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**2020 Annual General Meeting**

**Minutes**

25th September 2020, 2-3.30 pm

Meeting to held remotely via Zoom

**Attendees**

Chair: Jane Bramwell (JB), Hon. Secretary: Morwenna Peters (MP); Hon, Treasurer; Carly Sharples (CS); Membership Secretary: Rebecca Law (RL); Minute Secretary: Katie Blackford (KB).

1. Welcome and Apologies

Apologies received from Operational Treasurer; Lindsey Crush (LC), Simine Marine (SM), Beth Houghton (BH), Gillian Varley (GV), Mike Avann

Jane Bramwell (JB) extended a warm welcome to all members in attendance, wishing them well and noting that this was the first virtual AGM in the society’s history. She thanked RL, MP and KB for helping to set up the meeting and circulating all the reports.

1. Minutes of last AGM **(held 13th May 2019)**
	1. **Matters arising**

JB ran through the actions from the previous AGM. Noting the following…

The amended templates, with the new logo, will be added to the website.

Progress has been made on the diversity policy, with the formation of the Equity Steering Group which will be discussed in the meeting.

‘Electronic ballot’ was amended to ‘ballot’ in the constitution and handbook.

Correction to be made under point 5. EJ should be CJ.

Alexandra Duncan is willing to have further discussions on an advert to attract new members.

The suggestion of a conference workshop about writing for publication was put forward to the Cambridge Conference Working Party.

Minutes of the 2019 AGM were approved.

1. Chair’s Report. Jane Bramwell

JB referred to her written report and summarised highlights.

She extended thanks to Council and members for their support during this turbulent year. We have not achieved all that we set out to achieve, but we have still achieved a lot considering, and this is due to the generosity of council members time.

JB reported that Arlis is in a financially stable position and this is primarily thanks to the editors of the Art Libraries Journal. JB thanked Erica Foden-Lenahan for her work as ALJ editor and noted she is stepping down, and that there will be a virtual send off towards the end of the year.

JB noted how great the Glasgow conference held in July 2019 had been and thanked Leo Appleton, Richard Bapty, and all the Conference Working Party. She was very pleased to be able to present Penny Dade with honorary membership at the 50th anniversary celebration, and praised the conference for its content, speakers and visits.

JB noted that events this year have given us pause to reconsider. Following the momentum of the Black Lives Matter movement, Arlis is setting up an Equity Steering Group. Covid-19 led to the 2020 conference due to be held in Cambridge being postponed. Arlis will be looking to support its members as we start to face economic challenges and embrace the virtual technologies which connect us around the world.

1. Hon. Secretary’s Report. Morwenna Peters.

MP thanked everyone for the warm welcome to Arlis that she has received.

She noted that with Amanda Russell leaving, she has big shoes to fill.

MP summarised her report that details new and returning council members.

The revised handbook is now available on the website, and that there is an opportunity for members to suggest new policies.

There is one last edit to be made before the updated templates can be uploaded to the website.

Arlis has taken out a Zoom subscription to enable us to host online events and meetings.

JB thanked Amanda Russell who stepped down in March 2020 for all her work on the policies.

1. ARLIS Handbook and Policy Ratification.

The volunteering, conflict of interest, complaints and risk management

policies were shared via email and ratified by members raising their hands

remotely.

Action: Approved policies to be uploaded to the website.

1. Hon. Treasurer’s Report. Carly Sharples.

CS reported on the 2019 accounts being fairly straight forward. There has been an increase in membership, but the ALJ remains the main source of income.

The Glasgow conference was excellently managed and balanced the spending well.

Financial support for the 50th anniversary events was also excellent.

CS has reviewed the society’s investments and concluded that there is nothing favourable at the current time, and that Arlis will continue with investments as they stand.

The accounts were approved by a remote show of hands.

1. Membership Secretary’s Report. Rebecca Law.

RL updated attendees on the current membership figures. Personal membership is down this year at 41, but this has been balanced by an increase in institutional members at 56.

Results from the membership survey were forwarded to Council and RL is writing an email response.

Updates to the website include a members’ only section.

RL mentioned other benefits to membership being eligibility for the research award and 50th anniversary events.

RL also worked on making the recordings from the 2018 conference available online.

JB thanked RL for all her work and noted that we should run more of a campaign to promote what Arlis can offer its members.

Action: RL to send email response to the membership survey.

Action: RL to work with AD to promote Arlis membership.

1. ALJ Report. Erica Foden-Lenahan/Gustavo Grandal Montero

EFL referred to her written report, noting that with conferences being

cancelled or postponed in the time of Covid-19, the ALJ would like to

encourage people to contact the editors with projects to write up.

EFL said that it has been an honour to edit the journal since 2013. It has not

always been easy and a lot has changed in this time.

EFL praised her fellow editors – GGM, Kraig Binkowski and Mike Wirtz – and

thanked them for all their support.

JB said it will be sad to see EFL go.

GGM thanked EFL and said that her invaluable insights will be missed. He is

looking forward to taking on the role of editor over the next year.

1. 2019 Conference Report. Leo Appleton.

LA evaluated the 2019 Glasgow conference as a success befitting of the 50th

anniversary of Arlis celebrations.

He thanked and credited the conference working party, his co-chair Richard

Bapty, Ann Cameron, Bobbie Winter-Burke, Duncan Chappell, Carla

Marchesan and Penny Dade.

LA credited the success to the richness and depth of the programme, the

spread of visits, which were embedded into the programme, and social

events.

Lessons learned and advice passed to the Cambridge conference working

party included sponsorship, web presence, and knowing the number of

complimentary places.

JB noted that we don’t know that we’ll be able to hold a physical conference

next year.

1. 2020 Conference Working Party Report. Cathy Johns.

CJ reported that the Cambridge conference working party had put a lot of time

and commitment into preparing the conference which was to be held at

Murray Edwards College which had to be postponed this year. The venue has

agreed to shift the booking to 2021.

In light of the events of 2020 the conference content and delivery have to be

rethought and reimagined. Many organisations are not planning a physical

conference for next year. The conference working party in discussion with

Arlis council has considered a hybrid idea and is now starting to look at a

virtual conference. In light of this the Cambridge core of the working party felt

no longer able to participate in a meaningful way. The remaining 5 members

of the conference working party will regroup.

By holding the conference online, the working party will be looking to attract a

much more diverse range of attendees and speakers from around the world.

The conference working party will be looking to recruit new members and

welcome thoughts and ideas on how we can make the conference a success.

JB thanked CJ for her support of the CWP and stepping up as co-chair. JB

hopes we can deliver an exciting and innovative conference in 2021.

CJ also thanked all the CWP members for their hard work and commitment.

1. **Committees’ Reports**
	1. **Cataloguing and Classification Committee. Deborah Lee/Yamuna Ravindran**

DL reported that the committee currently comprises of 6 members, but that DL and YR will be coming to the end of their term next year.

In the past year the committee organised one 50th anniversary event held at the Society of Sculptors. This was a free lecture given by Vanda Broughton, followed by discussion with mince pies and wine.

The committee are looking to organise a free online event in November, which will be an introduction to cataloguing, with a more advanced event lined up for the new year.

The committee also has made good contact with the Cilip Metadata and Discovery Group, attending their committee meetings and forming connections.

* 1. **Professional Development Committee. Nick Brown/Tavian Hunter.**

NB was pleased to announce a new co-chair has joined the committee, Tavian Hunter, as he will be looking to step down soon. Two new members have recently joined the committee – Gina Baber and Brett Moodie.

In the past year the committee has organised 3 events – a visit to the Nam June Paik exhibition at Tate Modern and social event, a visit to Chelsea College of Art and social event, and Taking the Plunge workshop held at Chelsea College of Art in June 2019.

Since lockdown the committee activity has been quiet owing to members being furloughed and additional external pressures. NB said they will be looking to organise an online version of Taking the Plunge.

NB has also been involved in the formation of the Equity Steering Group, which JB thanked him for his work on.

NB gave a quick report of the progress of the Equity Steering Group, saying that they will soon be sending out a call for attendees, along with terms of reference. The group will be looking at how this work can be embedded into the society as a whole.

JB also noted that these roles will be paid.

1. Website, Social Media and ARLIS Matters. Alex Duncan/Simine Marine

AD said that the new logo has been designed and is in place on the website, social media and comms.

Developments to the website include a private area for members. They will now be looking to develop the more visual aspects of the website.

AD put a call out for ideas to discuss as Twitter chats.

1. Election of New Officers/ Council Members.

MP ran through new officers and council members, which were nominated

and approved using the ‘thumbs up’ reaction option on Zoom.

New Council members to be confirmed and ratified at AGM:

Chair Elect: Jerry Jenkins, British Library

Minutes Secretary: Katie Blackford, Tate

Honorary Secretary: Morwenna Peters, UWE Bristol

Co-Chair Professional Development Committee: Tavian Hunter, Iniva

JJ commented that he is excited to work closer with Council and see how

things will progress in the “new normal”.

Returning Members:

Chair: Jane Bramwell, Tate

Hon. Treasurer: Carly Sharples, University of East Anglia (will be stepping down before the next AGM).

Operational Treasurer: Lindsey Crush, Norwich University of the Arts

Membership Secretary: Rebecca Daniels, National Art Library (will be going on maternity leave)

Co-opted Council Members:

Communications Administrator/ ARLIS Matters Co-Editor: Alex Duncan, Chelsea College of Arts

ARLIS Matters Co-Editor and Chair of CWP: Cathy Johns

Art Libraries Journal Editor: Erica Foden-Lenahan, Staatliche Akademie der Bildenden Kunste Karlsruhe (stepping down December 2020)

Art Libraries Journal Deputy Editor: Gustavo Grandal Montero, Chelsea College of Art/Camberwell College of Arts (will be stepping up to Editor from January 2021)

Web Master: Simine Marine, Architectural Association

Co-Chair, Professional Development Committee: Nick Brown, Christies

Co-Chair, Cataloguing and Classification Committee: Yamuna Ravindran, Drawing Centre and UCL

Co-Chair, Cataloguing and Classification Committee: Deborah Lee, UCL

Ordinary Member: Antonia Lewis, University of the Creative Arts.

Ordinary Member: Sarah Turk (maternity leave), UCL

Ordinary Member: Leo Appleton, University of Sheffield

1. Thank you to Retiring Officers/Council Members.

JB noted that from May 2021 she will retire as Chair and will become past Chair.

Carla Marchesan will retire as past Chair.

Carly Sharples will step down as Hon. Treasurer at the next AGM.

JB gave a huge thank you to CS and Amanda Russell.

DL and YR will both be stepping down from the Cataloguing and Classification Committee at the next AGM.

1. **AOB.**

MP reported on the South West Group which formed within the past year. They are planning to run an online workshop in January 2021, reflecting on teaching with collections at the current time.

Ruth Kamen suggested Arlis form a closer working relationship with the Architecture group, ARCLIB.