
Board Meeting Minutes

Meeting: Los Angeles

January 13, 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 9:06am: DDoros, president, presided, a quorum was present.

2018 Elections Committee

To follow up on the process outlined in the Elections Manual, the Board discussed the 2018 Elections Committee and the call for interest to serve on the Committee. Three 2017 Committee members have indicated they are willing to serve in 2018 and the Board agreed to ask all of them to serve. The board will formally ask one of those members to serve as chair, and a call for two new members should be done as soon as possible in order to ensure a vote on the full Committee by February 28.

Motion:

To appoint May Haduong, Wendy Shay, and Sally Hubbard to serve on the 2018 Elections Committee and to ask May Haduong to serve as the Committee's chair.

Motion by YNg, seconded by TSchneiter

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- Vote:** Motion approved unanimously
- Action Item:** LRooney will draft a Call for Elections Committee notice.
- Action Item:** Board liaisons Melissa Dollman and Dennis Doros will confirm chair position.
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AMIA Board Handbook

The Board reviewed the draft of the Board Handbook draft. As part of the discussion, the Board agreed to put together an orientation package for incoming Board members.

- Motion:** **To adopt the Board Handbook version 1.0.**
Motion by DDoros, seconded by JWall
- Vote:** Motion passed unanimously.
- Action Item:** BGraham to ensure that all liaisons are current on BCamp.
- Action item:** LRooney will inform the Elections Committee that the Handbook should be sent to all candidates named to the slate.
- Action item:** LRooney will ensure the Handbook is included on the AMIA website.
- Action item:** Board members will sign the Acknowledgement and send to the office to file.
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Committee Tools and Support

The Board discussed ways to offer more support and more tools for committees and committee chairs and increasing communication between the board and committees and between committees directly. Suggestions included:

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- Develop AMIA 101 materials for new members navigating AMIA and to encourage committee involvement
- Develop leadership information and development tools to engage new professionals and encourage more active participation in the community
- Reinstating regular calls between board and committees
- Investigating the cost of video conferencing tools for committees

The Board discussed the committee structure as a way of providing more support for committee chairs, outlining the following roles in addition to the chair -

- Secretary – responsible for aiding the chair in annual reporting, minutes, committee files
- Communications coordinator – responsible for working with the chair in maintaining the committee’s web pages and social media as well as recruiting updates/posting to the Newsletter
- Student officer – a student member that works to liase and act as a representative for students in the committee
- Other positions as needed within the committee (i.e. subcommittee chairs/officers)

Action item: The Board will discuss the proposed structure ideas with chairs on the upcoming Board/Chair call.

The Board discussed adding to the materials for new chairs, including a slide deck version of the committee handbook. A small working group – Yng, CDKaufman, TSchneider, LSorensen, and LRooney will explore ideas for materials and a toolkit for committees.

Action item: The working group will prepare a worksheet with potential materials and tools for a future Board call.

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Vice President

Motion: To elect TSchneider as Vice President of the Board to represent AMIA when the President is unavailable to attend, and to serve as a local liaison between board and staff, and between AMIA and AMPAS. The Board thanked LSorensen for her work as vice president during 2017.

Motion by DDoros, second by JPolito

Vote: Motion passed unanimously.

Outreach and Communication

The Board discussed ideas to encourage communication between members, including topical, facilitated discussions (online or regionally), moderated email or twitter discussions with a monthly list of topics led by committees or individuals, annual email to members encouraging committee signups. The Board agreed to discuss these options on the June Board call.

The Board discussed adding a Master Calendar for members within BCamp that includes key member dates – e.g. election and awards deadlines, scholarship dates, conference dates and deadlines.

The board discussed using social media and creating a social media guidelines document. For example: #critlib and #snapSAA have good models for participatory, time-limited gatherings online, on Twitter that could be explored.

Following up on this, the Board discussed expanded use of BCamp among members not currently working in committees as a feedback tool and communications tool. Suggestions included ways of improving workflow for adding members to Basecamp (ie. including an annual sign up period for member.)

Action item: LRooney will create a Master Calendar within BCamp for members.

In 2017 AMIA rented a booth in the SAA trade show. The Board agreed to forego a booth at SAA in 2018, and instead focus on a booth at ALA in 2019 when it is in Washington DC. The Board discussed ideas for visual presentations, membership promotion, potential mini-workshops, and a focus on related documentation for booth promotion.

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To build public awareness of the field and of AMIA, the Board discussed investigating potential venues for AMIA presentations, including SxSW booth or meetings with media makers, a TED talk, and workshops at festivals. The Board discussed ways to use Festival of the Archives as an outreach vehicle, potentially in collaboration with other organizations.

The Board discussed outreach within the field through collaboration with other organizations, including potential joint conferences, smaller symposia, online learning, and workshops.

Diversity, Equity, and Inclusion Activities

In November, the Board agreed to include DEI activities on the agenda of all face to face meetings as one way of ensuring it remained a priority within the organization. The Board discussed offering more resources, and how best to remove barriers to participation.

The Board discussed offering cultural competency and leadership resources and adding strategies and services to events that provide a higher context environment for attendees from other cultures, as well as thinking about systematizing diversity efforts, integrating into all decision-making.

Events: Conference

Following in its discussion of DEI goals, the Board discussed strategies for welcoming newcomers to AMIA and to the Conference in particular. In particular, the Board agreed to investigate three programs for 2018 –

- Navigator subcommittee of the Conference Committee. A group of 6-10 veteran conference goers serving as a host group during the conference. Navigators are not only available throughout the conference for questions and information, but attempt to meet and greet newcomers.

Newcomer's event. To answer feedback about the event that indicated it was overwhelming, the Board discussed ways to arrange the newcomer's event so that it is able to be informational as well as introducing newcomers to veteran conference goers.

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Discussion included ways of increasing approachability and communication between attendees, committee and group leaders, and board; encouraging a more high context environment for all attendees; creating more a more proactive welcoming environment for new attendees.

- The pAVilion. To investigate ways of incorporating vendors, committees, and potentially local groups into what has traditionally been the Vendor Café, and potentially broadening its audience outside of conference attendees. .
- Conference Calendar. Feedback has indicated a need to for earlier notifications, to allow more time for participant travel and budget planning. .

In addition, the Board will encourage each committee to assign two members of the Committee to the Peer Review panel for the Conference to help the Conference Committee ensure a broad range of voices in reviewing conference proposals.

The Board agreed to ask Lindy Leong and Tara Kelley to co-chair the Conference Committee, with Dan Wagner asked to serve as a Program chair. Two additional candidates for Program Group co-chair were identified.

The Board thanked Carol Radovich for her long service as chair of the committee and thanked her for her willingness to work with the incoming chairs of the Committee and Program group as needed in 2018.

CDKaufman, TSchneiter, MDollman, JWall will serve on the 2018 Steering Committee with the conference chairs, program group chair(s) and the office.

Action item: The office will explore the space for a potential PAVilion in Portland.

Action item: TSchneiter and CDKaufman will begin coordination of the Navigator Subcommittee.

Action item: Peer Review representatives will be on the agenda for the February call with Committee Chairs.

Action item: Board liaison JWall will confirm chair positions.

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- Action item:** LRooney will coordinate with Conference chairs on the call for program coordinators for the committee.
- Action item:** Follow up with Carol Radovich about possible documentation she might be able to share or pass on to newly appointed team (copies to Secretary and office) from her tenure with Conference Committee.
- Action item:** LRooney will communicate the desire to push the timeline for proposals and notifications up in the calendar year, see if this is possible.

Events: DAS

The Board discussed the Spring DAS in New York and how best to promote attendance. DDoros reported that Nick Gold of Chesapeake Systems has agreed to chair the program.

In discussing DAS, the Board discussed the possibility that the DAS name doesn't reflect its content in a way that is easily understood. The Board will explore new name alternatives or copy that explains DAS content that speaks to a broader audience. Suggested that outreach to organizations such as PBS TechCon could help bridge gaps and increase attendance.

Events: Projection Workshop

Boston Light & Sound has agreed to hold another Intermediate level workshop at their facility in Boston in October, 2018. In addition, the Chicago Film Society is hoping to host a level one workshop in 2018.

Online Education

The Board discussed the 2017 NEDCC partnership and its success on the Fall series of webinars. While NEDCC is not available to partner on webinars for the Spring of 2018, the Open Source Committee is discussing a potential online education series in the Spring, with a potential Fall follow-up at a higher level.

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At its meeting in November, the Board discussed forming a group of members to serve as advisors in establishing training and education needs and identifying topics, following up on the work of the Online Education Task Force. Worksheet attached.

The Board discussed the infrastructure for these activities, considering working with a partner again or potential to build out our own webinar structure.

Motion: To create a Continuing Education Advisory Task Force to identify training/educational needs within the field – both within AMIA and the broader field – that can be addressed through online education. The task force will also work to identify topics and instructors for a series of webinars for Fall, 2018 and Spring, 2019. The Task Force will be active through January of 2019, when the Board will review the results and determine next steps.

Motion by DDoros, second by JPolito

Vote: Motion passed unanimously.

Action item: TScheiter, CDKaufman, and LRooney will work to identify a chair and potential members for the Board's review.

Action item: TSchneiter, CDKaufman, and LRooney will follow up with NEDCC about a Fall Series.

Action item: TSchneiter, CDKaufman, LSorensen, and LRooney will follow up with the Open Source Committee

New AMIA Projects

The Board discussed new project and program ideas and agreed to discuss on future calls.

Meeting adjourned at 5:45pm