

## Board Meeting Minutes

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### Board Meeting: Los Angeles

January 10, 2020

Academy Film Archive

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#### Attendees

- Snowden Becker
- Melissa Dollman
- Dennis Doros
- Andrea Leigh
- Regina Longo
- Randal Luckow
- Taylor McBride
- John Polito
- Teague Schneiter

#### Also attending

- Laura Rooney

Meeting opened at 10:12am (PST): DDoros, President, presiding, a quorum was present.

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#### Meeting Minutes

**Motion:** **Approve the Minutes from the December Meeting, with noted changes.**

Motion by JPolito, second by SBecker

**Vote:** Motion passes with eight yes votes and one abstention.

SBecker	Yes	MDollman	Abstain
DDoros	Yes	ALeigh	Yes
RLuckow	Yes	TMcBride	Yes
JPolito	Yes	TSchneiter	Yes
RLongo	Yes		

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

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## Board Meeting Minutes

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**Action Item:** TMcBride will post final Minutes to Board BCamp and notice to members via AMIA-Member.

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### Schedule for 2020 Board Reviews

AMIA governance documents are reviewed by the Board on a regular schedule. The Board's scheduled reviews for 2020: AMIA Code of Conduct (Jan); Elections Manual (May); Committee Handbook (July); Statement of Activities (August).

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### Board Review of Code of Conduct

AMIA's Code of Conduct is reviewed annually by the Board of Directors and bi-annually by the membership. As part of its annual review, the Board made the following updates to the Code of Conduct –

- Language added to note that if a crime has been committed it should be reported to police.
- Language added to include events where no AMIA staff or board members are present.
- Language removed regarding differing opinions about the Code of Conduct.
- Grammar and spelling corrected and language changed to consistently reflect the filing of a report.
- Reversal of the Change Log dates to reflect the most recent change first.

**Motion:** **To make changes to the Code of Conduct that includes adding language to note that if a crime has been committed it should be reported to law enforcement; add language to include events where no AMIA staff or board members are present; remove language regarding differing opinions about the Code of Conduct; correct grammar and spelling; change language to consistently reflect the filing of a report; and, reverse the Change Log dates to reflect the most recent change first.**

Motion by SBecker, second by ALeigh

**Vote:** Motion passes unanimously.

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**Action Item:** T McBride and L Rooney will make changes to the Code of Conduct document (v1.4) and draft the announcement to the membership for Board review.

**Action item:** L Rooney will make the change to the online reporting form to mirror the Code of Conduct in what to do in case of emergency or if a crime has been committed.

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### **Board Review of Code of Conduct Procedural**

The Board reviewed the Code of Conduct Procedural document and made the following changes.

- Updated training for Board and staff members to include a list of resources reviewed annually and added language requiring training to be renewed biannually.
- Language added to consistently reflect Board members as CoC Liaisons.
- Language was clarified to better reflect the sequence of steps taken upon receipt of a report.
- Reversal of the Change Log dates to reflect the most recent change first.

**Motion:** **To make changes to the Code of Conduct Procedural that includes updated training for Board and staff members to include a list of resources reviewed annually and added language requiring training to be renewed biannually; language to consistently reflect Board members as CoC Liaisons; clarify language to better reflect the sequence of steps taken upon receipt of a report; and reverse the Change Log dates to reflect the most recent change first.**

Motion by MDollman, second by JPolito

**Vote:** Motion passes unanimously.

**Action Item:** T McBride and L Rooney will make changes to the Code of Conduct document (v1.3) and draft the announcement to the membership for Board review.

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### Code of Conduct

Two Code of Conduct reports were received during the 2019 Conference. The first was resolved in December. In the second, the report has been resolved.

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### Accessibility Policy

The Board discussed the importance of accessibility at AMIA events and has agreed to draft a policy that outlines guidelines to maximize access within AMIA's limited resources. In addition, guidelines will include recommendations for those presenting at AMIA events. .

**Action Item:** TMcBride and SBecker will draft a Policy for review by the Board.

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### Development and Finance

The Board discussed the need for fundraising and development. While sponsorship has remained stable, costs have increased, and the Board has worked to keep registration and membership fees accessible and not increase rates. The 2019 year end showed a loss of \$42,000, which is not sustainable.

**Motion:** **To create the Advancement Task Force for developing a strategy to reach new audiences in new environments to contribute to AMIA's long term sustainability as an organization.**  
Motion by DDoros; second by TSchneiter

**Vote:** Motion passes unanimously.

**Action Item:** DDoros and RLongo will finalize a Task Force roster for Board review.

**Action Item:** The Board will have a single issue call to discuss sponsorship and development on February 19.

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The Board continued discussions about potential program streams for the 2020 conference in El Paso. Streams will be finalized by January 18.

Other discussions included –

- Expansion of live streaming to one track of programming per day
  - Digitization of past conference recordings
  - Long term preservation of AMIA's conference recordings
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### **Conference Speaker Policy**

The Board reviewed the policy for non-member speaker registration at the conference. Offering a single day registration was intended to bring new voices into conference presentation and the policy will be clarified to reflect that intent. The Board agreed that first time non-member speakers should be offered a complimentary single day registration. A session chair may request a waiver for a second year that will be determined on a case by case basis by the Conference Committee.

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### **Giving Schedule**

The Board agreed to establish an annual schedule for reaching out to members and the larger archival community to ask them to consider a gift to an AMIA program. In addition to Giving Tuesday, the Board added a mid-year letter to members as well as reminders that align with International Archives Day and World Day for Audiovisual Heritage.

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Meeting adjourned at 5:38pm (PST)