

**ARLIS/SC Membership Meeting**  
**Thursday, July 20, 2006**  
**Getty Villa**

Meeting Minutes taken by Alyssa Resnick

The day started with a tour of the Getty's Villa library inside the ranch house. The tour was given by the Villa Librarian, Barbara Furbush. The tour concluded in a meeting room where the membership meeting took place. After the meeting, attendees ate lunch at the staff cafe and then spent time in the museum.

**Board Members attending:** Chair, Trish Rose-Sandler; Vice Chair, Kathleen Svetlik; Past Chair, Nancy Norris; Treasurer Alyssa Resnick; (Secretary, Heather Cleary, absent)

Trish asked Alyssa to take the minutes and the meeting began with the members introducing themselves.

**Members attending:** Susan Trauger, Robert Gore, Lia Friedman, Lauren McKinsey, Barbara Furbush, Eugene Downing, Susan Thalmann, Krista Ivy, Carl Baker, Amy Ciccone, Judith Herschman, Cathy Billings, Lindy Narver, Alison Pinsler

**Website:** Board members, Trish and Heather as well as member, Kris Donovan are working on the website. They have moved the site to a commercial hosting site (AN Hosting) that will incur hosting fees (\$7/month) but will be easier to update and not have to rely on a member's institution to support. The URL remains the same <[www.arlis-sc.org](http://www.arlis-sc.org)> and the content was recently updated. They are also looking into a content management system (cms) for the site. A cms will make it easier for more people to update the content of the website since it separates the content from the site's design and makes the design cleaner and more consistent. Trish and Kris are evaluating options and looking at free software. They need additional volunteers to help with this process. They will also speak with the ARLIS/TX-MX chapter who uses cms software called Drupal for their site.

**Memorializing past members:** At the Cerritos meeting the membership voted to memorialize past members on the website. It was also decided to donate money to an appropriate institution related to the deceased member. The money would be used to buy books to donate along with a memorial bookplate. Cal Davis and Joan Hugo need to be memorialized. Text and images for Cal and Joan are needed for the website. Trish will post an email to ARLIS-L and the ARLIS/SC archives will be reviewed for photos; LACMA may also have images.

**Banff:** Judith Herschman asked about the chapter basket. The basket sold for \$80. A brief discussion of the annual conference began for the benefit of those that were not there. The minutes of the chapter meeting held at the conference are now on the website. It was agreed that the conference emphasized programming since there were less cultural activities, but those that attended appreciated the resort atmosphere and natural surroundings. It was acknowledged that Judy Hoffberg was recognized by having the ARLIS/SC chapter travel award and national travel award named in her honor as the ARLIS/NA founder; and the Distinguished Service Award was given to Sherman Clarke.

**Newsletter:** The current issue was created by Vice-Chair, Kathleen Svetlik. She designed it using Microsoft Publisher, and hopes that there will be 2-3 issues a year. Everyone was impressed with the newsletter! Volunteers are needed from the membership in order to continue such a professional newsletter. The chapter will be seeking national funding for the high quality color printing. Cathy Billings and Alison Pinsler both volunteered to be co-editors of the newsletter. Ideas were presented about the newsletter format and one suggestion was to do at least one issue in a printed version, with regular updates on the website and via email. However, at Banff, there was a commitment to have regular communication in print format, but also to keep the website more updated. Alyssa suggested that a preference for no print mail be included in the next membership renewal form. Cathy and Alison will work on a newsletter schedule for the year.

**Treasurer's report:** Alyssa reported the following:

Beginning Balance 5/1/06	\$7,612.94	
Income	\$160.00	\$60 memberships + \$100 contributions
Travel Awards	-\$900.00	
Board Travel	-\$600.00	
Newsletter expenses	-\$252.05	
Mailing for Getty event expenses	-\$47.85	
<b>Ending Balance 7/19/06</b>	<b>\$5,973.04</b>	

There is still a significant surplus from the Artists' Book Conference.

Alyssa also gave a brief membership report: there are currently 42 paid members, 2 honorary members, and 5 student members for a total of 49.

**National Funding:** deadline for budget requests due September 30<sup>th</sup>. Requests for funding can include money for honorarium, equipment, web designer, research and surveys. (It is assumed that chapter officers' institutions will cover costs for basic expenses such as telephone, fax, some mailing, and basic photocopying). Judith Herschman suggested a survey of artists' book collections in the SC area; Amy Ciccone suggested doing one jointly with ARLIS/NC.

**Affiliation Agreement w/ARLIS/NA:** Trish had emailed the version from 4/17/06 that was received prior to the Banff conference. In Banff, Trish attended the Leadership Breakfast as the chapter chair and a part of this was a break-out session for the chapter chairs and the national board. This was the first opportunity for chairs to be introduced to the agreement. Trish explained some of the background of the agreement. It came about because the IRS questioned the affiliations between ARLIS/NA and the chapters. ARLIS/NA's legal counsel suggested that the relationship between chapters and ARLIS/NA should be clarified with an affiliation agreement. Judith Herschman was on the ARLIS/NA board when the idea of an affiliation agreement was first discussed; it was initiated by Elizabeth Clarke and her experience managing similar organizations. Trish wanted the chapter to focus on three issues: 1. membership, 2. chapter bylaws and 3. relationship of parties. Trish did not want the chapter to discuss national collecting and distributing chapter membership fees since the board has currently removed this from the agreement.

1. The agreement states that members of chapters must also be members of ARLIS/NA. It is known that chapters are a great way to stay involved without ARLIS/NA membership and also a great way to recruit new members. Suggestions on how to resolve this is to create a "Friend" or "Affiliate" category of membership in ARLIS/SC for those that are not national members. Robert Gore has experience with a British Columbia library organization whose parent organization also wanted all members to be members of the parent group and in the end the parent group agreed to have non-members with no voting privileges. He can provide more details if necessary. Alyssa is on the ARLIS/NA membership committee and will be working on a new tiered approach to membership and the results could impact chapter membership as well. Members suggested looking at SAA and SLA for tiered membership models.

2. The agreement states that chapter bylaws need to be consistent with ARLIS/NA bylaws and also need to be approved by national. A discussion of the bylaws initiated and Amy Ciccone clarified what should be in bylaws vs. policies. Items subject to change should not be in the bylaws. The ARLIS/NA Western Regional Representative will need to review our bylaws but it was agreed that their formation and revisions have been consistent with national and have followed protocol for revisions being approved.

3. The agreement clarifies the relationship between national and chapters in section V. Relationship of Parties. It is stated they are both "independent contractors" and that "neither party is authorized to incur any liability, obligation or expense on behalf of the other". In an email on ARLIS-L from Ann Whiteside she states that this has always been the case but hasn't been codified into an agreement. National wants to make chapters aware of their liability risks. Since the chapters are not incorporated the board members can become personally liable if the chapter is sued for any reason. For Trish, this was one of the most important issues that came about as a result of the agreement, the protection of the chapter and its board members. ARLIS-SC will need to investigate the risks and the options for insurance. One member felt that national needed to provide assistance throughout the process of chapter's research into their liability risks and to help them determine whether they should get insurance. Alison Pinsler offered to contact the Center for Non-Profit Management to get advice.

The discussion of the Affiliation Agreement will continue via email and the fall meeting.

**Fall Meeting:** Kathleen Svetlik is moving to the San Diego area in August and once she is settled she will begin planning the next meeting to be held in San Diego.

**Additional Discussion:** Carl Baker announced that he has been storing 500 posters from the 1985 annual conference held in Los Angeles. The posters were from an ARLIS/NA commissioned work and funded by a donation. Carl can no longer continue to store the posters and asks that ARLIS/SC help him determine what should become of the posters. It was suggested that some be used for fundraising opportunities.