

## ARLIS-SC Board Meeting 2006

**Date:** Saturday, January 21<sup>st</sup> 2006  
**Time:** 10:30am-3pm  
**Location:** Trish's house in San Diego  
**Attendees:** Trish Rose, Kathleen Svetlick, Nancy Norris, and Heather Cleary

### Treasurer's Report

We have \$7354 in the bank, including the \$4800 surplus from the ABC LA conference.

*Discussion* on how to use the money to help the chapter. Suggestions included:

- o Scholarship for library student
- o Internship stipend
- o Put on a mini-ABC in the future
- o Use money to send chair (or other board member) to the national conference

Budget discussion continued throughout the meeting. Decided to use surplus to increase average annual balance in treasury. For the past 3 yrs the average treasury balance has been \$2500. Will increase this to \$3500.

In addition, for 2006 will provide the following:

- \$400 Hoffberg Travel Award
- \$400 Additional Travel Award
- \$600 Board Travel Awards
- \$200 ARLIS/NA Welcome Party
- ? Chapter Basket for Raffle

\*Need to incorporate Hoffberg and Board Travel Awards into Chapter Bylaws

### Travel Awards

- o Hoffberg Travel Award – \$400 each year; Heather will chair the committee this year
- o 2006 Award – Set up an extra \$400 award for this year only, due to surplus and cost of Banff
- o Board Travel Awards – Set aside \$400 for the Chair and \$200 for the Vice Chair to help fund their attendance at the national conference. If one can't use it, move down the line to Treasurer, Secretary and Past Chair. For example, if Chair does not need the money, \$400 will be given to Vice Chair and \$200 will be split among treasurer and secretary.

### ARLIS-NA Business

*Contribution to Welcome Party* – Set aside \$200 for donation to ARLIS/NA used for Welcome Party &, Silent Auction. History of the donation:

2003 \$500  
2004 \$0  
2005 \$200  
2006+ \$200

Trish will inquire with ARLIS/NA about whether the contribution is needed this year

Will provide a chapter basket for the Banff conference raffle. Will ask for donations but may also use surplus to purchase additional items

*Annual Report* – Needs to be sent to the Western Rep. (Trish will handle this.)

## **Membership Info**

We had 57 members in 2005.

*Membership Form* – Needs to be revised with new Treasurer's info; add box for "Able to have interns;" add new boxes to help up capture the info we want, including:

- o Mailing labels for all members and for subsets (new, date range, lapsed, renewal, reminder, current, etc.)
- o Group together by institutions
- o Geographic location (e.g. San Diego, LA Valley, etc.) for both home and work addresses to help us determine where to set events
- o Include both work and home address

Heather will:

- o Revise & send out membership form
- o Get the database from Micki and re-work it to meet our needs

Database report needs

- Who hasn't renewed
- Sort lists by institution, regions (if possible add column to db indicating which region member belongs to such as SD, Orange Co, Santa Barbara, Inland West Valley)

*Membership Directory* – paper and/or online

- o Heather will send out paper directory in June
- o Could send it out as PDF over e-mail as well
- o Would like to post the names only of the members on our web site
- o Create an on-line directory in a Member's Only section as well
- o Secretary or Web Editor will upload the directory 2-4 times per year so that it will keep current

**Website:** <http://www.arlis-sc.org/>

*What works and what doesn't*

Sections we want:

- Membership (including blurb & form)
- Events/Meetings
- Newsletter
- Awards
- About Us
  - History
  - Contact Us
  - Mission/Bylaws
- Site Map
- Member's Only (protected) Search
- Links to other organizations (RBMS, LABAC, SEI, RBS, VRA)

Redesign it. Create new brand using Susan Jurist's logo for the 2001 conference. (Nancy will forward to Trish) Make it cleaner, more in-line with the national site. Check the Mountain West site for ideas. Trish will work with Kris Donovan on this.

*Where to house the site*

Heather will check with Kelley about the domain name. Heather has asked Otis to host the site, but signs are ominous. Heather will research how we can buy our own space to host the site. This will also alleviate the hassles when board members change plus more than one person would be able to upload to the site.

## **Chapter Events**

Try to have 4 meetings this year plus a few events. Next year we will try to have more in San Diego in order to orient the local members before the 2008 conference. Below are the possibilities for each month.

*March* (22 is preferred date) – Do one of these:

- o Tour of Cerritos Public Library, including artists' books collection and architecture
- o Tour of the Clark Library
- o Tour of the Brand Library & Art Center

*May:*

- o ARLIS/NA conference in Banff

*August* – Do one of these:

- o Any of the places from March
- o Try to have a joint meeting with VRA/SC
- o Balboa Park in San Diego
- o Focus on Acquisitions/Distributors

*October* – Do one of these:

- o Try to have another joint meeting with ARLIS/NC
  - o Meet halfway at San Luis Obispo or Cambria
  - o Stay at the Madonna Inn
- o Any of the places from August

*Events* – more casual get-togethers for members, do not include business meetings:

- o Trip to the Bowers Museum in Santa Ana
- o Soundwalk installation in August in Long Beach (Heather will organize)
- o METRO Art Tour
- o Tour of the Clark
- o Gallery Crawl

## **Chapter Newsletter / Listserv**

Do we want to resurrect the newsletter? Yes. The listserv will be used for more immediate news, such as job announcements.

- o Use the newsletter to advertise future events, committee notes, news
- o Include a profile of a different member in each issue
- o Jobs will not be included. Instead, post them on ARLIS-CA
- o Newsletter should come out twice a year. (Kat will work on this project.)
- o Next issue will be volume 28, number 1.
  - o 1<sup>st</sup> issue: Introduce the new ARLIS/SC board
  - o 2<sup>nd</sup> issues: Reports from the travel award winners
- o Heather will send out instructions for getting [ARLIS-CA] included in header of the listserv messages.
- o Send out occasional 1-sheet or postcards advertising future events

## **Joint conference with VRA and ARLIS in San Diego 2008**

Still don't have a hotel set. Plan more events in San Diego in the next 2 years in order for us to familiarize ourselves with the area.

## **Other Business**

*UCLA Student Chapter* – There has been interest in forming an ARLIS Student Chapter at UCLA. We need more information, including finding a faculty advisor. (Nancy will investigate this matter.)

*Student Internship* – We like the idea of funding an internship, similar to the national program. Model it after national program: student gets internship and applies for the stipend; we then pay the student directly.

Actions for Kat:

- o Write blurb
- o Get committee together
- o Present at next business meeting