

Minutes of the ARLIS/NA MOQ 2019 Spring Meeting

Attendees:

John Latour
Simon Barry
Adele Flannery
Agathe Piroir
Rachel Harris
Jean-Philippe Marcoux-Fortier
Francois Dansereau
Josée Ruel
Viveca Robichaud
Jennifer Garland
Pamela Caussy
Nancy Duff
Cyndie Campbell

Mot de bienvenue / Word of welcome

1. Adoption de l'ordre du jour / Adoption of the agenda

Adopted by Jennifer, seconded by John

2. Adoption du rapport de la dernière rencontre / Adoption of the minutes of the last meeting

Adopted Pamela Caussy, Agathe seconds

3. Rapport du Président / President's report (Simon Barry)

J'ai consacré les premiers mois de l'année en tant que président de la section MOQ à me familiariser avec les dossiers en cours concernant la section MOQ, à établir des contacts avec les personnes ressources d'ARLIS/NA, ainsi qu'à coordonner les activités de l'Exécutif.

L'Exécutif a tenu trois rencontres depuis janvier. Parmi les priorités, nous avons géré la proposition de jumelage de l'abonnement à ARLIS/NA avec l'abonnement pour les sections. Lors du sondage que nous avons mené, les membres de la section MOQ ont répondu positivement à cette proposition (tout comme

l'ensemble des sections d'ARLIS/NA), et le jumelage sera donc mis en place pour cet automne, en temps pour le renouvellement pour l'abonnement de 2020.

En compagnie de collègues, j'ai participé à la foire des carrières tenue à l'Université McGill au début mars, à laquelle participait les écoles de bibliothéconomie de l'Université McGill (SIS) et de l'Université de Montréal (EBSI), ainsi que le programme de technique de documentation du Collège John-Abbott. Le but de notre participation était de faire connaître l'association ARLIS/NA et de recruter de nouveaux membres.

J'ai aussi collaboré avec la vice-présidente pour organiser la rencontre du printemps à l'Université Saint-Paul aujourd'hui.

La grande priorité pour l'année en cours se situe au niveau du recrutement de nouveaux membres, particulièrement dans le contexte de la tenue de la Conférence ARLIS/NA à Montréal en 2021. Nous aurons besoin de nombreuses personnes pour organiser cet événement majeur, et dans ce contexte il est particulièrement important pour la section de consolider ses bases.

En terminant, j'aimerais remercier les autres membres de l'Exécutif pour leur disponibilité et leur enthousiasme.

I spent the first few months of the year as Chair of the MOQ section familiarizing myself with the ongoing matters regarding the section, making contact with the resource persons for the ARLIS/NA chapters, as well as coordinating the Executive's activities.

The Executive has held three meetings since January. Among our priorities, we have managed the proposal to bundle the membership to ARLIS/NA with that for the Chapters. We organized a survey of MOQ members, who voted in favour of the proposal (like all other ARLIS/NA chapters). The bundling will be put into place in the fall, in time for the 2020 membership renewal campaign.

Along with colleagues, I took part in the career fair held at McGill University at the beginning of March, which was attended by the library schools at McGill University (SIS) and Université de Montréal (EBSI), as well as by the library technicians program at John-Abbott College. The goal of our participation was to promote the MOQ chapter and recruit new members.

I also collaborated with the vice-president in organizing the Spring meeting held here today at Saint-Paul University.

The main priority for this year concerns the recruitment of new members, particularly in the context of the ARLIS/NA Conference to be held in Montréal in 2021. The Chapter will need a lot of people to organize this major event, and in this context it is important for us to consolidate our base.

In closing, I want to thank the other members of the Executive for their availability and their enthusiasm.

4. Rapport de la Vice-Présidente / Vice-President's report (Rachel Harris)

The VP's report is generally short and to the point in part because of their role as an observer of the president's duties. Beyond preparing to become president in the year that follows, the VP also supports the planning for the bi-annual meeting, which in this case included facilitating the visit to Saint Paul University's renovated library, its rare books and special collections, and Indigenous Initiative Services. Harris' future goals as ARLIS MOQ president to be are twofold: 1) support knowledge strategies to aid the transition between roles and 2) encourage outreach efforts especially towards students as we gear up towards the 2021 conference.

5. Rapport du Secrétaire aux membres / Membership Secretary's report

(Jean-Philippe Marcoux-Fortier)

Nous terminons le printemps 2019 avec un total de 31 membres ayant réglé leur abonnement pour l'année 2019, soit 23 renouvellements et 8 nouveaux membres (chiffres en date du 20 mai 2019), ce qui est similaire au nombre d'abonnés l'an dernier lors de la rencontre du printemps (30).

Suivant l'évolution du nombre de membres au cours des quatre dernières années qui ont évolué de 37 à 44 membres (2018 : 44; 2017 : 40; 2016 : 44 ; 2015 : 37), nous espérons poursuivre le développement du membership à la hauteur de 50 membres inscrits à la fin de cette année 2019.

Cette année, nous avons notamment été présents à la foire de l'emploi Ebsi-McGill afin de promouvoir notre association. Nous souhaitons approcher les campus universitaires de notre territoire qui forment de futurs spécialistes des sciences de l'information (Montréal et Ottawa) pour septembre prochain. Par ailleurs, des membres d'ArliS/NA basés à Ottawa, Montréal ou Québec ne sont toutefois pas abonnés à notre chapitre régional. Nous souhaiterions les approcher afin de leur proposer de nous rejoindre dans nos activités locales.

Nous encourageons chacun de nos membres à approcher une ou des personnes de leur entourage professionnel ou personnel qui pourraient être intéressées par notre association afin de les inciter à s'inscrire à ArliS MOQ. Le bouche-à-oreille et les démarches de personnes à personnes semblent souvent les plus efficaces dans ce sens. Vous êtes les mieux placés pour connaître nos membres en devenir.

Merci de votre aide, de votre investissement personnel et de votre support sans faille!

Discussion :

Stefanie Hills, Chapter Liaison, was pleased with the amount of members that we have. MOQ is considered one of the most dynamique chapters. Adèle and Jean-Philippe will prepare a recruitment package for members to more easily deploy in their workplaces. It's important to specify and clarify what we are "trying to sell" (knowledge, contacts, awards?).

Pamela suggests reaching out to East Coast members, as there is no dedicated chapter in this region. The executive will aim to include some remote members at the fall meeting. Viveca specifies that ARLIS NA can support web conferencing to include any remote members.


John recommends personalised emails as a way to ensure members renew their membership.

Stefanie Hills est ravie de la quantité de membre dans notre chapitre, qui est considéré un des plus dynamiques. Adèle et Jean-Philippe vont préparer un dossier qui permettra aux membres de faire du recrutement plus facilement dans leurs institutions.

Pamela propose de contacter les membres des provinces de l'atlantique, comme il n'y a pas de chapitre dédié à cette région. Le comité exécutif vise intégrer certain de ces membres à la rencontre d'automne. Viveca précise qu'ARLIS NA peut offrir le soutien technologique qui assurerait la présence des membres à distance.

John propose de cibler les membres qui n'ont pas encore renouvelé leur abonnement à ARLIS MOQ individuellement avec un courriel personnalisé.

6. Rapport de la Trésorière / Treasurer's report (Agathe Piroir)

ARLIS/NA MOQ - Rapport Trésorier	Du 1er janvier au 22 mai 2019		
OPENING SOLDE / BALANCE	le 1er janvier		\$2,480.69
DÉPÔTS / Revenues			
	Adhésion/Membership	\$	510.00
	Inscription/Registration	\$	120.00
	Dons/Donations	\$	20.00
	Projet ponctuel/Special project		
DÉPÔT TOTAL / Total Revenues		\$	650.00
RETRAITS / Expenses			
	Bourses/Awards - Michelle Gauthier	\$	-
	Contributions ARLIS/NA	\$	-
	Dépenses /Activities expenditures Meetings: Spring 2019 QC	\$	-
	Site web/Web hosting	\$	119.40
	Frais Mensuels /Banking & Paypal Fees	\$	41.79
TOTAL DES RETRAITS / Total Expenses		\$	161.19
CLOSING SOLDE / BALANCE		\$	2,969.50
Agathe Piroir, trésorier/treasurer			

7. Rapport de la Secrétaire / Secretary's report (Adèle Flannery)

As the ARLIS MOQ secretary, I fulfilled my intention to revive the executive newsletter in 2019. This email is sent every 4-6 weeks on the list-serv and groups together relevant chapter news and information. This message ensures members are informed about the latest activities, including meetings and the 2021 conference, without bombarding their inboxes.

On a more granular level, I made a folder in our collaborative Google Drive which groups together all the templates necessary related to the planning and communications for chapter meetings. This is part of a continued effort to streamline the documentation and processes for future executive members.

I've also committed myself to coordinating the web hosting switch. ARLIS NA offers a web hosting service, which would eliminate this expense (approximately 120\$).

8. Rapport des comités / Committee reports

a. Comité des nominations / Nomination Committee (Pamela Caussy)

The member of the 2019 Nominating Committee for the ARLIS/NA MOQ chapter is Pamela Caussy, we are currently still looking for another member. The Committee's responsibility is to ensure the continuity of the Executive Committee by monitoring the terms of office and managing the call for applicants.

The following positions will be open for the 2020 Executive Committee:

- Vice-President
- Secretary

Here is a short description of the roles:

Vice-President:

The Vice-President shadows the President in their duties. This includes helping organize the annual Spring meeting and taking a leading role in organizing the Fall meeting with support of the president. They are also responsible for collecting information and composing a regular news update, in collaboration with the executive committee, to be sent to all members

The Vice-President may be assigned other duties by the President and may propose special projects. Please note that the Vice-President becomes the President at the end of their mandate.

This position is essential to assure the continuity of ARLIS/NA MOQ activities and the vitality of the chapter. The Executive team is there to assist the Vice-President, and bilingualism is not mandatory. (mandate: 1 year)

Secretary:

The Secretary shall keep the minutes of Chapter and Executive Committee meetings and perform other administrative duties to support the chapter. The secretary is responsible for taking minutes at the biannual meetings and posting them to the website. They are also responsible for updating website content when necessary and monitoring the gmail account and social media (mandate: 2 years).

Lastly, we will have a formal call for applicants in the Fall and announce the new candidates at the next ARLIS/NA MOQ Meeting.

Discussion :

It is necessary to be an ARLIS NA member to sit on the ARLIS MOQ executive committee.

Il est obligatoire d'être membre d'ARLIS NA afin de siéger sur le comité exécutif d'ARLIS MOQ.

- b. Comité du développement professionnel / Professional Development Committee (Adèle Flannery pour Hélène Brousseau et Danielle Léger)

En fonction des revenus disponibles, le comité, en concertation avec les membres de l'exécutif d'ARLIS/MOQ, a procédé à un appel de bourses pour les bourses d'adhésion Daphne Dufresne et Marilyn Berger et à la bourse de voyage Michelle Gauthier.

Nous n'avons reçu aucune candidature pour la bourse de voyage Michelle Gauthier ni pour les bourses d'adhésion.

Nous croyons qu'il est important de maintenir les bourses et suggérons de simplifier le processus d'application pour les bourses d'adhésion par la création d'un formulaire en ligne.

Discussion :

Members discuss the possibility of giving the travel bursary every two years. Currently, the bursary (valued at 1000\$) is offered annually, but many members have remarked that without institutional funding, this amount cannot cover the cost of attending the conference. If the bursary is offered every two years, the funds raised can more comfortably cover the cost associated with attending the conference. Members also mentioned the idea of dividing the amount to offer more ARLIS NA memberships for ARLIS MOQ members. Before redistributing the awards, the executive committee and the professional development committee should review relevant policies.

Simon reminds the group that a grid was developed a few years ago as a method to objectively allocate the bursary, but that the system is not perfect.

Some members suggest emailing the call for applicants in December to give possible candidates more time to coordinate with their employer. A reminder could be sent in January.

Les membres discutent de la possibilité d'offrir la bourse de voyage à chaque deux ans. Présentement, la bourse (d'une valeur de 1000\$) est offerte annuellement, mais plusieurs membres remarquent que sans un appui institutionnel, le montant n'est pas suffisant pour couvrir les coûts associé au congrès. Si la bourse est offerte aux deux ans, la somme couvrira les frais associés à la conférence plus aisément. Les membres ont aussi mentionné la possibilité de divisé les bourses afin d'offrir plusieurs bourses à ARLIS NA pour les membres d'ARLIS MOQ. Avant de redistribuer les bourses, le comité exécutif et le comité de développement professionnel doivent vérifier les politiques pertinentes à ce sujet.

Simon rappel au groupe qu'une grille d'évaluation a été créé il y a quelques années afin d'objectivement attribuer la bourse. Bien que la grille est utile, le système n'est pas parfait.

Certains membres propose qu'un appel pour les candidatures soit envoyé en décembre, afin de permettre aux gens de coordonner avec leur employeur. Un rappel pourrait être envoyé en janvier.

c. Comité éditorial du MOQDOC / MOQDOC Editorial Committee

The MOQDOC began to be published in 1990 and has since published many articles on different research subjects, exhibition and publication reviews, conference reports, profiles of institutions or members, etc.

In collaboration with Adèle Flannery's web-based design skills, the MOQDOC's editorial committee 2018-2019, consisting of Rachel Harris and François Dansereau, are working toward a set of solutions on three lingering concerns. Over the past year and a half, questions about updating the MOQDOC's format, receiving adequate text submissions, and issues related to knowledge transfer were raised.

Following a call for submissions for a special topics issue on "Exchanges in the Digital Environment," we received five submissions. Our finding here is that special topics are a way of increasing submissions and creating a cohesive publication. The special issue was planned to be published for a Spring 2019 issue. The texts have been edited and are in the formatting stage of the publication process.

Formatting and layout are necessary steps for the longevity of our publication. The MOQDOC's format has changed over the years from simple bulletin created with Microsoft Publisher to pdf designed with InDesign. The editorial committee has attempted to reach out, in different ways, to individuals in order to work on the design and format of the MOQDOC. A McGill SIS student was interested in the project but could not consider volunteer work. After zero replies were received from an email sent by myself (Harris) for help on the formatting, we settled on a solution strategy.

We are creating a distinction between solo texts, such as a profile on an ARLIS MOQ member or an exhibition review, and texts that form a cohesive unit from a call for submissions. A simple blog style will be used for the former, thus fostering further opportunities for quick exchange. Meanwhile, Adèle is also working on a web-based template for special issue publications such as our forthcoming "Exchanges in the Digital Environment" 2019. We anticipate that this solution will make it easier for transferring how-to

knowledge for collaborators who join on from one year to another. With that said, we welcome members who want to propose a special issue, who want to help with the formatting or editing, and who want to submit solo texts to our forthcoming blog.

We stress the possibility of creating a special number of the MOQDOC in line with the Conference of ARLIS/NA which will take place in Montreal in 2021.

9. Rapport de la représentante canadienne auprès d'ARLIS/NA / ARLIS/NA Canadian Liaison report
(Adèle Flannery for Suzanne Rackover)

Here are a few updates from the ARLIS/NA board and the Canada chapter. I have also attached the [minutes from the ARLIS Canada chapter meeting](#) that was held in Salt Lake City.

The bundled membership proposal has been ratified by all ARLIS/NA chapters. In the upcoming membership renewal cycle (starting October 1) members will be able to renew their chapter membership at the same time as their chapter membership.

A reminder that in order to vote or be an executive officer in a chapter you must also be an ARLIS/NA member.

ARLIS Canada has a new listserv address, all MOQ members are welcome to subscribe to the list. Subscription information is on the ARLIS Canada Website: <http://canada.arlisna.org/carlis-l/>

The announcement for the Melva J. Dwyer award winner has been posted on the ARLIS Canada website, along with all the nominated titles. I am working to have the announcement translated into french and hope to have that posted in the next couple months: <http://canada.arlisna.org/category/awards/>

The call for Dwyer Award nominations for 2020, will go out before the end of the summer.

ARLIS/NA is working to implement Humanities Commons (<https://hcommons.org/>) as communication and sharing platform for ARLIS/NA members and all chapters. The "go live" date will be sometime in Spring 2020.

For up to date Executive Board sponsored projects we encourage all members to look at the Featured Projects page on the ARLIS/NA website: <https://www.arlisna.org/organization/featured-projects>

10. Jumelage des abonnements ARLIS/NA avec les sections / Bundling of membership ARLIS/NA with the chapters (Simon Barry)

As mentioned by Suzanne Rackover in her report, the announcement of the ratification of the bundled membership will be in the Fall. This new membership formula is a trial for 2 years. The MOQ chapter

executive committee determined that it was advantageous for our membership to approve this trial. We will see during the trial if it is advantageous to pursue this strategy long term or not.

11. Nouvelles ARLIS 2021 / ARLIS 2021 News (Adèle Flannery et Jennifer Garland)

The news of the conference taking place in Montreal was officially announced during the Salt Lake City conference and was enthusiastically received. Salt Lake City hosted approximately 450 conference participants. Montreal can expect numbers closer to those of New York City, which hosted approximately 900 participants.

The co-chairs will be meeting during the summer to plan the next steps. Currently, they are in touch with ARLIS NA to coordinate the conference venue and accommodations.

In order to keep all the ARLIS 2021 conference news gathered in one place, a micro-site has been created on the ARLIS MOQ webpage. Here interested parties can find the proposal, some ideas of what to expect, and other relevant news related to the conference planning. See here :

Discussion :

Some members asked how the planning is organised; Jennifer specified that the local committee organises logistics locally, while the financial aspects are coordinated by a conference management company hired by ARLIS NA.

Nancy mentions that connecting to other associations for publicity could be a valuable strategy. Jennifer specifies that ARLIS NA has relationships with other associations and they have agreements to push the news to their members.

Once the conference dates are established, members are invited to communicate any relevant events (exhibit, book launch, etc) to the planning committee. They may also be interested in informing their institutions in order to plan an exhibit or host a visiting group.

For members or interested parties unsure of where they might be at the time of the conference, many roles will only be filled closer to the conference date. Participating remotely is also a possibility for some roles. Multiple calls for participants will be announced in the coming years.

Certains membres se demande comment est effectué l'organisation du congrès. Jennifer spécifie que le comité local organise la logistique locale (hotels, lieux d'événements), tandis que les éléments financiers sont pris en main par une compagnie de gestion de conférence qui est embauché par ARLIS NA.

Nancy mention qu'il peut être pertinent de contacter d'autres associations connexes afin qu'ils puissent faire de la publicité dans leurs réseaux. Jennifer spécifie qu'ARLIS NA on des lien établis avec plusieurs de ces associations et pourront faire ces communications.

Une fois la date déterminé, les membres seront invité à communiquer avec le comité organisationnel toutes activités, expositions, événements qui auront lieux pendant le congrès. Les membres du chapitre sont invités à communiquer avec leurs institutions concernant la possibilité d'accueillir des groupes.

12. Varia

ARLIS NA -- available positions in the Executive Board + ARLIS NA social media

- Nominating committee : some [positions in ARLIS NA are open](#), including president and canadian liaison. If interested, contact Jennifer Garland.
- Social media account : some members wonder who is responsible for the ARLIS NA facebook account, and wonder if our events could be reposted on their page.

Improving communications : awards, possible candidates, ARLIS MOQ visibility

- Awards : Nancy recommends making a single slide on the website landing page to better publicise the awards, and suggests including a link to previous reports to encourage members to apply.
- Art history students are eligible and encouraged to apply to the awards. No need to be an MLIS.
- ARLIS MOQ members are invited to circulate chapter meeting invitations to relevant departments and schools in their institutions to better spread the word about our activities.

Ajournement / Adjournment - 12:01