

ARLIS Ontario Chapter Meeting - May 30, 2011 @ OCADU

Regrets: Heather Saunders

Present: Victoria Sigurdson (Chair), Laine Gabel (Minutes), Robert Fabbro, Maureen Carter, Irene Puchalski, Zita Murphy, Lynda Barnett, Marta Chudolinska, Catherine Spence, Lucinda Walls, Victoria Sigurdson, Linda Morita, Jim Forrester, Naomi Eichenlaub, Mary Williamson, Tammy Moore, Jill Patrick, and Daniel Payne.

1. Welcome - Victoria Sigurdson, Chair. Welcome and introductions around table.

2. Approval of the Agenda - Motion to adopt the agenda (Jill Patrick). Seconded (Zita Murphy). Motion passed. Agenda approved (unanimous).

3. Approval of Minutes from Ottawa Meeting - All members present have read the minutes. Jill suggested change to minutes which Victoria made. Motion to adopt minutes with Jill's suggested change (Tammy Moore). Seconded (Zita Murphy). Minutes approved (unanimous).

4. Chair's Report – Since the Fall Meeting in Ottawa a few executive meetings have been held to discuss ARLIS activities. Our major event was the Panel Discussion on March 16th. This was very well received in the community. It was well attended by people from a wide spectrum of institutions and departments across the field. We got some great press and helped to increase our public profile. If there is interest in repeating an event like this we would welcome suggestions. Tammy will provide a full report later in the Agenda.

Conference Travel Award Report - Victoria attended the ARLIS NA Conference with our chapter travel award. She thanked the Chapter for their support and gave a report on her experience. Attending was a valuable experience for her upcoming duties with the Toronto conference.

The June 17th fundraiser has been cancelled. But we still have items to auction and are looking for volunteers to help sell these items, possibly online. Or save them for the Christmas fundraiser.

The executive is working on planning the Fall Meeting in London, Ontario with the London Public Library as hosts. Pearl Santopinto is our contact. Organizers are hoping to extend this to a two day event similar to the Ottawa meeting. Victoria asked for interest from the membership. This will likely be planned for October or November.

5. Treasurers Report – Thank you to Laine Gabel for her work as past treasurer. The position has now been passed on to Heather Saunders. Heather Saunders submitted the Treasurer's report for approval at the meeting today. Unfortunately,

Heather was unable to attend the meeting so Victoria read her report for the members in attendance. Report is attached at the end of this document.

A) Signing Authority - Motion to extend Signing Authority for the chapter's bank account to the Chair in addition to the Treasurer in case of emergency, to give us some flexibility with signing cheques, in case something happens to the current signer. and to assist with ease of access to the account. Motion (Victoria), seconded (Laine), motion passed (unanimous).

6. Executive Positions:

A) Vice Chair - The Chapter needs focus on generating more interest from volunteers and to entice executive nominations for the role of Vice Chair which would become the Chair for the conference year. How can we generate more interest? Members are encouraged to bring in new members and colleagues. We would also like feedback on the role of the chapter as we move forward in planning the conference?

Jill Patrick – Regarding the Role of Vice Chair - Are we going to hold an election? We tried to recruit for this position in Ottawa but were unsuccessful. We can run a full scale nomination process and election if we can't fill the position from people in attendance. We haven't had any expressions of interest yet. Victoria has asked if there is any interest. No expressions of interest were put forward from any of the members in attendance. Victoria also proposed the possibility of a co-chair system for the conference year to help alleviate the work load or pressure.

Members are encouraged to PLEASE send nominations or suggestions and share this info with your colleagues to help us to fill this crucial role. The future of the Chapter really does require us to fill this role as soon as possible. Jill Patrick clarified that this person would be the chapter chair for the conference so it will be a fairly high profile position and excellent experience.

Victoria will speak to the conference planning committee to draw up a description of how the role would look and the expected time commitment and responsibilities for us to help in recruiting a nominee.

B) Liaison to ARLIS Canada – We need to identify who is the liaison at this time. Irene mentioned that this responsibility usually falls to the past chair. Currently this is Tammy Moore. Next year it will be Victoria.

7. Panel Discussion Report - Tammy Moore gave her report on the panel discussion. Thank you to volunteers. We had 75 attendees. Panel consisted of Ian Carr Harris, Lisa Steele, Eric Schwab, Adam Lauder, David Poolman, and Amy Marchall Furness. There was interest from membership outside of ARLIS On. We have video so may post this online. We received a \$400 award to help offset costs. It

was well received and we would like to keep our options open for having a similar event again in the future.

Jill – do we have an email list of the ppl who attended. Tammy – No. Because of limited volunteers this was not possible. But Akimbo posting was extremely successful.

8. Minneapolis Conference:

A) Travel Award - Jill read a report from Margaret English thanking the chapter for sending her to ARLIS 2011 conference in Minneapolis. It was crucial to be able to attend in assisting with her conference planning duties of running the hospitality desk.

9. Conference Planning Update – Jill Patrick

A full report was sent out to the chapter list. It will be posted to the website. We are in need of a local developments chair. We have done a further restructuring due to Margaret English stepping down from the conference committee. So Jill will take on the role. We have the CPAC meeting coming up (June 16-17) which requires a complete draft of the full conference proposal from all areas to be presented. We need volunteers and potential names of donors to help with funding the major events (ie/welcome party at AGO). Alternatively we would do this at the conference hotel which would cost considerably less.

A) Call for Volunteers - There are a many areas we need assistance with from volunteers. We need volunteers for all areas of the conference. In general we are doing well and on track. We have a wiki where we are organizing everything. Call for papers and workshops are coming in.

Conference will be from Thurs March 29-Mon April 2. The Chin post conference will be Tues April 3. The topic of the post-conference workshop is tentatively Digital Preservation. The second workshop will be with Internet Archive. Next report will be issued after the CPAC meeting.

Laine and Linda asked for volunteers to help with Tours. Zita asked if there will be an incentive for volunteers. Laine and Linda confirmed that we will have something.

10. VRA Invite - VRA has issued an invitation to ARLIS Ontario members to attend their Fall Meeting in September. This initiative, on the heels of the joint conference in Minneapolis, is to encourage further information sharing and collaboration between VRA and ARLIS members.

11. Other Business :

Thank you to Irene Puchalski for her help with the nomination committee for travel awards.

Jill distributed a promotional flyer we can all take to pass out at institutions, galleries, etc. This will help us to notify galleries and other institutions that our conference is coming up.

Student Representatives are turning over. Amy Weir would like to apply for the position. Victoria read her proposal to the members and we voted in absentia. Daniel stood up to vouch for her and said that in his opinion she would be a great candidate. Unanimous decision to contact her and give her the position.

12. Adjournment - Jim motioned to adjourn. Meeting adjourned.

ARLIS Ontario Treasurer's Report, May 25, 2011 — Submitted by Heather Saunders

Bank Balance at November 13, 2010: \$5,804.90 (adjusted from \$5,856.89)

Bank Balance at May 25, 2011: \$5,278.20

Recent Income:

\$60.00	Membership dues (1 student @ \$10.00, 2 regular @ \$25.00)
\$233.28	Meeting fees (fall 2010: \$210.00 Cdn, \$25.00 US=\$23.28 Cdn)
\$382.12	Donations (\$6.12 personal, \$376.00 [\$400.00 US] ARLIS NA for AGO panel)
\$909.00	Fundraising (\$357.00 + \$552.00)
	Auction: \$357.00 (my apologies for only reporting the IOU sales initially)
	AGO panel discussion: 69 tickets @ \$8.00 = \$552.00

Total: \$1,584.40

Recent Disbursements:

\$100.10	Meeting costs (\$90.00* fall 2010, \$10.10 spring 2011)
\$102.50	2011 ARLIS NA conference donation (\$100.00 Cdn)
\$750.00	2011 ARLIS NA conference travel award (1 awarded)
\$366.12	2012 ARLIS NA conference promotions (crayons)
\$701.70	Fundraising (AGO panel: \$101.70 Akimbo ad, \$600.00 honoraria)
\$180.68	Bank Fees (\$26.92 account and deposit fees, \$133.76 new cheques, \$20.00 handling charge on cheque written in US funds)

Total: \$2,201.10

\$5,804.90	November 13, 2010 Bank Balance
+1,584.40	Recent Income
-2,201.10	Recent Disbursements

\$ 5,278.20 **May 25, 2011 Bank Balance** (\$5,188.70 once a \$90.00* cheque is cashed)

Available Funds:

\$5,278.20 May 25, 2011 Bank Balance
-90.00 Cheque that has not yet been cashed (noted above with *)
-2,500.00 Contingency Fund

\$2,688.20 (plus \$100.00 in Cash Box)