



Board Meeting Minutes

Board Meeting

January 11, 2019 | Los Angeles, CA

Attendees

- Melissa Dollman
- Dennis Doros
- Casey Davis Kaufman
- Andrea Leigh
- Randal Luckow
- Taylor McBride
- Yvonne Ng
- John Polito
- Teague Schneiter

Also attending

- Laura Rooney

Meeting opened at 8:21am: DDoros, president, presiding, a quorum was present.

DDoros reported that Jayson Wall is resigning from the Board, due to unforeseen changes to his work commitments. He expressed his regret at the need to leave the Board, and offered his assistance in the transition to a new Treasurer.

The Board's discussion about filling the position included the importance of looking to candidates from the most recent election reflecting both the members choices as well as the candidate's willingness to serve. It also included discussion of the skills needed to fulfill the Treasurer's role.

Absent a second candidate for Treasurer in the most recent election, the Board chose to appoint Randal Luckow to the Board as the candidate with the next highest number of votes. The decision to invite him to join the Board as Treasurer reflected his willingness to run in an officer's role and his extensive experience in budgeting and financial analytics, as well as working with external financial firms for compliance and reporting.



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Motion: The Board thanks Jayson Wall for his dedicated service to AMIA and to the Board.

Motion by TSchneider, second by ALeigh.

Vote: Motion approved unanimously.

Motion: The Board appoints Randal Luckow to finish the term of resigning Treasurer Jayson Wall.

Motion by MDollman, second by JPolito.

Vote: Motion approved unanimously.

Action Item: A Board Action Memo will be generated reflecting the appointment of Randal Luckow as Treasurer of AMIA.

Action Item: The Board will announce Randal Luckow’s appointment in an email to the membership

RLuckow joins the meeting at 8:27am.

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Motion: Approve the Minutes from the November 27 Meeting of the Board.

Motion by YNg, second by CDKaufman.

Vote: Motion approved with seven in favor, and two abstentions.

MDollman – Approve	DDoros - Approve
CD Kaufman – Approve	ALeigh – Approve
RLuckow – Abstain	TMcBride – Abstain
YNg – Approve	JPolito – Approve
TSchneider - Approve	

Action Item: LRooney will post final Minutes to BCamp and to the website.



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AMIA Board Handbook

The Board revised the Board Handbook to reflect changes made to AMIA's Code of Conduct, specifically to specify that members of the Board are responsible for reporting Code of Conduct concerns to the Board whether or not a formal complaint has been made, being sensitive to issues of confidentiality and anonymity. Changes reflected in Section 8.2:

Board members, like all association members, are expected to adhere to AMIA's Code of Conduct. The Board will review the association's code of conduct annually to ensure that it reflects any relevant changes in the community. The board is responsible for responding to Code of Conduct complaints as outlined in AMIA's CoC policy and procedures.

In cases where a Board member may be aware of a Code of Conduct concern, whether or not a formal complaint has been made, they are responsible for reporting the concern to the Board, while being sensitive to confidentiality and anonymity.

Motion: **Approve revisions to the Board Handbook (Section 8.2).**
Motion by ALeigh, second by TSchneider.

Vote: Motion approved unanimously.

Action item: LRooney post revised (v 1.1) Handbook to AMIA website.

Action item: All Board members will review the Handbook and return with signature indicating they have received and reviewed.

Code of Conduct Review by Membership Schedule

The Board will open the Code of Conduct for member review and comment in February (tentatively February 4-25). The Code of Conduct liaisons (YNg, JPolito, ALeigh) will draft a letter to the members and prepare a Google document. The letter to the membership and the reminder will be sent by the office.

Action Item: Code of Conduct liaisons will draft letter to membership.



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Action Item: LRooney will prepare a Google doc with Code of Conduct for member review and comment.

Board Review of Governance Documents

The Board has eight governance reviews due in 2019, including: Mission Statement and Activities; Employee Handbook; Committee Handbook; Equipment Loan Policies; Guide to the Board of Directors; Committee Guidelines; Board Committee Mission Statements. These reviews will be scheduled throughout the call schedule in 2019.

Board Vice President

After discussion, the Board tabled for a future call.

Development and Finance

The Board reviewed a 2018/9 budget worksheet. The Board has focused in recent years on adding travel grants, lowering conference fees, and increasing resources to committees and members. While successfully advancing those goals, there is a need to focus on increasing the funding needed to continue those aims as well as provide funding for new and current projects and programs.

The Board discussed ideas for development efforts that include membership growth, sponsorship, and potential donors. In particular, the Board discussed moving forward on a proposal for an Advisory Board, and ways to increase awareness of AMIA and of the archival profession.

Action Item: CDKaufman will post an Advisory Board statement for comment with discussion during the February call.

Action Item: DDoros will draft a proposal for a task force to define development needs and make recommendations about next steps.



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Action Item: The Board will develop a list of talking points on audiovisual archives/archiving and on AMIA and its role for use in speaking with potential press or sponsorship outlets.

Action Item: LRooney will post the list of current sponsors to the Board.

Action Item: LRooney will investigate the possibility of physical selling in the pAVilion.

Action Item: LRooney will draft an appeal letter for the Community Fund for review.

AMIA Committees: Elections & Nominations

May Haduong has stepped down as chair of the Elections Committee. The Board thanks May for her incredible work on the committee both as a member and as its chair.

Action Item: The Committee liaison will poll committee members about their intent to remain on the committee and determine the number of new members needed for the Committee.

Action Item: DDoros will reach out to current committee member as a potential chair for 2019 and report back to the Board.

Action Item: LRooney will prepare a call for Elections Committee members to send to the membership in February.

AMIA Committees: Advocacy

Caroline Yeager has stepped down as co-chair of the Advocacy Committee. The Board thanks Caroline for her work over a number of years, from its inception as a task force to its transition to a Committee of the Board. She has been instrumental in AMIA's recognition of advocacy as an important part of AMIA's mission.

AMIA Committees: Publications



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At the Publications Committee meeting in Portland, there was discussion about The Moving Image and ways to better integrate the content from members and from AMIA events into our publications strategy. There were also questions about the delay in publication dates.

The Board continued the discussion and agreed there is a need for some restructuring in our goals for the Journal. This includes rethinking how best to include more from the technical side of our field, how to structure a relationship with the new Newsletter that allows multiple publishing outlets, how to showcase the work presented at our events, and other ideas to highlight the unique nature of the Journal as a bridge between the archival and academic.

Action Item: DDoros will open a conversation with the current editors of the Journal.

Action Item: MDollman, as chair of Publications, will gather information on the current status of the Journal articles and estimated publication dates.

Committee Tools and Support

AMIA has added the Zoom platform for video calls, allowing for committees to use the platform for a variety of uses: Interactive webinars, online case studies, skills development, “ask an expert,” and virtual committee meetings.

Action Item: CDKaufman will draft a guide to the different uses for the Zoom platform for committee use

Action Item: The Board will present the different options at the February 6 Board/Committee Call

The meeting adjourned at 5:05pm.
