



Board Meeting Minutes

Conference Call

May 23, 2018

Attendees

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

Also attending

- Laura Rooney

Absent

- Andrea Leigh

Meeting opened at 9:01am: DDoros, president, presided, a quorum was present.

Update: DAS

The DAS program has finalized and all Board members are encouraged to promote DAS through their networks. The second press release is scheduled for Thursday, May 24th.

Update: IDA Collaboration

TSchneider, DDoros, and LRooney are meeting with AMPAS later in the day to discuss collaboration on the proposed panel addressing preservation for filmmakers.



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Update: New Chair Orientation

Two orientations for new and continuing committee chairs have been scheduled (May 29 and May 30th). CDKaufman has prepared a presentation that provides information from the current Committee Guide. The video calls will have time for discussion as well as the presentation. Board members are encouraged to attend if possible.

Another orientation is scheduled for September for Student Chapter chairs and members.

Action item: Board members will review the Chair Orientation presentation by May 25th for any edits needed prior to the scheduled calls.

Action item: LRooney will update the Committee Guide with revisions reflecting the new website and other tools from the presentation development and post to the Board for review.

Action item: CDKaufman will post the Powerpoint presentation to BCamp following the orientations. LRooney will post the Powerpoint presentation to the website following the orientations.

Update: Conference Proposals

The Conference Committee received 76 total proposals, and 53 peer review volunteers. The Conference Committee worked with other committee chairs to ensure committee representation as part of the peer review process.

Conference Navigator Program

Board members involved in the conference steering group have been following up on the Board's discussion in January, as well as ongoing discussions within committees about ways the conference can be more welcoming to all attendees, but in particular those that are attending for the first time. The attached worksheet outlines different aspects of those discussions.

Newcomer Orientation. The orientation would take place prior to the opening night reception. The Board will discuss the content for orientation and invite participation at the August meeting.



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Action item: TSchneider, CDKaufman, and LRooney will draft a discussion outline for the Board by mid-July in preparation for a Board discussion at the August meeting.

Action item: LRooney will add Item to August meeting agenda for discussion.

International Hosts. This would expand the work from the International Outreach Committee at the last conference, by providing hosts for first-time international presenters and guests.

Action item: YNg will talk with the International Outreach Committee chair(s) to get any feedback prior to a call with chairs of the IOC, Education Committee, Conference Committee, and the Board to discuss the Navigator program.

Action item: LRooney will set up a call with the chairs of the IOC, Education Committee, Conference Committee, and the Board to discuss the Navigator program and next steps. A doodle poll will be sent for the week of June 18th.

Conference pAVilion

JPolito and the office have followed up on the Board's discussion in January to explore recreating the Vendor Café into a more central hub of activity for the conference by including new elements into the area, and potentially opening it to the local/regional community.

Ideas include integrating the Community Archiving Workshop's AV Fair , committee information, demos, skill-shares, speakers, and other potential activities. A key component to planning is to ensure activity throughout the day, including hours outside of lunch and breaks. Considerations include: Timing to ensure community involvement, floorplan with spaces for up to 32 exhibits plus activity spaces, potential speaker area, posters, committee activities, other potential activities that could be included.

Proposed is to move the exhibits to Friday and Saturday in order to accommodate broader outreach and participation by the local/regional community. Friday's pAVilion would be feature areas for committees and speakers, with Saturday focus more community facing - offering the CAW AV Fair and open to all.



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The Board discussed other potential ideas to develop the pAVilion further as an active conference hub, including: a pAVilion Passport with drawings; resume table, pop-up roundtables; facilitated discussions; themed posters; coffee; workspaces.

- Action item:** JPolito will introduce the pAVilion to current and recent exhibitors via email by June 6th.
- Action item:** The office will begin developing materials for exhibitors with the new pAVilion concept.
- Action item:** Board members will post ideas to BCamp of ways committees and groups could participate in the pAVilion.. An outline of ways will be developed for the next Committee/Board call in June.
- Action item:** LRooney will add pAVilion as an agenda item on June Committee/Board call.
- Action item:** Physical floorplan for exhibit booths to be finalized by July 30th.

Advocacy Committee of the Board

Since the Board's vote to create a Board Committee for advocacy, TSchneider and LRooney have worked with the chairs of the Advocacy Committee of the Membership to redevelop the committee as a Committee of the Board. The mission statement and the 2018/2019 committee goals have been outlined (attached), and a roster assembled that includes members of the previous membership committee and volunteers from the open call to the membership.

The proposed roster includes: Caroline Yeager, co-chair; Gloria Ana Diez, co-chair; Rachel Beattie; Ray Edmondson; Jen O'Leary; Pamela Jean Vadakan; Brenda Flora; Karma Foley; and AJ Lawrence.

The proposed timeline for the 2018/19 Advocacy Committee is:

- Announcement to Membership by June 1
- Call with chairs/board by June 30
- ACOB members call by July 15
- Interim Report to Board on Goals October 15
- Interim Report to Board on Goals February 1



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- Report on 2018-2019 Goals May 1

- Motion:** Approve the roster and goals timeline for the new Advocacy Committee of the Board.
Motion by MDollman, seconded by JPolito

- Vote** Motion approved unanimously.

- Action item:** TSchneider and LRooney will notify the Committee chairs and members of the approval of the roster.

- Action item:** LRooney will prepare an announcement to the membership on the new roster.

The Board thanks Teague Schneider, Caroline Yeager, and Gloria Ana Diez for their work in transitioning the Advocacy Committee of the Membership to a Committee of the Board.

Continuing Education Advisory Task Force

In followup to the Board's decision in January to create a task force to recommend a strategic direction for AMIA's online continuing education, as well as advise on topics for ongoing webinars, CDKaufman, TSchneider, and LRooney have worked to assemble a timeline and a roster for the Continuing Education Advisory Task Force. The roster was compiled from invitations to members currently working on core competencies analysis and definition as well as an open call to the membership.

The proposed roster includes: Janet Ceja, co-chair; Andy Uhrich, co-chair; Karen Gracy; Anne Kelly; Kimberly Tarr; Erwin Verbruggen; and Lance Watsky.

The proposed timeline for the CEA Task Force:

- Proposed topics for Fall/Winter August 30
- First Report for Board September 30
- Proposed topics for Spring January 1, 2019
- Final Report May 1, 2019

- Motion:** Approve the roster and goals timeline for the new Continuing Education Advisory Task Force.



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Motion by TSchneider, seconded by CDKaufman

Vote Motion approved unanimously.

Action item: CDKaufman, TSchneider and LRooney will notify the Task Force chairs and members of the approval of the roster.

The Board thanks Casey Davis Kaufman, Teague Schneider, Janet Ceja, Andy Urich and each Task Force member for development of the goals and timeline and for their service on the Task Force.

Awards & Scholarship Committee Roster

An open call to the membership was sent for service on the Awards Committee and Scholarship Subcommittees. The proposed rosters of both are volunteers from the open call combined with members continuing from last year.

Proposed members of the Awards Committee include: Pam Wintle, chair; Rachel Behnke, Dick Faus, Barbra Humphrys, Bethany McGill, Lee Shoulders, Janice Simpson, and Bob Sky.

Proposed members of the Scholarship Subcommittee include: Meredith Reese, chair; Dimitrios Latsis, Jeff McCluskey, Michelle Roell, Louisa Trott, Emily Vinson, and Jennifer Jenkins (awaiting confirmation).

Motion: Approve the rosters of the Awards Committee and Scholarship Subcommittee.
Motion by JPolito, seconded by YNg

Vote: Motion approved unanimously.

Action item: LRooney will notify the committee and subcommittee members of the approval of the roster.

The Board thanks the chairs and each of the volunteers serving on the Awards Committee and Scholarship Subcommittee for their service.

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Motion: Approve the final version of the Minutes from the April 26 Meeting of the Board.

Motion by MDollman, seconded by TSchneiter

Vote: Motion approved.

DDoris	Yes	TSchneiter	Yes
MDollman	Yes	LSorensen	Yes
CDKaufman	Yes	JWall	Yes
YNg	Abstain		
JPolito	Yes		

Action Item: LSorensen will post final Minutes to BCamp
LRooney will post final Minutes to AMIA website

Lapsed Members

While the office contacts every member who has not renewed, there are benefits to having outreach from colleagues in peer-to-peer conversations/email. This not only can result in renewals, but can also be a way of hearing from members directly about what they consider in renewing their membership and how AMIA can better serve them.

The office will post monthly reports on lapsed members and asks Board members to review the list and make contact with as many as they feel they are able to reach out to. Any comments and information can be part of future board discussions about membership and communications.

Action item: Board members will review current list of lapsed members with the goal of contacting those they might know.

Action item: Office will prepare monthly lists of lapsed members for board review and follow-up.

Action item: LRooney will add item to August meeting agenda for review and discussion.

The Board call adjourned at 10:30am