

ARLIS/NW Chapter Meeting

Meeting Minutes

December 18, 2013

Present:

(14) Alan Michelson, Bronwyn Dorhofer, D. Vanessa Kam, Paige Hatcher, Hollis Near, Margaret Fast, Marilyn, Megan Smithling, Suzanne Rackover, Sylvia Roberts, Traci Timmons, Dan McClure, Cara List, Brook Sansoti.

Next meeting:

TBA: February, 2014

Introductions: Dan asked for introductions from group members about current business at respective institutions.

State of Chapter Finances: Chapter dues need to be paid. Marilyn will be passing on Treasury documents to Suzanne in the next few weeks. We opened the fiscal year, November 1, 2012 with: \$4,445 in bank, and closed fiscal year in October, 2013 with \$4,938 for an increase of \$493. The Exchange rate factors in this balance. Membership with group is waning. Group had 10 paid memberships in 2013, 9 in 2012, and 22 in 2011. Group had \$36 in bank service charges. Helen Harris awarded a \$500 Travel Award to attend Pasadena conference back in July but check has not been cashed yet.

Need for Executive Officers: The group needs nominations for Executive Officers. Responsibilities are held for one year. ARLIS/NW is in need of a Chair, Secretary, Co-Chair, and Treasurer. Folks interested in volunteering can email Dan and Suzanne. Folks in Seattle are especially encouraged to nominate selves due to upcoming conference in 2016.

Renew Memberships: Please pay dues as soon as possible since many people are behind. Suzanne can see who owes for 2013, and have everyone pay at once to keep chapter going. Current rate of dues is \$25.00. Form is on the ARLIS/NW website, so fill out online and then mail your check.

Travel Awards: Dan suggests that we continue to contribute to ARLIS/NW Chapter travel award in the amount of \$500 since it helps folks travel and prepare for the conference experience. The Call for Travel Award applications will go out in either January or February. Recipient can be decided during February meeting.

Seattle Conference Planning for 2016: Alan provided a brief overview of conference planning. Group is waiting for conference planning manual which was re-written by Tony White. There hasn't been any contact with Alan about any planning from Executive board. Going to meet with VRA next month, once conference planning manual is received can go from there. Call for planning committee to get together early next year or at the DC conference itself.

Traci recommended creating a wiki or Google doc where ideas for the conference can be compiled such as to-do lists. Alan mentioned that there has been a wiki already created by conference committee that will help a lot with scheduling and planning. Group mentioned that they would like to know more information about who is directly involved with the Seattle

Conference planning. Will be important to have a phone call before DC conference to get input and divide responsibilities in February or March. Alan will have clearer picture then.

Chapter Meeting at DC Annual: Group suggested meeting again in DC to talk about Seattle conference and other issues.

Chapter Support for DC Conference: Dan proposed that as a chapter we send a \$150 check In support of upcoming ARLIS/NA DC conference. Group unanimously approved. Marilyn will write a check to the conference folks.

Next Meeting: Group agreed to hold another virtual meeting in February.

Wrapping Up: Please send any follow-up questions to Dan or Suzanne.