ARLIS/UK & Ireland, Word & Image Department, Victoria & Albert Museum, London SW7 2RL



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**2019 Annual General Meeting**

**MINUTES**

13th May 2019, 2.30-5 pm

Elliot Room, Knowledge Centre, British Library, Euston Rd, London NW1 2DB

Chair: Carla Marchesan (CM), Hon. Secretary: Amanda Russell (AR); Hon, Treasurer; Carly Sharples (CS); Membership Secretary: Rebecca Daniels (RD); Minute Secretary: Lexi Frost (LF).

1. Welcome and Apologies.
   * Apologies received from: Deborah Lee (DL), Rebecca Daniels (RD), Carly Sharples (CS), Jane Bramwell (JB), Martin Flynn (MF), Rosaline Love (RL); Gillian Varley (GV) and Ruth Kamen (RK).

1. **Minutes of last AGM** (held 18th May 2018).

* Matters arising

Elizabeth James (EJ) noted at 8.2 National Coordination Committee referred to incorrectly as NCAL. Action: LF to amend to “NCC”.

* Minutes passed

Minutes of the 2018 AGM were accepted as correct. (Proposed: Erica Foden-Lenahan (EFL); Seconded: Alex Duncan - AD).

1. Chair’s Report. Carla Marchesan (CM).
   * Society in good position in 2019.
   * 2018 Conference was financially successful. CM thanked the Conference Working Party Chair Nick Brown (NB) for his hard work.
   * Society now has a full complement of officers, including newly recruited Operational Treasurer Lindsey Crush (LC). Two additional recruits to Council (Antonia Lewis and Sarah Turk).
   * Gerry White stepping down from her role, and CM also ending time as Chair. Both were thanked by the Council and AGM attendees for their contributions.
2. Hon. Secretary’s Report. Amanda Russell (AR).

4.1 Election of Council.

* + All Council members successfully proposed, seconded and re-elected into their positions on Council as follows:

New Members

* + - Chair Elect: Jane Bramwell, Tate
    - Operational Treasurer: Lindsey Crush, Norwich University of the Arts
    - Ordinary Member: Antonia Lewis, Goldsmiths
    - Ordinary Member: Sarah Turk, UCL

Returning Members

* Hon. Secretary: Amanda Russell, Plymouth University of the Arts
* Hon. Treasurer: Carly Sharples, Norwich University of the Arts
* Membership Secretary: Rebecca Daniels, National Art Library
* Minutes Secretary: Lexi Frost, King’s College London
* Ordinary Member: Leo Appleton, Goldsmiths
* Ordinary Member: Jeremy Jenkins, British Library
* Co-opted Council Members
* Communications Administrator/ ARLIS Matters Co-Editor/ Acting Webmaster: Alex Duncan, Chelsea College of Arts
* ARLIS Matters Co-Editor: Cathy Johns
* Art Libraries Journal Editor: Erica Foden-Lenahan
* Art Libraries Journal Deputy Editor: Gustavo Grandal Montero, Chelsea College of Art/ Camberwell College of Arts
* Web Master (Maternity Leave) Simine Waliyer Marine, Architectural Association
* Chair, Professional Development Committee: Nick Brown
* Co-Chair, Cataloguing and Classification Committee: Yamuna Ravindran
* Co-Chair, Cataloguing and Classification Committee: Deborah Lee, Courtauld Institute of Art.

4.2 Updates to Handbook, Policies and Constitution

* + Use of forms and templates inconsistent. Action: Officers to review and update ARLIS webpage with unified templates.
  + ARLIS Handbook has been updated by AR and ratified by Council. Circulated to membership prior to AGM for approval.
  + Policies will be presented to membership in future – Policies are a requirement from Charity Commission. AR added a Diversity Policy. Action: AR invited any members who think ARLIS should have a policy that isn’t listed to contact her.
  + AR outlined updates to Constitution and Handbook (members should consult documents circulated prior to AGM for full details).
  + Mike Austen proposed changing terminology for ARLIS voting procedure from “postal ballot” simply to “ballot” instead of “electronic ballot” as suggested by Council. Vote passed. Action: Officers to amend Constitution and Handbook updates to “ballot” as opposed to “electronic ballot”.

1. ARLIS Constitution and Handbook Ratification. Amanda Russell (AR).
   * Action: EJ to highlight minor typos to AR before updated Handbook approved and Constitution sent to Charity Commission.
   * Handbook and Constitution updates were proposed and passed (see accompanying documents).
2. Hon. Treasurer’s Report. Lindsey Crush (LC).

* Newly elected Operational Treasurer LC delivered Hon. Treasurer’s Report in CS’s absence. Please see report circulated to membership prior to AGM for full details.

**6.1 Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 December 2018**

* Society has enjoyed good year with significant income from the 2018 Conference and Art Libraries’ Journal (ALJ) subscriptions.
* ALJ brought £22,418 in 2018, an increase in £4,486 from 2017. Difficult to forecast in 2019 due to membership changes.
* Membership income dropped by £1,066 compared to 2017, perhaps because Membership Secretary only recruited in May 2018. Looking stronger in figures for 2019 so far.
* Income from short courses in 2018 fell as few held. Council encourages more events in 2019.
* Report was proposed, seconded and passed at the AGM.

**6.2 Awards**

* 2018 Travel and Study Award of £800 to Alex Duncan.
* 2018 Research Award of £1000 to Salvatore Bellavia.

**6.3 Investments**

* At present, Society has £25,000 invested in a National Savings and Investment Bond, earning £257 interest in 2018.
* £1,885 is with the CCLA, with an average interest rate of 0.550%p.a.

**6.4 Accountants and Insurances**

* Accountants Kenneth Morris were approved for next year, and no audit was requested by attendees on Society’s 2018 accounts.
* Society is now using QuickBooks for accounts – easier process may allow lower accountancy fee to be negotiated by Hon. Treasurer.
* Society currently holds public liability insurance with Zurich and insurance against costs potentially incurred through tax investigation with Kenneth Morris.

1. Membership Secretary’s Report. Rebecca Daniels (RD). Amanda Russell (AR).

* In RD’s absence AR delivered the Membership Secretary’s report. See document circulated prior to AGM for full details.

7.1 New Membership Model

* New membership model sent to members on 16 December 2018. Ballot sent out in Nov-Dec 2018 proposing changes. This was accepted by the membership.
* 2019 has seen an increase in numbers, with Personal Membership increasing by 7 to a total of 51, and Institutional Membership increasing by 14 to 25.

7.2 Discussion of Comments on New Membership Model

* Members invited to discuss new membership model.

Attracting Increased Membership

* Members discussed whether current membership is sustainable and how to increase it.
* Suggestions included: more events, liaising with external institutions to make membership more appealing, introducing benefits for members including ARLIS publication discounts if the Society returns to producing publications. Discounts for Conference and events.
* AD designed generic ARLIS advert for publications with updated website details and new aims of the Society.
* Actions: AD to investigate paying small flat rate to someone to create an advert. Attracting increased membership to be discussed at 2020 AGM. Council to investigate possibility of creating standing order or direct debit system for membership to prevent accidental membership lapses. Membership voted to approve this where feasible.

1. ALJ Report. Erica Foden-Lenahan (EFL).

8.1 Report

New Associate Editors

* In 2018 two new Associate Editors Kraig Binkowski (KB) and Michael Wirtz (MW) edited first issues.

ALJ Subscriptions

* Awaiting impact new membership model.
* 22 Personal members chose ALJ subscription to enhance membership in 2018.
* ARLIS income from 2018 subscriptions, back issues and single article sales was £22,242.
* 273 traditional subscribers (print, and print + online) and further 870 institutions have access via consortia agreements.
* CUP (in partnership with Research for Life provides some free access to regions and institutions which may not be able to afford access via consortia agreements. Increased availability of ALJ across Middle East, Africa, Central and Southern America and Eastern Europe.
* 13 institutions (most in Asia and Australia) purchased access to digital back issues in perpetuity and 1 leased it.

8.2 2018 Conference Workshop

* + GGM, KB and MW held workshop about writing for publication at 2018 Conference.
  + Some discussion and interest in holding workshop regularly. GGM suggested could be held every other year, EJ suggested creating a video. Action: To be discussed at next Council meeting.

1. 2018 Conference Report. Nick Brown (NB).
   * NB extended thanks to all members of 2018 CWP and hosts at Architectural Association Eleanor Gawne and Simine Marine, securing the venue for free.
   * Conference fully booked with substantive waiting list.
   * Excluded Perspectives Fund increased the presence of individuals from under represented or marginalised groups. Several fully-funded student places and affordable student and unwaged rate.
   * Made £10,000 profit.

Feedback and Outstanding Tasks

* + Feedback positive. Praise for keynote speakers, individuals and sessions.
  + Video recordings of Conference to be uploaded onto website before Glasgow Conference.

1. 2019 Conference Working Party Report. Carla Marchesan (CM).

* CM gave report in Conference Chair’s absence (LA).
* 2019 Conference taking place at University of Glasgow, 15th-17th July.
* 37 sessions booked and planned.
* Keynote speakers to include: Dr John Scally, (National Librarian and Chief Executive of the National Library of Scotland) and Rachel Thain-Grey (Glasgow Women’s Library)
  + Website for Conference is up and running, take-up is good.

1. Committees’ Reports

11.1 Cataloguing and Classification Committee. Carla Marchesan (CM).

* CM delivered report in Deborah Lee (DL) and Yamuna Ravindran’s (YR) absence.

Membership and Meetings

* Meetings on 31 January 2018 and 12 September 2018.
* Bernadette O’Reilly from Bodleian joined Committee.
* Temporary student minute taker Kalliopi Anyfantaki resigned due to changing work commitments. Committee seeks replacement.
* DL was liaison with CILIP CIG Committee until December 2018.

Events

* Workshop on FRBR, LRM and RDA for 2018 Conference.
* Workshop of cataloguing Artists’ Books at the National Art Library, led by Maria White with 13 attendees.

11.2 Professional Development Committee. Nick Brown (NB).

* Membership and Meetings
* Meeting on 1 March 2019.Tavian Hunter (Stuart Hall Library), Hayley Webb (Tate), Cait Peterson (Chelsea College of Art) and Billie Coxhead (Ravensbourne) joined Committee.
* Jan Morgan and Jenny Lelkes stepped down.

Events

* Planning 2019 *Taking the Plunge: Art Librarianship as a Career Option* event for June.

1. Website, Social Media and ARLIS Matters. Alex Duncan (AD).

New Website

* New website launched integrating ARLIS Matters.

Social Media

* Twitter and Instagram followers increasing.

1. AOB.

13.1 Diversity and Inclusion Committee

* NB suggested formation of Diversity and Inclusion Committee in response to Council’s delayed decision to write Diversity and Inclusion Policy. GGM suggested creating task group, made partially from Council members, ARLIS members with external input. Membership voted in favour.
* Action: Council to discuss at next meeting.

The AGM was closed.