



Art Museum Image Consortium

www.amico.org

Enabling Educational Use of Museum Multimedia

Annual Board Meeting

Friday May 31, 2002

8:00 – 9:30 am

The Metropolitan Museum of Art

Uris Orientation Theatre

Minutes

In Attendance:

Members: Greg Tschann (Art Institute of Chicago, representing Alan Newman), Saul Morse (Clarke Art Institute, representing Michael Conforti), Leonard Steinbach (Cleveland Museum of Art, representing Katharine Lee Reid, Robert (Shell) Hensleigh (Detroit Institute of Arts), Jacqui Allen (Dallas Museum of Art), Sam Sachs (The Frick Collection), Susan Chun (The Metropolitan Museum of Art), Delphine Bishop (National Gallery of Canada, representing Pierre Théberge), Elizabeth Broun (Smithsonian American Art Museum), (Max Anderson (Whitney Museum of American Art),

Staff:

Jennifer Trant, Executive Director, David Bearman, Director, Strategy and Research, Christine Steiner, General Counsel

1. Call to Order and Review of Agenda

AMICO's Chair, Betsy Broun called the meeting to order shortly after 8:00 am. She thanked everyone for joining us at this early hour, and noted that it was important that the Board meet at the same time as the Annual AMICO Members Meeting.

2. Minutes from Last Meeting

Minutes of the last meeting were reviewed. Jennifer Trant noted that the list of institutions represented by proxy needed verification. It was moved by Susan Chun, and seconded by Jacqui Allen that the Minutes of the Meeting of the AMICO Board on February 21, 2002 be approved, once the list of Institutions Represented by Proxy was verified. All agreed.

3. Governance

• **Designation of General Counsel**

Betsy Broun reminded the Board that AMICO's change in Bylaws required that we have a formally named General Counsel. She introduced Christine Steiner, who has been informally acting in the capacity of General Counsel to AMICO, and requested that she be formally designated General Counsel by the Board.

The suggestion was greeted with unanimous and enthusiastic assent.

It was moved by Sam Sachs, and seconded by Shell Hensleigh, that Christine Steiner be named the General Counsel of the Art Museum Image Consortium. All agreed.

• **Board Membership and Members in Good Standing**

The change in Bylaws voted by the Board at the January 2002 Meeting created this elected Board. Members of the Board are to be drawn from "Members in Good Standing", defined as having both paid their annual dues and contributed to The AMICO Library as agreed (currently at the rate of 500 works per year). It was noted that several members (including those represented on the Board) are not in good standing after the 2002 contribution cycle as they had not made contributions in this year. Board Members were referred to the Chart of Contributions distributed with the meeting materials.

A general discussion followed. Board members agreed that while 500 works was a high bar, it was also an attainable one. Broun reminded the Board that we need both contributions and membership; we don't want to

lose members because contribution to The AMICO Library is difficult, but we also need to encourage members to contribute, so that the Library will continue to grow and have value.

Max Anderson notes that it was important that the Board find ways to address the short-term budgetary problems that arise in Members' Institutions, and that we need to maintain some flexibility.

The Board agreed with the definition of "Good Standing" that had been discussed at the January meeting, but felt that perhaps we should consider phasing this requirement in. It was noted that if a member was neither paying dues nor making a contribution that this was a problem but that if contributions could be made then perhaps dues payments could be forgiven in years of financial difficulty.

Broun proposed that if a member does not pay their dues, they could move into an affiliate status, and be non-voting. This could go on for up to two years before action needed to be taken. During that time, the Member should be encouraged to contribute to The AMICO Library.

It was moved by Max Anderson, and seconded by Susan Chun, that AMICO staff take Betsy Broun's statement and use it as their guide in dealing with Members who have fallen out of good standing. All agreed.

No specific action was taken regarding Board members representing institutions that are not in "Good Standing" except to urge them to bring their institutions into good standing ASAP.

4. Financial Issues

- **Budget Report: 2001/2002 Year to Date**

Maxwell Anderson, AMICO Treasurer, reported on the status of the budget for 2001/2002 Year to Date. Members were referred to the report of expenditures and commitments distributed with their Background Materials.

A question was asked about the negative amount showing in Income. David Bearman noted this was a working adjustment, showing dues or billings that were un-collectable.

- **FY 2002/2003 Budget**

Maxwell Anderson and requested approval for the proposed budget for FY 2002/2003 circulated with the Meeting Materials. Clarification of details regarding anticipated new hires and expected payments to rights societies was provided. The impact of dues rebates for members was also discussed, and members were referred to the Chart of AMICO Library Contributions to see which members qualified for rebates.

Max Anderson moved that the Board accept the budget as proposed; this was seconded by Susan Chun. All agreed, subject to customary review at the next meeting of the Board.

5. AMICO Library Development

- **AMICO Library 2002**

Jennifer Trant reported on the state of the AMICO Library 2002 and reviewed the Contribution Statistics report. She noted that the AMICO Library should approach 100,000 works in the 2002 Edition. Members should be congratulated.

The chart also shows a break-out of the number of records that surpass the minimal standard, and include rich text or multimedia. Members were encouraged to submit more multimedia files, and AMICO will continue to work with Antenna Audio and other sources to facilitate this.

- **Membership Dues Rebates**

Trant presented calculations of the Membership Dues rebates, based on the formula adopted at the January 2002 Board meeting. A significant number of members have been able to reduce their dues significantly by making significant contributions to The AMICO Library.

The Board approved the rebates, as shown in the 2003 budget. The Board agreed it would be best to bill Members for their standard dues, and show the rebate earned as a credit, directly on the invoice.

6. Management of AMICO

- **RFP for a Not-for-Profit Host**

Trant reported on the status of the AMICO RFP for a non-profit host. The Request for Proposals discussed by the Board at the last meeting was issued, with a deadline for submissions of March 29, 2002. Representatives of twelve institutions asked to be put on a distribution list, to receive clarifications about requirements as they were developed. Formal proposals were received from five institutions.

AMICO Staff reviewed these, and ranked the University of Toronto and the University of Virginia highest. Site visits were made to these two institutions in April.

The offer made by the University of Toronto, which would pay for AMICO space and utilities, telecommunications and computer support, and integrate AMICO into the other digital projects at the University Library, was considered the most advantageous to AMICO. It is recommended that AMICO accept this proposal.

Questions were raised about AMICO moving out of the United States. Some felt that this was a positive development, and that a Canadian presence might be more favorably received in Europe. Christine Steiner reported that legal concerns about the move could be met with the creation of a US office for membership, user support and subscriptions and that other legal issues regarding the move were being addressed.

Jennifer Trant reported in a general way that AMICO had been negotiating with individuals to staff a US office that would manage AMICO's day-to-day interaction with members and subscribers, leaving the Toronto office with the Executive, Editorial and Research functions. This would satisfy the requirement that AMICO operations, including the publication of The AMICO Library, continue to be US based.

With that the Susan Chun moved that the Board accept the proposal from the University of Toronto, as long as no significant legal concerns were raised. This was seconded by Jacqui Allen. The Board unanimously voted to accept the offer made by the University of Toronto. Staff will begin planning to move ASAP.

- **AMICO Staffing**

The Board discussed the additional staffing lines that appeared in the 2003 Budget, and noted that they fell in areas of Member and User Services, where support is felt to be needed. These individuals will help Members in their own use of The AMICO Library, building on the success in creating the resource, and involving others in Member Institutions – something critical for AMICO's longer-term success.

7. Forward Schedule

- **AMICO Next Board Meeting and Members Meeting**

It was agreed that:

The Fall Board meeting should be held at the new offices in the University of Toronto in October.

The winter Board Meeting should be held in London, England, in late January or early February.

The spring Board meeting will be held in conjunction with the Annual Members Meeting, most likely at the Museum of Contemporary Art, San Diego in early June.

8. Other Business

Betsy Broun asked if there was any other business that members of the Board wished to introduce. Max Anderson reported on two items of interest from the AAMD. The first was a presentation made by Neil Rudenstein to the AAMD Trustees about the program of ArtSTOR; at a subsequent meeting with Anderson Rudenstein felt that there might be ways for ArtSTOR and AMICO to work together. Anderson will continue to explore these possibilities.

Anderson also reported that the Reuters News feed of Press Releases from AAMD institutions was now live. Museums were encouraged to contribute their announcements to this growing service.

9. Adjournment

With a motion from Sam Sachs, seconded by Greg Tschann, the meeting was adjourned in time for the AMICO Members Meeting to begin at 9:30 am. Thanks were expressed to Susan Chun at the Metropolitan Museum of Art for hosting us.
