

ARLIS/SC Business Meeting

Minneapolis, MN

3/26/11, 5-6pm Board Room 3, Hilton Minneapolis Downtown

Present:

Amanda Milburn, Cathy Billings, Sally McKay, Kathleen Salomon, Amy Ciccone, Mary Stark, Laurel Bliss, Chizu Morihara, Nancy Norris, Leslie Abrams, Gina Solares, Susan Moon, Lisa Schattman, Ann Roll, Ann Fath, Sue Maberry, Jennifer Martinez-Wormser, Isotta Poggi, Teresa Soleau, Sarah Sherman, Lisa Conrad, Heather Cleary, Janine Henri, Alyssa Resnick, Virginia Allison

1. Welcome and introductions: Board and membership introduced themselves and their institutions

2. Treasurer's update and chapter archives guidelines. (C. Billings, Treasurer)

- Balance as of 3/2011 is \$2, 618.44
- Current Membership: 24 members. Our numbers are significantly down. Please renew your membership by mailing in the following form and your payment to Cathy Billings. We are investigating the possibility of paying due electronically in the future.
 - Membership Renewal Form: <http://arlis-sc.org/wp-content/uploads/2010/09/11-arlis-sc-memberform.pdf>
- We contributed \$200.00 to the welcome party at this year's conference
- Chapter archives do exist somewhere but we are not sure who currently has them. Cathy asked if anyone knew of their whereabouts and we discovered that Heather Cleary has two boxes of material at OTIS
 - **ACTION:** Alyssa work with Heather to transfer the archives Alyssa's possession
 - **ACTION:** Amy Ciccone volunteered to find past run of ARLIS newsletters for the archives.
 - **ACTION:** Board will determine chapter guidelines for what, when, and by who our records get archived:
 - As a starting point, the chapter archives are governed by ARLIS/NA policies which are appended at the end of this report*

3. Update on Chapter blog. (V. Allison, Secretary)

- Virginia described the process the board has participated in to revise the ARLS/SC website and explained revisions that are planned for the future including:
 - Reviving chapter Flickr account
 - Profile section highlighting institutions we visit for reference and referral information

- Uniformly tagging posts for quicker retrieval
- Migrating notes to PDF files for easier reading and usability
- Members only section with chapter directory
- Linking annual reports to the blog
 - **ACTION:** members are encouraged to send Virginia their images from past ARLIS/SC events to be uploaded to our Flickr account
 - **ACTION:** Virginia will poll members for feedback on the website redesign for further improvements and usability this summer
 - **ACTION:** Virginia will work with Theresa Soleau, volunteer website editor, on the profiles section and blog revisions

4. Travel Award Committee report and presentation of travel awards. (T. Soleau, Travel Award Committee Chair)

- Many Thanks to the travel awards committee members: Teresa Soleau (chair), Gina Solares and Janine Henri.
- Teresa presented MLIS student Amanda Milbourn with this year's 2011 Student Travel Award from the Southern California Chapter of the Art Libraries Society of North America in the amount of \$500. This award enabled Amanda to attend the 2011 joint Visual Resources Association (VRA) + Art Libraries of North America (ARLIS/NA) Conference in Minneapolis. Teresa thanked 'everyone' who applied and encourage members to apply in the future Amanda Milbourn is a student in the Masters in Library and Information Science program at UCLA and she works in the Visual Resources Center in the Art History Department at UCLA. As an undergraduate, Amanda studied English and Art History at UC Berkeley and she interned for the George Lawson Gallery in San Francisco. She took a graduate course on the history of the book in the Bancroft Library, which sparked an interest in artists' books. She aspires to promote the use of special collections of artists' books in her professional career. Amanda is new to ARLIS/SC and to ARLIS/NA and this will be her 1st VRA and ARLIS/NA conference.

5. 2013 Pasadena conference planning. (A. Resnick, Past Chair)

- Chris Roper from TEI stopped by to say hello and offer his complete assistance in support in helping us put on a successful conference.
- Alyssa announced that our Chapter will be hosting the 2013 ARLIS/NA conference in Pasadena. The conference will be held at the convention center in Pasadena. The Sheraton Hotel will be headquarters for the conference. There will be room blocks at other hotels, including the Westin, as the Sheraton will not be able to accommodate all attendees. Lodging costs at the Sheraton are reasonable at \$179.00 a night (ARLIS/NA will get \$10 of that amount to help cover expenses). One very important highlight is that our Sheraton contract includes free wifi throughout the hotel.

- Alyssa announced the ARLIS/NA Pasadena 2013 Conference Committee members. For information about these positions/committees chapter members may visit:
 - the conference planning manual
<http://www.arlisna.org/organization/admindocs/planning/confplanman.pdf>
 - The Pasadena 2013 Conference Planning Committee (CPAC) members are available on the ARLIS/SC website: <http://arlis-sc.org/about/cpac>
 - We still need a co-chair to work with Chizu Morihara coordinating the auction/raffle as well as a co-chair to work with Leslie Abrams for the development committee. If you are interested in these positions, please contact our chair, Krista Ivy at: kristai@ucr.edu (I don't think I said to contact Krista but maybe we should add a footnote that these positions have not been filled).
- Alyssa led the group in a brainstorming session about a possible logo for the conference. Members mentioned a vintage postcard or vintage crate label might provide an appropriate California themed logo for our conference. Members noted Institutional archives where we may find this sort of information:
 - Huntington Gardens
 - Pasadena Historical Society
 - Calisphere: <http://www.calisphere.universityofcalifornia.edu/>
 - Gamble House
- Alyssa encouraged members to assure ARLIS/NA colleagues and vendors that Pasadena is easy to travel to.
 - ACTION: If you know of any new exhibitors to recruit please contact Amy Ciccone (aciccione@usc.edu) or Susan Flanagan (SFlanagan@getty.edu).
- Enrollments for the conference can range from 500-750 people pending on the economy. We will need to work hard to promote affordable transportation options from LA area airports to the Conference hotels.

6. Discussion of plans for 2011 chapter activities and meetings.

(J. Henri, Chair Elect)

- Janine announced that she is making plans to announce a joint meeting in Santa Barbara with Northern and Southern VRA and ARLIS chapters. She proposed we hold our second big meeting in La Jolla this October. Janine's vision for the La Jolla meeting would include a tour of UCSD's renovated Arts Library (<http://libraries.ucsd.edu/locations/arts/index.html>), as well as touring their site-specific sculpture (<http://stuartcollection.ucsd.edu/StuartCollection/index.htm>), the La Jolla Athenaeum Music & Arts Library (<http://www.ljathenaeum.org/home.html>), the Museum of Contemporary Art (<http://www.mcasd.org/>) and nearby architectural sites designed by architect Irving Gill (http://en.wikipedia.org/wiki/Irving_Gill).

- The meeting may also encompass a call for papers that could perhaps be part of extended programming for those that want to stay overnight for an extra half day. For this year's mini-meetings Janine envisions visiting Pasadena sites of interest (Norton Simon Museum (<http://www.nortonsimon.org/>), Huntington Library, Art Collections, and Botanical Gardens (<http://www.huntington.org/>), Pacific Asia Museum (<http://www.pacificasiamuseum.org/>). Other possible sites in Pasadena include the Armory and the Pasadena Museum of California Art.
- Janine discussed how mini-meetings might be too much given the current budget climate and the need to be at work to cover our expanding roles. She submitted a solution to hold some mini-meetings on weekends. Janine took a show of hands to see if members would be interested in attending tours in Pasadena on a Saturday. Members mentioned that mid-week meetings are better than Fridays due to LA traffic. Janine will try to stagger mini-meetings for mid-week and on Saturdays.
- Meeting was adjourned

***ARLIS/NA POLICY NO.: A-3. SUBJECT: ARCHIVES**

See also the ARLIS/NA Archives: Guidelines & Procedures:

<http://www.arlisna.org/organization/admindocs/archives.html>

1. All materials sent for deposit and any inquiries concerning the archives should be directed to: William J. Maher, University Archivist, University of Illinois at Urbana-Champaign, Room 19 Gregory, 1408 W. Gregory, Urbana, IL 61801; (217) 333-0798; FAX (217) 333-2868.

2. The following main record groups of ARLIS/NA papers have been established: Official Records; Office Files (including President, Vice President, Executive Director, Secretary, Treasurer, Chapters); Historical Files (including Sections, Divisions and Round Tables, Special Interest Groups, Committees, and Conferences); Publications; Audio-Visual Materials; Personal Papers; and External Relationships. p. 10

3. Complete sets of Executive Board meeting minutes shall be sent to the Archives and mounted on the Web site by the Secretary after approval by the Executive Board.

4. Minutes of the Annual Membership Meetings shall be sent to the Archives and mounted on the Web site by the Secretary after approval by the Executive Board.

5. Any tape recordings of Executive Board meetings shall be destroyed after transcription, and have no place in the ARLIS/NA Archives. [rev. 11/20/02; adopted 11/16/96 as per consultation with ARLIS/NA legal counsel John Hazard] [replaces 7/24/76] [Formerly Policy C7-2]

6. Decisions made between meetings by the Executive Board, either in written motions, email motions, or telephone votes, shall be documented by the Secretary and sent to the Archives and mounted on the Web site after approval by the

Executive Board. [rev. 11/20/02; rev. 11/16/96; issued 2/6/85]
[rev. 3/11/04; rev. 11/20/02]