

# ARLIS/NA

ART LIBRARIES SOCIETY of NORTH AMERICA

## ARLIS/NA ONTARIO CHAPTER

### Spring/Summer Business Meeting 2019

July 26, 2019

#### AGENDA

**Minute Taker:** Michelle Johnson

**Attendees:** Kate Johnson (Chair), Paulina Rousseau (Vice Chair), Michelle Johnson (UofT Student Rep), Leslie Bell, Olena Karbach, Daniel Payne, Catherine Spence

- 1. Approval of Agenda**<sup>[L]</sup><sub>[SEP]</sub>
  - Paulina approves Agenda
  - Leslie seconds Agenda
- 2. Approval of 2018 Fall Meeting Minutes**<sup>[L]</sup><sub>[SEP]</sub>
  - Olena approves
  - Michelle seconds
- 3. Chair's report (Kate Johnson)**<sup>[L]</sup><sub>[SEP]</sub>

***ARLIS/NA Chapter Leaders Meeting:***

  - Paulina and Kate attended the meeting at Salt Lake City ARLIS Conference and learned about tech available through ARLIS/NA
  - Chapters have access to tech subscriptions for teleconferencing and webinar platforms. Recommendation – explore if any of the tech could help improve running out meetings or programming and are there any members have interest or experience in developing and implementing webinars.
  - Action - Investigate options to better increase awareness of ARLIS/NA website and its online resources more effectively to ARLIS-ON members.

***Discussion***

  - Kate – Would it be beneficial to establish an ARLIS-ON listserv to enable interactions between our Chapter Members? Currently, the Chapter uses MailChimp and social media to share information.

***Reminder - Elections for 2020 ARLIS-ON Executive***

  - The Vice Chair position will be open for nominations and the topic will be addressed at the Fall Business Meeting where we hope to have more attendees.

#### 4. Treasurer's Report (Kate on behalf of Amy Furness)<sup>[1]</sup><sub>SEP</sub>

##### **Membership:**

- Total of 20 paid members. Our membership numbers are more robust than in recent years with OCADU library purchased memberships for its entire professional staff.

##### **Issues with PayPal:**

- Prolonged issues with updating the contact name for the account from our 2012 treasurer to current Treasurer. The account has been unfrozen and contact information updated in January 2019.
- As of July, PayPal has placed a security limitation on our account until we verify our business information, which of course we can't do because the name is still incorrect. All funds have been transferred to the chapter's CIBC account and PayPal buttons have been removed from our website to discourage new payments
- Amy recommends we close the account.
- Discussion:
  - Attendees approved of closing the PayPal account.
  - Is it possible to figure out another option or is e-transfers and cash the best method?

##### **Chapter Finances**

- The chapter is in solid financial shape, in part because we did not have a travel award this year. If we want to offer awards to the St. Louis conference (2020) and/or multiple awards to support chapter participation in the Montreal conference (2021), increased planning for fundraising will be necessary.
- *Discussion:*
  - With the funds available from the unclaimed Travel Award, Kate asked if some of the funds to provide the two student leaders with ARLIS/NA memberships to recognize and encourage student leaderships.
  - Michelle asked if funding support for exec memberships not just student leaders would be viable. It can apply a lot of pressure on fundraising on our small chapter.
- Montreal Conference
  - What will be their budgetary needs? If we identify some options, we can be more targeting in our fundraising.
  - Action - Kate will seek out info about the MOQ's budgetary needs.

#### 5. Update on Bundled Membership Pilot (Kate)

- The ARLIS-ON Membership approved taking part in the Bundled Membership Pilot via online vote. During the next membership cycle (Jan 2020), Individual Members who register with ARLIS/NA will be able to pay the fees for their Chapter membership at the same time. In order to align the ARLIS-ON Chapter fee with the other Chapters
- **The Bundled Membership option is not available for Retiree or Student members.** Retirees and Students who wish to join or renew their membership have to register separately with ARLIS/NA Headquarters and their preferred Chapter:

- ARLIS/NA Membership for Retirees and Students
- ARLIS-ON Chapter membership
- **Option for Chapter-Only Membership is still available:**
  - ARLIS-ON Associate
  - Retiree, or Student memberships
  - Arranged through ARLIS-ON Treasurer
- **Discussion**
  - ARLIS/NA requesting update wording of our bylaws to align with bundled membership
  - Change "Dues shall be proposed by the Executive Committee and shall be ratified by a majority of votes cast by members eligible to vote." to say that dues are set by the ARLIS/NA Executive Board.
  - Kate voiced a preference to include wording that provides ARLIS/NA Chapters with Canadian members (ON, MOQ, Northwest) with the flexibility of proposing changes to Canadian fees if there is unanimous agreement between those Chapter. Action - KJ will reach out to MOQ, Northwest and Canada Chapters for their input.
  - Action - An ARLIS-ON Membership vote will be required to change the wording of the bylaw(s).

#### 6. **Feedback Request for Centralizing of Chapters Website (Kate Johnson)** [11] [SEP]

- ARLIS/NA is seeking input from Chapters. ARLIS/NA is now joining Humanities Commons and will be migrating HQ website. They are seeking feedback from Chapters to see if there is interest in also moving Chapter Websites to this centralized platform.

##### **Discussion:**

- Members were open to investigate the option of merging.
- Saw benefits in terms of discoverability, support for tech questions and access issues, but it would be a priority for us to control our own identity in terms of design.

Our site was recently updated to WordPress so we would want to know:

- Could our content / layout simply be transferred?
- Would there be an annual cost for the chapters to contribute?
- Would there be a template that ARLIS/NA expect the chapters to adopt? Or will the chapters have control over website design
- Action - KJ - Proposed to close comments on ARLIS-ON website because in over year the only comments have been from spammers and bots. Approved by attendees.

#### 7. **ARLIS/NA-ON Mentorship Program (Paulina Rousseau)** [11] [SEP]

Initiation of a Mentorship Pilot Program to provide students and new professionals with opportunities to connect with ARLIS/NA Ontario's members who are more established in their careers.

##### **Why are we starting the program?**

- To give ARLIS members an opportunity to connect with professionals that have experience in a professional area that they would like to pursue

- To allow ARLIS student and new professional members make new connections within the profession or institution of their choosing

***What does success look like for our participants?***

- Students/new professionals are given the opportunity to network with professionals working in a particular fields or institutions of interest
- Give professionals an opportunity to connect with up and coming graduates, as well as an opportunity to give back to the profession

***Who is our target audience?***

- Current faculty of Information programs students as well as recent graduates (UofT, Western)
- Professionals working at cultural and academic institutions

***Objectives:***

- Students/New professionals will have the opportunity to connect with one current professional. We will try to accommodate requested connections.
- The mentorship program will consist of a minimum of two (three?) meetings (we could prescribe suggestions here: e.g. Phone call/email/meeting in person) and we want to coordinate an event to allow all participants to meet – mixer or speed networking?
- Our goal is to establish a structure that will provide participants a mentoring workflow, while helping them to reach defined goals. Flexibility will also be important because it accommodates various learning styles, goals, and preferences.

***Key steps:***

1. Attracting mentors
2. Training mentors
3. Recruitment of mentees
4. Follow-up during the program / Assessments
  - We need to understand how our program measures up against our mentor and mentee expectations
  - The mentoring program can be assessed on three levels: Program, Individual, and Connection

**8. Other Business**

- Events
- Silent Auction / Online Auction was suggestions
- Previously have held an event / silent auction towards Christmas
- Danie Payne – OCAD previously has hosted the holiday silent auction before and would be open to it again. Suggested date: Thursday 12th