



Board Meeting Minutes

Meeting: Los Angeles

January 12, 2018

Academy Film Archive

Attendees

- Melissa Dollman
- Dennis Doros
- Casey Davis Kaufman
- Andrea Leigh
- Yvonne Ng
- John Polito
- Teague Schneiter
- Lauren Sorensen
- Jayson Wall

Also attending

- Laura Rooney

Meeting opened at 9:18am: DDoros, president, presided, a quorum was present.

Meeting Minutes

YNg and LRooney will forward edits to LSorensen. Vote will be tabled to February Conference Call.

AMIA List Serv(s) Review

In 2017 the AMIA-Member list was merged with the AMIA-L list and moderation was added to AMIA-L. At that time, the Board agreed to review the decisions and make any changes necessary.

Board Meeting Minutes

The Board discussed the lists and their role in communication with members as well as the wider field of professionals and the public, with the understanding that a large number of AMIA members do not subscribe to the public AMIA-L.

The Board agreed to continue the Review as part of a larger conversation about communications strategy in an upcoming call.

Fiscal Sponsorship Updates

- Community Archiving Workshop - IMLS Grant. The Grant has been invited to Phase II of the grant process – deadline is January 18.

Motion: **To support the IMLS Grant application to expand the Community Archiving Workshop model as its Fiscal Sponsor.**
Motion by DDoros, Second ALeigh

Vote Motion approved unanimously

- Smithsonian Institution Project. The Grant was approved and work has begun on the project.

Motion: **To comply with the Smithsonian Institution Project Contract as the Fiscal Sponsor.**
Motion by DDoros, Second ALeigh

Vote: In Favor: MDollman, DDoros, CDKaufman, ALeigh, TSchneiter, LSorensen
Abstain: YNg, JPolito, JWall
Motion approved

- Why We Film. AMIA is the Fiscal Sponsor of Why We Film. AMIA has completed a draft agreement regarding with Why We Film LLC and will finalize. The Board expressed interest discussing access to/retaining the original interview material, and asked that the WWF website be updated to reflect AMIA's role.

Board Meeting Minutes

Action item: DDoros will meet with Elena Rossi-Snook as the Why We Film representative to discuss the materials. LRooney will arrange for any changes to the agreement to reflect that discussion before sending to Why We Film.

Website Update

The first phase of the website redesign is set to launch with a change of servers over this weekend. The next phases of the website roll out will be

- Permissions and authorities for users
- Membership dBase and member log ins
Supplier Directory dBase
- Translation
- Publications Resource for AMIA authors
- Newsletter

The Board noted that all resources on the new website are open. Only the Membership Directory will have a membership sign-in required.

The Board discussed potential names for the online Newsletter and will vote on the February Board call.

Action item: All board members should post potential Newsletter names to BCamp. Vote added to February agenda.

Development and Finance

The Board received the draft report from the accountant for the Jan – June, 2017 financials. This represents the report for AMIA FYE June 30, 2017. When the 2017 fourth quarter financials are prepared, the accountant will be asked for a supplemental report so that the Board may review the 2016 and 2017 calendar years side by side.

Board Meeting Minutes

2017 Financials. JWall reported that 2017 was a year of investment with the Board voting to spend reserve funds for a website redevelopment, and a strategic review. The calendar year 2017 will reflect those decisions impacting the retained earnings for the year.

Sponsorship and Development. The Board discussed sponsorship and its importance to AMIA's programs and services. Key discussion points –

- As membership changes, who are new potential sponsors
- How to best serve the needs of current sponsors and partners
- How to engage members in encouraging their vendors to sponsor
- Are there major individual donors that we could approach
- A member survey of vendor needs
- Identifying a Development Committee to aid the Board in sponsorship and donations
- Is there a shift to access and infrastructure
- Is there a pitch for public donations
- How do we encourage members to urge their vendors to support AMIA
- There was discussion of income contingent registration

Action item: DDoros, JWall, and LRooney will work to provide Board members with a template wording and information for approaches to potential sponsors and partners

Action item: Board members will submit suggestions for potential Development Committee members and chair(s).

Action item: LRooney will post the 2018 sponsorship deck for the Board to review, comments, suggestions.

Action item: LRooney will task the accountant with a supplemental calendar year report for 2016 and 2017.

Action item: JWall and LRooney will post a draft budget for 2018.

Action item: LRooney will put together a review of the sliding scale registration fees from the 2017 conference for the Board

Action item: JWall will report back to Board on investment options for for AMIA that include ethical investment funds.

Board Meeting Minutes

Action item: The Board will share ideas and provide names of sponsors to potentially approach on BaseCamp

Advocacy Committee of the Board

In February, 2017, the board voted to create an Advocacy Committee of the Board (ACOB) in recognition that Advocacy is integral to AMIA's mission. TSchneider and LRooney discussed this plan with the chairs of the current Advocacy Committee of the Membership, asking for their input and that of the committee to inform the Board's discussion (worksheet attached).

The Board discussed the charge and goals for the new Advocacy Committee of the Board and its goals. Key points:

- The process for getting feedback from the membership on issues should be clear
- Consider a template for submission of potential advocacy issues
- Types of advocacy should be addressed
- Potential advocacy toolkits could address individuals, students, organizations

Motion: **AMIA recognizes that advocacy is essential in supporting those responsible for the preservation of our media heritage and championing a multiplicity of voices in the historical record. The Advocacy Committee aligns with AMIA's mission in supporting public and professional education in relation to the preservation and use of moving image media, and furthering professional communication and collaboration.**

Working with members, committees, and the board, AMIA's Advocacy Committee develops strategic recommendations and actions to further the interests of the field and represent those interests to the wider community, resource allocators, policy makers, and to the public. The Committee works to identify and promote opportunities to shape public perception and raise awareness of archives and archival professionals,

Board Meeting Minutes

explores ways that AMIA can be responsive to and advocate for the resources needed by archives and archival professionals; and suggests strategic collaborations and partnerships as methods of amplifying advocacy efforts.

Goals as defined for 2018 (attached).

Motion by TSchneider, Second CDKaufman

Vote Motion approved unanimously

Action item: LRooney will draft a call for interest in serving on the Committee to the membership, requesting interest statement and bio

Action item: TSchneider will follow up with the current Advocacy Committee of the Membership to share the new charge and goals, to ask about their interest in serving on the Board Committee, and discuss the status of the Committee of the Membership

Action item: Once expressions of interest are received, the Board will appoint a Committee roster and chair(s)

Document Review

The Board has agreed to adopt a schedule for review of AMIA's documents, policies, and programs.

Elections Manual Review

In 2016, the Elections Committee opened the Elections Manual to the membership for review and revision. In 2017, the Elections Committee submitted recommendations to the Board for revisions and updates the Manual. Those recommendations were sent for review by the 2017 Elections Committee Chair as part of the Board's review.

Board Meeting Minutes

The Board discussed each recommendation by the Committee. Significant changes to the manual included:

- Establishing methods and deadline for formation of the Elections Committee by Feb 28 each year, and including an annual call for interest to the membership
- Defining the term of each Committee (March 1 – Feb 28) allowing the committee to be active year round
- Defining the methods of notification to members and communication from the Committee during elections
- Clarifying that certification of elections by the board is to ensure results are in compliance with Bylaws and the Manual
- Including AMIA’s Statement of Diversity, Equity, and Inclusion inform the Committee’s work throughout the process

Motion **To approve the changes to the Elections Manual. The Board thanks Michele Winn and the 2016 Elections Committee for their work in gathering feedback from the membership and providing recommendations to the Board. The Board also thanks Greg Wilsbacher and the 2017 Elections Committee for their additional review and comments.**

Motion by DDoros, seconded MDollman

Vote: Motion approved unanimously

Action Item: LRooney will send Wilsbacher, chair of 2017 Elections Committee for review.

Code of Conduct Review

The Code of Conduct was revised and voted on late in 2017. The Board reviewed the documents (Code and Procedural Policy) and revised two typos, but made no changes.

Board Meeting Minutes

Records Retention Schedule Review

After review of the Records Retention Schedule, the Board requested longer email retention and will look into ways of moving old email to storage for longer term retention. The Board also discussed potential deposit of AMIA archival documents.

Action Item: LRooney will contact AMPAS IT about email retention possibilities and report back.

Code of Ethics Review

The Board agreed to ask the Advocacy Committee of the Board and the International Outreach Committee to review the Code of Ethics for feedback.

Action Item: After the roster of the Advocacy Committee of the Board is finalized, liaisons to the Advocacy Committee of the Board and the International Outreach Committee will ask the committees for feedback.

AMIA Statement on Diversity, Inclusion, and Equity

The Board agreed to change the title of the Diversity, Inclusion, Equity statement to AMIA Statement on Diversity, Equity, and Inclusion.

Motion: **Change the title of AMIA Statement on Diversity, Inclusion, and Equity to AMIA Statement on Diversity, Equity, and Inclusion.**
Motion by DDoros, seconded TSchneiter

Vote: Motion approved unanimously

Board Meeting Minutes

AMIA Travel Policy: Review

The Board discussed ways to defray costs of registration for those missing a significant number of sessions at the conference due to AMIA duties during the conference. The Board also discussed travel costs associated with being a Board member and ways to ensure that it is not a barrier for recruiting diverse set of candidates to serve on the Board, considering our desire to be holistic in implementing DEI initiative.

The Travel Policy will be discussed on a future call.

Meeting Adjourned at 5:46pm