report making recommendations for how the Southeast Chapter can move forward with DE&I initiatives.
  - The task force will function as a short-term group, as opposed to a new standing committee.
    - The summer months can be used for exploratory conversations and to conduct research.
    - The final report and recommendations will be voted on at our chapter conference in the Fall.
  - As part of the larger conversation on diversity and inclusion, we discussed in Tallahassee a potential partnership with the Texas-Mexico Chapter to translate ARLIS/NA Documentation into Spanish.
  - Please reach out to Leah directly with any questions regarding the task force or the translation initiative.

Questions:

- Kathy Edwards proposed that a scan of diversity initiatives in the hiring processes of both academic and cultural institutions be included as a part of the task force's research.
  - Leah voiced that hiring practices would fall within the scope of a large, environmental scan of regional interests.
- Stephanie Hilles shared that a Spanish language initiative is on membership meeting agenda.

**5. Adjournment**

- Motion made to adjourn. Seconded. Accepted by affirmation.
- Meeting adjourned at 11:05 am. Minutes respectfully submitted by Erin Rutherford.