ARSC BOARD ZOOM MEETING
November 18, 2023 1:00 PM
Zoom Link; Meeting ID: 964 7740 7962, Password: arsc

Present on call: Tim Brooks (President), Nathan Georgitis (Executive Director), Steve Ramm (Treasurer), Patrick Feaster (Second Vice-President), Yuri Shimoda (First Vice-President/President Elect), Miyuki Meyer (Member-at-Large), Regan Sommer McCoy (Secretary), Curtis Peoples (Conference Committee Chair). Unable to attend: Maristella Feustle (Member-at-Large)

1. **Call to Order.** Tim determines quorum is present. Meeting called to order at 1:04 pm.

2. **Approval of Agenda.** Tim moves to approve the agenda. Steve seconds. Motion carries. Agenda is approved.

3. **Approval of Minutes August 28, 2023.** Tim moves to approve the minutes. Motion approved.

4. **President’s Report (Brooks)**
   - In the last 6 months, we’ve completed two major projects, the approval of the Code of Conduct and the finalization of the location of the 2024 Annual Conference.
   - Tim credits the DEI committee and its chairs and the board members who served on the Code of Conduct task force over the past 4 years. The documents were approved this summer by 87% of the voters in the referendum.
   - Tim notes that conferences are more complex nowadays with increasing expenses and inflation, and gives props to Curtis, Nathan, Steve, and others. The room rate is $140 which is the lowest in a long time and at a very accessible location in Minneapolis/St. Paul.
   - Publications are going well. Tim acknowledges Matt Barton, Chris King, Maya Edmond, and Nathan.
   - Tim credits Roberta Freund Schwartz, chair of the smoothly-running Awards Committee.
   - We need more work in the publicity area to stabilize membership and recruit new members. Tim acknowledges Member-at-Large Miyuki, who has agreed to help on that. Member-at-Large Maristella (not present), has done some great work on the job descriptions.
- Nathan to post the job descriptions on the website as they are completed. **TASK LIST**
- Volunteers are an ongoing issue. We need volunteers for a number of key positions. A list to remind people of specific open positions will be included in the President's message in the fall newsletter. They're also posted on the website. We need to reach people who might not necessarily come forward on their own. We need to give that as much publicity and personal interaction as we can.
- Finances and dues will be discussed when we talk budget later in the meeting.
- One of the provisions of the code of conduct is an Incident Assessment Team that's formed in advance of events. It's chaired by the Executive Director and includes two members from the Board appointed by the President. Yuri and Patrick have agreed to serve. If an incident is reported they will look into that.
- Tim acknowledges ARSC's presence at record shows thanks to Yuri and Cary Ginell on the west coast and Matt Barton on the east coast. We've had representation at the Antique Phonograph Society (APS) meeting, where we picked up some new members. Tim worked out a deal with APS to get a gratis table in return for an ad in the ARSC newsletter.
- Michael Devecka, who runs the Wayne NJ shows, has donated a table to ARSC. In return, we have offered him an ad for his show in the upcoming newsletter. There will be a short item in the upcoming newsletter with a picture taken there. This is helpful for exposure for ARSC and it's a way that local members can get together. Several of our East Coast members supervised the table during the Wayne show.
- The third show is the Capital Audio Fest in Washington, which Matt Barton has been supervising. Matt was able to get ARSC a 50% discount on a table, from $1,000 down to $500. We would be better off doing a trade deal with them. We picked up some members there as well.
- Membership Committee: We need to spruce up our tables at events. These events are low-cost and helpful over time. Yuri suggested a new tablecloth. We could have a video player and display signs that are more explicit about “Hey, join ARSC!” **TASK LIST**
- Steve suggests we evaluate what we're getting before we table at events. These activities need to be put in a budget for next year. What conferences are we tabling? Are we going to advertise? He notes that this is an open line in the membership committee budget.
- Steve questions who our target audience is for membership, which is connected to learning our demographics. We need to know who we want our members to be. He notes that people often question where recorded sound created after the 1960s is in ARSC’s activity. Where would you find your hip hop person? Where would you find the other collectors? Steve suggests that ARSC start having journal articles and reviews that are significant enough to interest somebody who's not on 78 or APS. **TASK LIST**
- Steve notes we need a new mission statement. **TASK LIST**
o Tim notes that we have a statement that is aimed at those interested in recorded sound. ARSC needs representation on the academic side, too. That's the other half of our scope. We need to be welcoming to people from both the collector and academic side. We know that the collector side of ARSC is a large part of our membership but it's even larger in the donations and in how long they stay with ARSC.

o Yuri notes that Dan Hockstein has asked Maya Edmond to mock up designs for the table cover and stickers before December 31; cost Approx $500. Yuri will also inquire about signage for tabling. **TASK LIST**

o The President's message in the fall newsletter will promote specific articles that ARSC offers to members. We need to promote specific articles and videos, not just how many there are. People are drawn to specifics. A list of 10-12 landmark articles compiled by Tim, Matt, and Chris will be published to show specific articles. The same list can be reimagined on the new website.

o The publications committee will begin giving awards for the best article and review published each year. The idea there is the same thing, pointing out the best of the best, specifics.

o Miyuki suggests highlighting member-only media resources in Aviary also. **TASK LIST**

o Sommer references a conversation with Tim about there being a hip hop Initiative at ARSC and will be thinking of ways to target the Hip Hop community for membership at ARSC. She adds that she has continued a conversation that started with Matt Barton in 2018 about doing a Hip Hop event for the New York chapter meeting. She has begun speaking to Seth Winner about how she can help revive the New York chapter meetings. **TASK LIST**

o Tim notes that Seth needs support and recognizes the New York Chapter’s contributions over the years and agrees that these meetings would be a good venue for a Hip Hop event.

o Miyuki notes that the New York chapter recordings are examples of recordings that are available on the ARSC Aviary site. She adds that if there was an event that is focused on hip hop, in the context of the ARSC New York chapter, this is a concrete example of what we can highlight when we’re promoting specifics about resources that are available.

o Sommer mentions a project *Hip Hop on Wax!* [Cylinder] with Jessica Wood and Danielle Cordovez at NYPL to record Hip Hop to wax cylinder that could be a good way to bring attention to ARSC. Tim adds this has the potential to get publicity.

5. **Executive Director’s Report** (Georgitis)

   o Nathan notes that it has been his pleasure to serve as Executive Director of ARSC for the 12th year!

   o Nathan notes It's been a fairly steady and routine year for ARSC in many respects. There's been a dip in the number of people who have registered at the upper membership levels. Giving has remained steady. Overall membership
levels are down from last year, but if you go back just a few years, there have been improvements in those numbers from 2018 and 2019.
  ○ ARSC has kicked off the membership renewal cycle this year. Expect movement on this over the closing weeks of November, and through December, into January.
  ○ Nathan suggests a special email blast to lapsed members the week after Thanksgiving offering them the last issue of the Journal of 2023 which includes another special CD. Board approves offering free 2023 CD issue to lapsed members.
  ○ The Awards for Excellence webpage is updated.
  ○ It took a fairly significant effort to get all the ARSC conference recordings up. We had very few videos this year because we couldn't get the videography together. We will look for volunteers to do that for next year.
  ○ A main objective over these next months is making the final push to get ARSC moved over to the Wild Apricot membership database, which also has a website hosting feature and an integrated emailing system where we can automate outgoing emails. This would be a great time saver for the Executive Director and allow us to increase the volume of our notices, like calls for advertisements in the journal or the newsletter, renewal notices, and notices about what's in Aviary for example, these things can kind of be plugged into the system and scheduled to go out.
  ○ Membership data and webpages have been imported into Wild Apricot. Once Wild Apricot is in place we will see savings in our software subscriptions, i.e., Bluehost hosting fees, MailChimp, Survey Monkey, Dropbox; all of these could be collapsed into our website. It’s an important step for the sustainability of the Association and administration to allow members to sign up without the direct intervention of the Executive Director on over 800 transactions. It will allow multiple editors to pitch in and get their hands on the website and do work as well so that it won’t all fall to the Executive Director.
  ○ Steve notes the membership renewal letter sent out by Nathan that mentions all of the wonderful stuff that ARSC offers. He suggests inserting this same list in the reminder email to lapsed members. He suggests also promoting this information in an ARSC ad in the ARSC Journal.

6. **Treasurer's Report** (Ramm)
  ○ Steve notes that a projection has been made for the $500 for the new table covers.
  ○ ARSC is on a cash basis for budgeting and reporting which means when activity occurs, it gets reported. We have no payables as of now, unless there is a bill I have not received yet. There's a small bill out there for the newsletter software. The expenses on our projection and the actuals are very close.
  ○ The largest numbers on our expenses are the journal and the newsletter. It’s assumed that the fall issues will be out this year and paid, so I projected based on that. If we don't pay for the Journal this year and it doesn't get published till
January; we’ve underspent this year, but you’re going to be overspent next year because you’ve already budgeted for two issues.

- On the income side, the membership and gift lines, we have to guess how many people are going to pay before December 31st. We hope that that's at least as much as they sent last year. If not then we're under a little this year and we're going to be over on income next year.
- PayPal is where the majority of the money comes through. At this point, I've included whatever we actually got from last year and it's within a couple of $1,000.
- The budget gets confusing when you pass a budget where you can’t control when people are going to pay you. We can control when we’re going to pay the bill, assuming we get the bill, but we can't assume that we're going to pay the bill if we don't get the bill.
- Steve reiterates that it would be nice to advertise for ourselves in the journal because it doesn't cost ARSC anything and suggests we look at the standard parts of the journal and decide if they are still relevant. TASK LIST
- He reminds us that the record for the longest-serving board member is now 31 years and that it will be 33 years by the time he retires in May of 2025.

7. Second Vice-President / Program Chair Report (Feaster)

- Patrick announces the new program committee members, Matt Barton, Allison McClanahan, Melissa Widzinski and David Giovannoni.
- The call for presentations went out to the members of the ARSC list.
- Patrick asks the board who should be sending messages out to other distribution lists and notes that traditionally that has been the Outreach Committee.
- Nathan confirms that Anna Maria Manuel is the former chair of the Outreach Committee, but she has not renewed her membership for 2023 or 2024. Nathan suggests approaching Bill Klinger, who is on the committee, and asking if he is willing to do outreach for the conference in particular. If he is unable, we should find a new committee chair to take over that function. TASK LIST
- As chair of the Online Media Committee, Nathan is willing to do what he can from his chair in terms of email blasts to membership. We have a contacts list that we've generated through our webinars of people who have agreed to receive occasional emails from ARSC, and we also have the website.
- Tim adds that Anna and Bill subscribe to 10 listservs from different organizations. Before they took over, Tim was responsible for keeping up with subscriptions and remains on a few like the Association for Moving Images Archivists (AMIA)
- Yuri confirms that Bill posted on ARSC lib and ARSClist. He has not posted on the International Association of Sound and Audiovisual Archives (IASA) or Music Library Association (MLA).
- Tim suggests the Board share with Nathan which lists we are individually subscribed to. TASK LIST
- Patrick notes the importance of looking at how announcement messages are going out. He notes that sending out messages reliably to a number of lists is not as automatic as it used to be.
- Patrick wants to take a look at the digital tools used by the Program Committee to ensure they align with their intended purpose. Some tools, like the online submission form for proposals, clearly serve their intended functions, in contrast to the previous method of receiving everything through separate emails.
- Patrick wants to review the concept of blind review. What are the arguments for and against it? He plans to discuss it with the Program Committee and is open to feedback.
- Patrick expresses eagerness to develop a more structured or scientific approach to scheduling concurrent sessions.
- Patrick did not make extensive changes to the call for presentations but spent more time crafting descriptions for the different submission categories. He notes while panel discussions are an option, we haven't traditionally invited self-organized panels. He reworked the panel discussion description to encourage submissions in that format.
- Yuri emphasizes that the pre-constituted panels relieve pressure on organizers and hopes we see more of them.
- Patrick adds that pre-constituted panels have a certain arc that people tend to appreciate.
- Tim reached out to the Copyright Committee to see if they want to present.
- Patrick will reach out to other committees to see if they are interested in presenting.
- Tim mentions an analysis of historical conference attendance data, which shows a notable correlation between the number of papers and the number of conference attendees. He highlighted that attendance doubled when we doubled the number of papers, especially after introducing dual tracking around 2005. Tim noted the correlation was not as strong when we looked at location, room cost, or registration fees, but was significantly influenced by the number of papers. We need more papers.
- Patrick agrees with the sentiment but notes that we may not have the capacity to work with an increase of papers.
- Nathan suggests considering posters as a low-bar entry for people to contribute to the conference. He encourages those hesitant about a live presentation to consider submitting a poster. Nathan highlights the success of incorporating pre-recorded video presentations into the conference, particularly from our members in India. He sees a bonus – allowing pre-recorded talks to be presented outside the official conference schedule. Nathan believes this approach could increase participation, even in small numbers.
- Patrick finds incorporating pre-recorded talks outside the official conference schedule interesting and expresses curiosity about how it would play out.
- Sommer suggests the videos can be unlisted on Youtube and on a loop in a designated room.
Patrick expresses interest in the idea and wonders if there could be an opportunity for attendees to watch pre-recorded talks during a coffee break with the presentations running. He sees various interesting possibilities and sees it as a way to add richness to the conference.

Tim suggests a conversation with Curtis to consider having an additional concurrent session.

Patrick is open to the idea of having three concurrent sessions.

Miyuki shares an experience from the AMIA conference where there was a dedicated room for live streaming or looping pre-recorded video recordings. She notes that attendees used this space as a break from the conference, especially for neurodivergent attendees and to view content. Miyuki emphasizes the potential benefits for presenters, as the looping sessions could attract more viewership. She sees an opportunity to enhance the richness of afternoon sessions, even towards the end of the day, making the content more accessible and viewable.

Patrick acknowledges the advantage of pre-recorded sessions and is excited about the suggestion! He notes feedback from last year about separating vendor rooms from the room with coffee and snacks. He notes that if there's something attractive in the vendor room, it could draw more attendees.

Tim points out that attendees must pass through the vendor room to reach the presentation rooms this year. This setup will provide plenty of exposure to the vendor room.

8. **Review of the Task List** (McCoy)
   - Conference Sponsors and Volunteers: *in progress*
     - Tim and Yuri report that Curtis is in touch with Paisley Park. He has formed a local arrangements committee of ARSC members local to the Minneapolis, St. Paul area.
   - Membership Renewal:
     - Tim mentions he observed other organizations offering two or three-year renewals at a slight discount. He raises whether ARSC might consider this and suggests discussing it later as part of the dues conversation.
   - Big Picture (Promoting specific deliverables, reviewing ongoing initiatives to assess their cost effectiveness, and exploring new funding opportunities.)
     - We need our Ted Lasso or Yellowstone, our marquee. Whether that be award winners, top 10s or something like that. This can also be done on the new website to highlight specific videos, articles and other content.
   - Mission Statement (Yuri): *in progress*
     - Steve questions the absence of ARSC’s mission statement. Yuri confirms volunteers to take a stab at bringing together a committee to write the ARSC mission statement
   - Working with Pavilion on Forum (Nathan): *in progress*
   - New Member Form (Nathan): *to do*
Nathan notes Wild Apricot will make the application form more configurable making it easier to add new categories. The membership directory will change into a member portal, allowing simple or advanced searches, including the ability to filter by categories like genres.

Nathan added that the current categories could use updating. We recently added New Wave. Waiting for Wild Apricot is the best approach.

Wild Apricot will be used for conference registration and eliminate the need to publish the member directory in PDF. Everyone will receive a new login password during the transition to Wild Apricot.

Sommer offers to take Nathan through the back end of a Wild Apricot site she has access to.

Tim emphasizes the importance of making new members feel personally welcomed and engaged. He adds that once we have Wild Apricot, we can customize outreach to the newest members to recruit them to volunteer for committees. He draws from his experience in another organization, highlighting the effectiveness of reaching out personally to new members and encouraging them to join committees or even take on committee chair positions.

- Discuss pursuing private business as institutional members (Nathan): Complete
- Recruit volunteers to pursue avenues for increasing journal distribution. (Tim): In progress
  - Tim highlights the importance of pursuing the inclusion of the ARSC Journal in JSTOR. He notes that JSTOR is the largest distributor, generating the most royalties. Tim suggests finding someone at a higher level in a major university library, preferably within the ARSC community, to intercede on our behalf.
- Raising visibility with ARSC with non-music orgs (Tim): in progress
  - Tim will follow up with Bob
  - Sommer met with colleagues from the American Council of Learned Societies (ACLS) who work with JSTOR and mentioned the ARSC Journal. She will follow up.
- Inquire with the University of Maryland if they have the bandwidth to host or pursue a MILS student (Nathan): Deferred until 2024
  - Nathan raised the issue of funding and staffing with Laura Schnitker, the curator of ARSC Archives at UMD. Laura's availability for supervision remains a factor.
- Identify New Chair for the Archives Committee: in progress
  - Tim notes this will be published in the upcoming newsletter and available on the website. He welcomes suggestions for individuals to fill this position. The implementation of Wild Apricot may aid in finding suitable candidates.
- Post Chair openings on the Volunteer webpage for Archives and Conference Grants (Nathan): in progress
Nathan posted the openings and will send out the call for volunteers shortly.
- Consult with Sam Brylawski to draft proposed changes to bylaw Article x, Section 3. That was the nomination section (Tim): in progress
  - Sam has pulled together a committee including Yuri. Yuri adds they are meeting the week of Thanksgiving.
  - Tim reports that the Governance Committee, led by Sam, will meet after Thanksgiving to discuss cleaning up the sequence of approaching upcoming elections and recruiting candidates. Sam has questioned the unique structure where the executive committee is a superset of the board, contrary to the usual hierarchy in most organizations. Sam will be in touch with Nathan.
  - Tim advised Sam to discuss this matter with Nathan to ensure that it aligns with practical considerations related to distribution channels and the existing structure of ARSC.
- Explore ways to integrate intellectual property into an online event (Nathan): in progress
  - Sommer suggests contacting Evan Auerbach, who presented with her and Paradise Gray for the Education Committee events. His book Do Remember was just released on the history of mixtapes. It would be great to highlight that video.
  - The idea would be an event where members can engage in discussions on various topics of interest, outside the regular conference schedule. This would be separate from the educational webinars led by Yuri and Dan. Nathan sees the potential in using existing content, such as excerpts from the webinar for the event. He emphasized the need to find someone to take responsibility for organizing and hosting this event and expressed enthusiasm for the idea. TASK LIST
  - Tim notes that the 10 videos we should highlight are the most played on ARSC’s YouTube channel. These videos were highlighted in the last newsletter. This data includes significant numbers, such as 15,000 views for Matt Barton’s Western Swing.
  - Steve highlighted the accessibility advantage of YouTube for ARSC webinars, emphasizing that viewers can watch them on an array of platforms like cable channels and Roku, which support YouTube. Aviary does not offer that.
  - Tim notes that social media recommendations likely played a large part in high viewership.

9. Committee Reports
   A. Conference (Peoples)
      - Curtis shared positive impressions of the hotel staff and facilities in St. Paul for the upcoming ARSC conference. He notes the spacious and
well-kept rooms, and a more preferable downtown location compared to last year in Pittsburgh.

- The presentation rooms are adjacent, with a full air wall. Pipe and draping are available all the way to the top if needed for a little more absorption. The large atrium outside the presentation rooms will host vendors and breaks, avoiding the disconnect our vendors felt last year. Curtis expressed excitement about the event and working with Minnesota Public Radio.

- Sponsors: Curtis mentions that the Minnesota Public Radio event is within walking distance, only half a block away, and it offers a great outdoor rooftop deck. Curtis will reach out to other sponsors.

- Tim notes there were self-paid bus tours at past conferences. Paisley Park is located northwest of Minneapolis. The Society for American Music had an agreement with Paisley Park and organized bus tours for interested participants. While he doubts that Paisley Park would sponsor the ARSC conference, it could be considered an optional destination for members. If members are interested, it could be a self-funded addition to the conference itinerary. Tim also mentioned involving record stores, as was done in Pittsburgh.

- Curtis plans to contact three record stores in the Minneapolis area for potential sponsorships, including one around the corner.

- Curtis is reaching out to the Paisley Park engineer to explore the possibility of a plenary panel about Paisley Park.

- Curtis discusses plans for a classical music panel session on the Minnesota Public Radio archives, which are located a couple of thousand feet away from the conference. They have been digitizing classical music recordings played on Minnesota Public Radio. The panel will be a nice tribute to Dennis Rooney, who was on air when the station resumed broadcasts around 1971.

- There are plans for a tour of the archives on Friday, followed by a reception with hors d’oeuvres and drinks.

- Curtis adds he is proposing Paisley Park do a session on the Minnesota music scene of the late ’70s and ’80s about artists like Prince and Morris Day.

- Sommer mentions the High School for the Recording Arts (HSRA) in St Paul. They might be interested in participating in the conference.

- Curtis expresses excitement in HSRA and asks Sommer to be in touch.

**TASK LIST.** Curtis adds he really wants to work with the high school to have them get involved in helping with some local arrangements and maybe feature them on a panel.

- Curtis reports we are going to set up two cameras to capture the event. Do we want to try to Zoom the event live? If we want to use Zoom, he notes we will need to have two separate Zoom accounts. Do we want to
simply record video with a wide-angle shot capturing the screen and speakers?

- Tim agrees that we should definitely record as much as possible, it's always been one of the advantages for members.
- Yuri is in favor of making the conference as hybrid as possible. She adds that it adds a burden on organizers. In thinking about the future of ARSC, the only way to move forward in a sustainable fashion is to provide a hybrid conference, so we're getting more revenue.
- Yuri notes that the technical committee requested an institutional Zoom account. The ARSC Zoom was included in the Education and Training Committee's CLIR grant, so ARSC would need a new account. She expressed concerns about using individual Zoom accounts for committee meetings due to various issues due to security features and difficulties accessing codes. Yuri highlighted the need for two licenses for the conference's hybrid element.
- Steve asks how to monetize the Zoom element of the conference. Yuri responds it means adding an additional tier of registration fees for online-only attendance. Access will be password protected.
- Yuri points out that Curtis and Patrick can decide whether attendees should be visible on the screen or limited to participation through the chat box and Q&A. An option is a single stream to simplify moderation.
- Curtis suggests assigning an ARSC member to each room to manage technical questions related to the Zoom sessions. He emphasized the need to have help in each room to handle starting and stopping the recording and addressing technical issues. Curtis highlighted the importance of having a team to support the additional responsibilities associated with the proposed online features.
- Tim highlighted an issue he's currently dealing with, where a local organization faced challenges during a live stream due to potential copyright infringement. The presentation was cut off in the middle of the feed. Tim emphasized the need to be cautious about broadcasting copyrighted materials on platforms like Zoom, as they may enforce restrictions.
- If we still have an opening for a videographer, Steve suggests considering James Schneider, who recorded many of the sessions. He works for the Library of Congress in Culpepper. His company is called DVT Express. Steve adds that James Schneider might be able to offer suggestions for Zoom. Steve will share James' contact information with Curtis.
- Yuri suggests that students from the High School for the Recording Arts or the College of Music, and interns from NPR with video recording experience, may be a resource.
- Yuri confirms that the live Zoom sessions will only be available to paying attendees and will not be interrupted due to copyright. We can, however, run into copyright issues once the final video is shared online to YouTube.
- Nathan notes that ARSC challenges all copyright claims on YouTube.
- Nathan suggests we make the plenary room virtual. Curtis agrees and adds it could be a good test to Zoom one room. We can record both rooms.
- Patrick expresses concerns about the hierarchy created by having one of the two rooms shared via Zoom and the other one not. He wants to avoid situations where one room is considered more important than the other. It adds an extra layer of distinction beyond plenaries vs non-plenaries.
- Steve notes the conference has never been hybrid, and we might have a hard time getting 200 people because many of your private collectors who are not getting reimbursed are going to want to save money and do the virtual thing. This can result in not meeting our hotel room commitment, and people who are in person are going to see fewer people.
- Yuri adds attendance is less than in pre-Covid times, and we need to be more accommodating to people who may have health problems or can’t travel. It’s different than passively watching a video at home. ARSC will look better in the end being more accommodating to people.
- Tim adds that MLA had a hybrid conference in April and got 80% of their normal attendance, plus an additional 20% who joined virtually. It was additive and did not take away from the number of people who came. There is always a risk, but I think it’s worth trying.
- Patrick picks up from his earlier comment to clarify that he didn't bring up the tiers to object to the notion of Zoom broadcasting. He didn’t like the idea of broadcasting the majority of sessions, but then leaving a few out. If we are going to Zoom one room, we should also Zoom the other.
- Curtis emphasizes his main objective is video recording all the sessions to fulfill a commitment made at the Pittsburgh conference.
- Tim asks about the local arrangement committee. Curtis is waiting to hear back from Minnesota Public Radio. He reiterates wanting to work with the High School of the Recording Arts and maybe get them involved with the committee. They can help with registration, set up, and local arrangements, and maybe they have something to feature on a panel.
- They can be our local arrangements along with Minnesota Public Radio, and the historical center that is right around the corner.
- Curtis adds there are various dining options around the conference area, including restaurants, a food court with coffee shops and sandwich options, and a nearby breakfast buffet at the town grill.
- Patrick recalls in previous years, there’s been a special arrangement for people to attend the conference on Saturday? It's been a draw for local people.
- Curtis adds Saturday, being a non-school day, might work better for the High School of the Recording Arts; mid morning.
- Curtis reports that the sentiment is positive towards hosting the conference in Tulsa in 2005. Many ARSC members are expressing
interest. There are many notable attractions like Bob Dylan and Guthrie Centers, Bob Wills, Leon Russell's Church Studio Tours, and more. There has been some pushback because of Oklahoma's political history, but we can use it as an opportunity to educate and discuss important topics. There is a strong Native American component that we can pull in.

- Tim adds we need to find out what the hotel and financial situation is and suggests Curtis continue conversations with Helms Briscoe about Tulsa.
- Yuri adds that AMIA is in Tulsa for their conference and addressed the pushback by inviting speakers to do presentations on Black Wall Street and doing a community archiving workshop with a native community there in Tulsa. She suggests we find a keynote speaker who will address some of these issues in relation to sound recordings and preservation of sound recordings. The same with the plenary sessions; they can be dedicated to Tulsa's history. It shouldn't stop us from gathering there.
- Curtis will approach Doubletree since we’ve booked with them the last few years to see if we can work out a deal in Tulsa. We want to keep the conference affordable for our members.
- Tim notes the earlier discussion about what drives attendance; and the clear correlation between the number and variety of papers and attendance. When we doubled our papers, we doubled our attendance. The more we offer the better.
- Curtis announces that the Technical Committee will be doing a DAT workshop. There are many ARSC members in Minneapolis who are DAT experts. Yuri clarifies that it will be a workshop on early digital formats and include DAT. It will be organized by Jeff Willens and Brad McCoy and feature leaders from the TC.

B. Archival Cylinder Box (ACB) Marketing & Sales (Georgitis)

- Nathan is expecting a set of cushions from the LOC. He had a meeting with Philip in the Czech Republic about their use of the ACB. He is hopeful they will be ready to be announced for sale in 2024. **TASK LIST**
- See report in board book.

C. Archives

- No Report

D. Awards (Schwartz)

- See report in board book

E. Cataloging (Napert, Strickland)

- Action Item - Budget Request - Travel for Diane Napert to go to San Diego for CC:DA Meeting during ALA Annual - $1,700-$1,775.
  Air Fare - $625-$700 (red-eye home)
  Transportation to/from hotel - $80
  2 nights hotel - $600 (Friday/Saturday) – prices not available yet
  Meals - $100
  Registration - $295 (single day) Rates and Registration | 2024 ALA Annual Conference & Exhibition
Note: ALA is in person in San Diego and we have been told that CC:DA will be in person for the first time in years. To my knowledge, there will be no hybrid option. I think I have to register for ALA for at least one day in order to get the ALA rate for a room.

F. Chapters (Shambarger)
   ○ The New York Chapter is on a hiatus. Sommer is going to follow up on that. **TASK LIST**

G. Conference Grants (Lewis, Long)
   ○ See report in board book.

H. Coordinating Council for Audiovisual Archives Associations (CCAAA) (Brooks)
   ○ Tim reports Yuri joined her first Coordinating Council Meeting and had the opportunity to meet members. I've recommended to them that they recommend to their other members to include their president-elects or their designees before they actually take office so they can get involved.
   ○ Copyright and Fair Use (Brooks)

I. Copyright and Fair Use (Brooks)
   ● Tim will approach the committee to present at the conference.

J. Discography (Rose)
   ○ See report

K. Diversity Equity Inclusion (McClanahan)
   ○ See report

L. Education and Training (Shimoda, Hockstein)
   ○ TASK LIST: Budget request of $4,500 for partial funding of a mid-year workshop.

M. Grants - Research
   ○ No report

N. Independent Initiatives Award (Giovannoni)
   ○ Steve adds there are two contributions this year. There was a small individual contribution of $25 dollars which shows there is interest.

O. Membership Committee
   ○ Miyuki and Mariana Ahrens have an upcoming meeting. Miyuki will update her on the 10 survey questions email.
   ○ Mariana is meeting with committee members individually to gauge where action items are.
   ○ Tim adds that Mariana has requested a Co-Chair and agrees that will help. **TASK LIST**
   ○ Steve reiterates the importance of a demographic survey and requests feedback on the 10 question demographic survey questions that were emailed this morning. Steve suggests the Board take on the task.
   ○ Miyuki suggests that the Board consult the membership committee before sending out the questions. It's agreed that Tim will do the next round of edits to the demographic questions, and ask for feedback from the Board, and Mariana (Membership Committee).
P. NRPB
  ○ No report

Q. Nominating
  ○ No report

R. Online Media (Georgitis)
  ○ Nathan adds that our digital presence is in good shape and asks for feedback on any glaring weakness. Aviary is in a good place and will have new videos of NY Chapter video added soon. YouTube continues to gain more subscribers. Most of the committee's efforts will be focused on the website and membership platform.
  ○ Tim adds he wants to make sure the conference is publicized to local St Paul media. He plans to discuss this with Curis and Nathan.

S. Outreach (Manuel)
  ○ Nathan updates that the Social Media Manager position is open and has been posted to the ARSC volunteer page. He notes the importance of the position.

T. Publications (Barton)
  ○ Tim notes we are hoping to have the journal and bill by the end of the year and the newsletter is in good shape with Maya and will be done by early December.

U. Technical (McCoy, Willens)
  ○ Request to have an institutional Zoom account that is shareable for committee meetings throughout the year and for presentations at annual conferences.
  ○ Yuri notes that the Zoom license is 199.99 per year. It can be used for the Board and Committee Chair meetings and the conference. She reiterates that we might need additional licenses depending on how many rooms we decide to Zoom for the conference.
  ○ Tim agrees and asks that it become a budget item.

6. Old Business
   IT Infrastructure Project
  ○ Nathan notes that the membership data has been migrated to Wild Apricot. He is using this as an opportunity to trim down the website. He will ask the University of Maryland to capture the final instance of the website using Archive it.
  ○ The ARSC forums in Communitetch now have channels set up for the Board, Committees, and 5 topics. It is more nuanced than ARSC List. We will need Pavilion to do the final migration and additional development.
  ○ The rollout will need to be well executed to avoid leaving members behind. Nathan notes the importance of onboarding members to the new technologies and creating documentation.

   Bylaws
   Position Descriptions
     ● Previously discussed
7. *New Business*

It was now time to review the 2024 Operating Budget by line and approve the Budget. Steve updated each line as committee reports and budget requests were discussed.

**Steve’s Summary of Receipts**
- Taking into account upcoming dues collection until December and expenses for the journal and newsletter, approximately $200,000 rests in the unrestricted operating fund. Steve notes a balance of $249,703 held in Parke Bank, accruing favorable interest. However, due to FDIC limitations, the FDIC Insurance interest is capped at $250,000, so Steve plans to move some into another bank in the next few weeks.
- The restricted funds total $67,000, which are excluded from the budgetary discussion.
- Steve ran numbers based on the projection, using last year’s figures as a reference and factoring in known upcoming expenses to derive the projected cash basis financial statement. According to this analysis, if all goes as expected and all bills are paid, we will come pretty close to breaking even.
- For tax purposes, we will have a deficit of $14,000 because we are paying for the 2022 newsletter and journal in 2023, and the timing of these payments may affect the financial picture.
- Steve says, We’re going to stop on the 31st of December 2024, with whatever dues we collected as of that date. We’re starting right now, before we hold this discussion with a cash deficit, meaning we’re spending more money than we’re getting in. Please take into consideration that this is a projection budget.
- ARSC collects approximately $39,000 in dues each year, except we’re down a little this year. We’re hoping to go back up to next year.
- Last year's actual is used for gifts. I have what we've collected already plus the projected because last year we got $12,000 in the last three months. We're going to be under the budget by about $3,000.
- Publication sales are the same as last year. For the CD issue, I'm putting in $100 for selling the old CD issue from 2021. Unless things drastically change we’re going to print about 50 extra copies and not 300. Nathan should have close to 200 copies of the CD issues from 2021, which we sell periodically, and we can decide if we want to give them away. The problem with giving them away as a bonus for new members is that if they're not shipped by the publisher. We already paid $10 or $15 for it, and it's going to cost about another $5 to ship it to somebody. If you're charging them $45 and they get the issue included, we're really only getting $40.
- We haven't had an advertising manager for a long while. We've not had an ad in the journal for approximately seven or eight years. The $6 is for a newsletter ad. Publishers love ARSC awards; we should consider approaching some of the publishers for discounts or to buy ads.
- Steve proposes that we budget the conference at $0. Tim confirms that we lost about $2,000 on the conference last year.
- Traditionally, the profits from the Pre-conference workshop go to the Dave Nolan Education Fund, because it's been run by the Education Fund.
• Interest income is looking great at 2% to 5%. Some CDs are due in a few weeks and we will be looking at new CDs at higher rates with the same bank.

• The profit for Cylinder boxes is unknown. We sold some Cylinder boxes we bought last year. For purposes of the budget, what happens with sales of cylinder box, hopefully, it will be a profit, but it can't be a loss at this point, or else we wouldn't be doing it.

• We had the overhead from the Council on Library and Information Resources (CLIR) grant. None was requested for 2024. Yuri can tell us later on if she would plan to get it.

• Royalties are up. My assumption is that if we made $3575, we're going to make $3600. Other receipts are for labels, we sold T shirts one year, and we sell the labels that I think 152 People suppliers like, who send out their catalogs. So that's the income, subject to any change in dues and based on the history of when people paid us last year.

• Tim notes ARSC lost several thousands dollars in 2022 and 2023, and will most likely lose in 2024. Over the course of these three years, we will probably lose between $40,000 and $50,000 from our operating budget. We cannot year after year spend more than we bring in. Yuri as incoming President or her successors should not be left with a leaking ship. ARSC hasn't raised dues since 2010; we are way behind other organizations.

• In 2010, in the middle of the Great Recession, everybody's IRAs and 401 Ks collapsed. But it all came back about 3-4 years later. When we raised dues from $36 to $45, we lost individual and student members. But those levels were back by 2012/2013. Institutional members did not return, not because of our dues but because institutions were abandoning all subscriptions and using electronic services. The lesson of 2010 is that this is the right time to raise membership dues, when other organizations are doing it and it's also almost certain to bring in more money.

• Tim is open to ideas about raising dues, the amount that we raise it, and how we roll it out. Looking at what other organizations are doing. Tim suggests adding $5 to all of the membership categories.

• Tim notes that ARSC has the most overlap with the Music Library Association (MLA) which currently is $155 per year; $65 for students. Audio Engineering Society (AES) is $125 a year; $50 for students. The International Association of Sound and Audiovisual Archives (IASA) is 55 euros. We are well below other organizations on the professional side, including on students and on regular memberships. Tim notes that the only large organization that caters to collectors in the United States is the Antique Phonograph Society. They're going to $40/year.

• Yuri is in favor of raising dues in each category by $5. She suggests that we send out the new rates when it's time to renew and not publicize it. It will affect this budget that we're drawing up in that the projections for 2024 include November and December, so do you think the $17,005 should be increased to $21,500 or did you already take that into consideration? Steve responds, at the moment it reflects nothing.

• Patrick is in favor of raising dues by $5 and agrees that now is the right time. We've done ourselves a disservice by waiting to raise them. He is unsure that adding $5 to each category is the thing to do. A proportional raise might make more sense that each is raised by a particular percentage, but then we'd end up with funny-looking figures. I guess the question for me is, is $5 enough?
- Nathan wishes we didn't need to raise dues but agrees an increase is merited. He suggests an incremental dues increase that comes with a digital subscription to the ARSC journal and then a surcharge for those people who would like to receive print copies. Are the print journals we send out being read? It would bring our production and shipping costs for the journal way down and pass that expense back to the subscriber who demands a print copy. We’ve made the digital subscription available and we’ve seen an uptick in the people that opt for it.

- Tim thinks it's an interesting idea but a longer discussion. There has been the concern that if we send everything digitally, you disappear when you do things digitally. Our publications are our calling card. It's a reminder, it's the thing that arrives and you see it physically. It's probably the reason why almost no other organization has gone digital with their journal with the exception of IASA, which has a free access one, but they only have about 300 members.

- Steve suggests that 2024 dues notices go out December 20. If Nathan sent out the dues notices then. Especially if you're on an accrual basis, we wouldn't have an issue here. The problem is that we've agreed, I think, is that we are not raising 2024 dues, we're talking about all these possibilities, except for what I'm hearing from Nathan, of maybe changing the income line $3,000. If it's that much, I'm okay, if we change the line, if the board feels that, yes, we should raise it, we don't have an exact number $3000 isn't a lot of dollars when you get to the bottom. If we add $3,000 in this and discuss this during the summer. Or you could do it at the fall meeting before he mails out the notices, and then decide how we'll notify the members. It won't affect the 2024 budget any more than the $3,000 we threw in there. And it just stays as discussion at that point. I think it’s a more serious discussion. I don't think you're going to solve that problem at the moment. I think your other issue is at the bottom. And let me add one more thing: The number of paying members you took the 784 and you said we could lose 20, we could lose four, you could lose no change. There's no mention about well, don't we want to get members?

- Yuri adds to Nathan’s point and suggests starting with the newsletter as a PDF. Maybe it's a better way to test and engage people. It would still save us money on printing and shipping. Steve doesn't suggest making the newsletter completely digital; it has not worked in the past. He adds that we would save on postage.

- Sommer is open to raising dues by $5. ARSC has one of the lowest memberships in her current association list. She notes that associations are bundling memberships along with assets they can offer, many using the features in Wild Apricot. ARSC will have more to offer with Wild Apricot, even in terms of digital assets, because it adds a level of interaction and community for people to feel like they're connected more, not just to publications, but to people. It also speeds up the ways in which we communicate.

- Miyuki wishes we didn’t need to raise dues but is open to a $5 increase. She likes Nathan's idea and would like to explore it with Wild Apricot in mind. She wonders if $5 is enough and notes we should factor in when the next dues increase will occur. She has appreciated that ARSC has been more affordable than her other membership, but she is also cognizant that things cost more.

- Tim notes that the majority of the board is open to raising dues, and we can make that assumption for our budget. Tim proposes we authorize an increase of $5 now for 2025
for budgeting purposes and we revisit it in the May meeting to see how we want to implement the increase. Yuri will be running the meetings after that, so I leave further increases up to her and the board at that time. The Board will have much more knowledge of that a year from now than we have now.

- Steve proposes to solve some of the problems that way. If you want to make a decision here, let's see where they go as we go through the rest of the budget. Okay. Number one, if you're going to raise it, and you want to come up with a number, then it sounds like you want to add some money there to the $21,500 for next year to account for the money you'll receive in October or November for 2025. in advance. That's number one. Number two is the assumption here is that the board is not expecting any increase in members, if anything, I mean, even if the dues stayed the same. We're not expecting any new members here. We're expecting a maximum of 784, we might lose some. So let me throw out what I think is a radical thing. Maybe we won't do it. You spent.

- I think it was $6,000 to print and mail the newsletter. If this board decides that effective with the spring newsletter, it's only digital. You can save $6,000 off the bottom of your expenses. It will be available online. That's the only way they'll be able to get it. But what I hear you saying is that a member doesn't need it. We're paying $6,000 to send it to him or her. And yes, we have also discussed that often it's thrown out, nobody liked it offering the same as we offer the digital version to members saying they can save ARSC money. Just let us not send you the newsletter.

- Tim suggests adding $1500, making it $23,000 —$1000 less than last year. It won't affect the spring, but it will affect the fall, and that's half the total amount that we would anticipate increasing if we lost 20 members.

- Steve clarifies that surcharges cover what we charge $30 to mail overseas.

Expenses

- Publications - Newsletter (Printing and Mailing) Tim notes that $6000 is a reasonable estimate. He does not think going all digital now is a good idea. We need to show members that they're physically getting stuff from ARSC. It's a relatively easy way to do it, three times a year as opposed to the journal which is only twice a year. Yuri suggests reducing it to $5500 due to cheaper layout software.

- Publications - Journal - Cost of CD for Special Issue. This assumes spring and fall issues are published and paid for with no CD. Tim polls the Board about how they feel about the CD in particular. Steve adds he doesn't think we can afford $3500. Nathan thinks it's a great project and it's always an exciting deliverable to our members this time of year. He questions whether it needs to be a CD? He thinks we should defer to the membership.

- Tim notes that an online version might save some $ but there is still a cost associated with mastering, layout, etc. Tim was a fan of the project because it was tied into the copyright reform. But he adds that the CD is not particularly popular among members he has talked to and he is open to skipping a year.

- Yuri suggests releasing the CD every other year. If it's popular we can revisit it. Sommer suggests securing sponsorship to cover costs. Tim confirms that we have until 2025 to figure it out.
○ ARSC Archival Cylinder Box Sales: Tim notes that we are assuming no sales of the cylinder box. Nathan agrees it's a reasonable assumption to leave it at zero.

○ Website Software: Nathan confirms that we are paying to host two websites; the ARSC site and the Radio Preservation Task Force directory, which is more expensive. Nathan notes that it’s a collaborative project between ARSC and the Radio Preservation Task Force that’s a database of radio broadcast collections in various archives hosted by Bluehost.

○ Yuri will talk with Josh and propose that the cost rotates from different associations or funding sources so that the $750 is not on ARSC’s shoulders every year. Web hosting for the new online discussion group is confirmed at $1,020 ($85 per month)

○ Archives Committee does not have a request.

○ Awards committee: $500 for the plaques in the mail and mailing the books

○ Cataloging Committee: Diane Napert has been representing ARSC at the American Library Associations (ALA) meeting. She budgeted $1525 last year but spent $0.

○ Yuri suggests that the Cataloging Committee contribute to a journal article, blog, or newsletter that highlights the work in exchange for funding. Members should be aware of where their money is going and that it is raising awareness at ALA.

○ Chapter NY Chapter Recordings: There is no cost to have the meeting but there is a cost to record and convert at around $350-400 per program.

○ Diversity, Equity, and Inclusion Committee has no request.

○ Grants has no request. Steve confirms they give five $1,000 grants. They gave out $4500 last year. Nathan has posted the Grant Committee co-chair position. He suggests officially changing the committee's name to the Research Grants Committee.

○ Travel Grants has no request because they have not spent the last few years, and Eli Savada continues to fund the grant, so we use that first and then the $ from our travel grants fund, which our members have been generous in donating to.

○ The Online Media Committee has no request.

○ The Membership Committee has no requests. The expenses now include $500 table rent for the Capital Audio Fest.

○ Education and Technical Committee is requesting $4500 for a hybrid symposium that will gather private collectors and researchers, authors to talk about how they can help advocate for archives that they utilize in their studies, and private collectors who contribute to archives. It’s an event for everyone to learn more about how to advocate for the collections you love. There will be an entry fee on a sliding scale. We’re hoping to partner with the Society for Ethnomusicology and possibly the Society for American Archivists (SAA) and other archival organizations. Dave Lewis, the chair of the archives special interest group, approached us with the idea. Steve confirms the Nolan Fund balance as of October 31 is $9,708. This year to date, it received $175 in restricted funds. Last year, it received $1,270. Tim confirms that the funds can come from the Nolan Fund.

○ The Outreach Committee does not usually spend any money except on postage; $75.

○ The Technical Committee requested a premium Zoom license which will be under administration.
Administration

- Administration includes Survey Monkey, MailChimp email program, and the President's reception at the conference. The budget for the President's reception has been lowered from $1000 to $800; also having it in the President's suite.
- The board travel includes the meals we have the night before and the day of the board meeting; one night for the treasurer.
- Steve notes that the Membership Management Software is Wild Apricot; $3000.
- The $1000 for Legal is for safety. Tim notes that legal is in case we need a lawyer to write a letter. The last time we needed it happened in 2019, regarding a Journal article.
- Credit card fees are for dues and conferences. They increased from last year because more people are using credit cards. We’re expecting $3,000 between now and the end of the year. It's $400 just for the last 15 days. We got $7,000 in, but it was $400 in fees. It's approximately 3%.
- The honorarium for the executive director, which we pay in May, is $6,000.
- The same $3,000 for CCAA travel plus dues, which can run anywhere from 581 - 600 Euros. Tim offered to bear the cost of any travel overage in 2023. Yuri suggests lowering the budget to $2500.
- Tim confirms that we are within $3,700 of the balanced budget. We can either cut something or be proactive in finding new revenue.
- Nathan suggests cutting the $75 from the outreach committee. All outreach is digital. Last year $197 was spent on envelopes and postage for a review of the CD issue.
- Yuri is comfortable with this number, considering that we will hopefully break even with the conference and maybe make some money. She is confident that with the dues increase for 2025, we will be okay. We've trimmed most of the fat that we could in these conversations. Tim agrees and does not see any other places to cut, either.
- Tim would rather increase revenue than cut on things that actually produce membership.
- ARSC has to make a concerted effort this year and in years to come to stabilize and grow our membership, both at the conference and for the organization. We offer a lot, but the word isn't out there, and we still aren't known to an awful lot of people. There are also outside funding opportunities, as Yuri has shown for a number of her projects, so that's the next thing we have to do to try to bring us back into living within our means.
- Tim adds that if we can recruit 75 new members, we will be at zero, but at the moment, we see ourselves shrinking.
- Yuri suggests inviting Marianna and the entire membership committee to the next board meeting to have an open discussion about all of these ideas. It would make a bigger impact.
- Miyuki stresses the importance of collaboration between the Membership Committee and the Board. Her role as a liaison is limited in what I can do in terms of relaying back and forth. They will feel more supported when there is a focused conversation between the two groups. There are so many ideas that can come out of the conversation between the two groups if we emphasize that this is a collective effort.
- Yuri suggests strategizing with the Membership Committee to use the podcast to highlight individual members by having them introduce themselves as part of each episode and incorporating more ARSC promotion into it.
- Miyuki will meet with Mariana just to debrief about the survey and the idea of having a meeting focused on brainstorming with the Board.
- Tim moves to approve the budget and Steve seconds. The Operating Budget (Cash basis) with a deficit of $3,695 was unanimously approved.

8. **Adjournment**
- Tim makes a motion to adjourn at the meeting 4:45 pm.