

85/50/48

Affiliated and Associated Organizations
ARLIS/Executive Board, Officers, and Executive Director
President's Subject File, 1969-2000

Box 1:

1969-79

Financial, 1977-78

Executive Board, Correspondence and Reports, 1977-78

Projects of ARLIS/NA, Staffing Standards and Union List, 1976-77

Executive Board, Correspondence, 1976-80

Primitive Art Guides, 1975, 1977

Executive Board Correspondence

1976-77

Includes: Annual Meeting, Art Publishing Award, Chapters, Committees

1976

Includes: Finances, International Conference on Art Periodicals, July Meeting 1976, Monthly Update

1976-77

Includes: Newsletter, Print Index, Publishing, and Regional Representatives

1976

Includes: Relations with Other Organizations, Slide Curators, Voting, Wittenborn Award

1977

Includes: John Murchie (Past Chair), Susan Wyngaard (Vice Chair), Karen Harvey (Secretary)

1976-77

Includes: Mary Williamson (Canadian Regional Representative), Julie Allen Page (East), Christina Huemer (Midwest), Katherine Jones (West)

Membership and Grants, 1976-77

Executive Board Meeting, Minutes and Report, 1976-77

Executive Board Correspondence

1976-77

Includes: John Murchie (Chair), John Reports, Kathy Berg (Treasurer), Susan Craig (Secretary), Regional Representatives, William Walker (Past Chair)

1978

Includes: Kathrine Ratzenberger (Chair), Joyce Ludmer (Vice Chair), Sherman Clarke (Treasurer), Karen Harvey (Secretary), Regional Representatives

1976-79

Includes: Newsletter, Constitution, Chapters, International Federation of

Library Associations and Institutions (IFLA), Visual Resources

Correspondence, Judith Hoffberg, 1975-77

Organization and Finances of ARLIS/NA, 1976-77

Executive Board

1975 Meeting, 1974-75

1976 Correspondence

1976 Meeting, 1975-76

1977 Correspondence

1978 Meeting, 1978

Correspondence

1971-72

1973

1974

1977

Finances

1978

1973-75, 1979

Executive Board

1977 Meeting, 1976-77

1976 Annual Reports, 1976-77

1975-76 Meetings, 1975-76

Executive Director, Salary and Monthly Reports, 1976-77

Finances, 1976-77

Correspondence, David Patten, 1975-76 [RESTRICTED]

Box 2:

1969-82

Executive Board

Correspondence, 1976-77

Vice President, 1975-77

Regional Representatives, 1976-77

Officers, 1976

Finances and Membership, 1976-78

Executive Board

Executive Director Updates, 1975-76

Job Descriptions and Budget, 1976-77

Correspondence and Budget, 1977-78

Executive Director and Headquarters Search, 1979-80 [RESTRICTED]

Correspondence, 1978-79

Membership Brochure, 1978

Management Firms and Finances, 1978-79

1979 Election, 1978

Management Firm, 1978-79
 Executive Board Correspondence
 1976
 1976-77
 Correspondence
 1978 (3 folders)
 1977-78
 Certificate of Appreciation to Judith Hoffberg, Correspondence, 1974
 Budget, 1977-78
 Financial Reports
 1973
 1975
 Secretary and Income and Expense Report, 1974
 Budget and Quarterly Reports, 1976-77
 Budget, 1977-78
 Executive Board Meeting, 1977 Meeting, 1977
 Executive Board Correspondence
 1977
 1978
 Fundraising Campaign, 1977
 Regional Representatives
 1976-82
 Includes: East, Midwest, West
 1980-82
 Includes: Canada, Other Chapter
 Regional Representatives, 1981-82
 Constitution and Bylaws and Constitutional Amendments, 1972-77
 Constitution, Ad Hoc Committee to Revise the ARLIS/NA Constitution and Bylaws,
 1978-79

Box 3:

1969-86

Unincorporated Organization
 [Note: “unincorporated organization” was a term used either by the files creators
 or by Syracuse University to refer to documents reflecting the early period of
 ARLIS/NA’s existence or “historical recollections.”]
 Buffalo Institute, 1969
 Charter Committee, 1972-86 (of ARLIS/NA founding)
 Constitution (Texts), 1979
 Constitution, Revisions and Amendments, 1973
 Constitution Committee, 1979
 Report on Constitution and Bylaws, 1982

- Incorporation
 - Correspondence, 1978
 - Articles of Incorporation (Draft), 1982
- Organizational Structure
 - Correspondence, 1979
 - Organization Charts, 1981
 - Bylaws
 - Texts, 1979
 - Bylaws Revision Committee, 1983
 - Proposals and Drafts, 1983
 - Ballots, 1983
 - Returns, 1980
- Goals, Objectives, Activities
 - Goals and Objectives, 1981, 1983
- Annual Membership Meeting
 - Agendas, 1980-82
 - Minutes and Reports, 1980-81, 1985
 - Resolutions, 1980
 - Annual Reports (of the Society), 1983
 - Legal Counsel, 1977-81
- General Policies and Guidelines
 - Archives, 1980-84
 - Archives Committee, 1979-84
 - Archives Guidelines, 1981-82
- Extra-Association Relations
 - Ad Hoc Committee on Affiliation, 1979-80
 - Affiliation with Other Organizations, 1980-82
 - North American Association Relations Committee, 1983-84
 - International Relations Committee, 1981-84
- Membership Dues and Fees
 - Historical Chart, 1983-84
 - Dues Change Ballots, 1979
 - Dues Change Election Results, 1979
- Membership
 - Cards, 1981
- Membership Promotion
 - Forms/Brochures, ca. 1980
 - Form Letters, 1979, 1981
 - Membership Chairman, 1975-77
 - Membership Coordinator, 1979-82
 - Membership Committee, 1981-83
 - Special Campaigns, 1979-83
- Membership Statistics

- General, 1980
- Statistic Reports, 1977-83
- Geographic Distribution, 1982-83
- Membership Records
 - Mailing List, 1978
 - Card Files, 1980
- Elections
 - Nominating Committee
 - 1979-1983
 - Guidelines, 1983
 - Reports, 1979-84
 - Candidates-Slates, 1982-84
 - Candidates, Letters of Notification and Acceptance, 1979-84
 - Ballots and Candidate's Biographies, 1979-84
 - Returns, 1980-81
- Officers
 - ARLIS/NA Officers 1973-81, ca. 1981
 - Chairman, 1980
 - Chairman,
 - Reports, 1980-84
 - Correspondence, 1981
 - Vice-Chairman
 - 1979-80
 - Reports, 1980-84
 - Past Chairman
 - 1980
 - Reports, 1981-84
 - Secretary
 - 1980
 - Reports, 1980-84
 - Correspondence, 1983
- Executive Board
 - Correspondence, 1977, 1980
 - Annual Rosters, 1981
 - Annual Calendars, 1979, 1983
 - Finances, 1983
 - New Member Orientation, 1979
- Executive Board, Meetings of the Board
 - Agendas, 1979-84
 - Minutes and Motions
 - 1976-79
 - 1980-81
 - 1982-83

- Meetings with the Board, 1980
- Committees
 - Rosters/Charges, 1978-81
 - Guidelines, 1984
- Chapters and Regions, Structure and Role
 - Boundaries, 1981
 - Membership Requirements, 1980-82
- Regional Representatives
 - General, 1980
 - Guidelines and Manuals, 1979-80
 - Canadian, 1979-84
 - Eastern, 1979-84
 - Midwestern, 1979-84
 - Western, 1979-84
- Chapters and Regions, Projects and Activities
 - Joint and Regional Meetings, 1978
 - Canadian Member Meetings, 1981
- Chapters
 - Policies, 1980, 1983
 - Bylaws, ca. 1979
 - Calendars/Guidelines, 1980 Officers, 1979-82
 - Chapter Officers Meetings, 1980-81
 - Finances, 1980
- Chapters, Projects & Activities
 - Chapter Idea, Exchange Column, 1980
- Individual Chapters
 - Arizona, 1979
 - Delaware Valley, 1980-81
 - DC, Maryland, Virginia, 1978, 1980
 - Kentucky, Tennessee, 1978, 1980
 - Michigan, 1979
 - Midstates, 1978, 1980
 - New England, 1980-81
 - New Jersey, 1980
 - New York, 1980-81
 - North California, 1979-80
 - Northwest, 1980-81
 - Ohio, 1979
 - South California, 1979-81
 - Southeast, 1979-81
 - Texas, 1979-81
 - Twin Cities, 1980-81
 - Western New York, 1980

Special Interest Groups (SIGs) and Type of Libraries (TOLs)

Structure and Role

Statistics, 1980-82

Guidelines, 1979

Coordination

Vice-Chairman, 1979-80

Subject Interests

Proposed New Groups, 1979-80

Unofficial Groups, 1980

Officers, 1980-81

Architecture, 1979-81

Cataloging and Indexing, 1979-82

Serials, 1978-1982

Visual Resources, 1980-82

Academic, 1973, 1980-82

Museum, 1979-82

Public, 1979-82

Headquarters and Administration

Executive Secretary

Legal, 1980

Job Descriptions, 1977-81

Search Committees, 1978-80 [RESTRICTED]

Contracts, 1980

Performance Evaluation, 1979 [RESTRICTED]

Salary and Benefits, 1979-81

Termination of Management Contract, 1980 [RESTRICTED]

Reports, 1979-81

Correspondence, 1980-81

Insurance, 1980-81

Finances, Treasurer

Duties, 1979-80

Reports, 1977-82

Correspondence, 1979

Finances and Funds

Investments, 1981

Fundraising and Development Committee

General, ca. 1979

Reports, 1981-82

Correspondence, 1980

Fund Drives, 1982

Gifts, 1981

Finances

Grants, 1979-80

- Financial Consultant, 1980
- Finances and Budgets
 - Preparation Procedures, 1978
 - Annual Budgets, 1978-81
- Financial Reports
 - Monthly Statements and Balance Sheets, 1978-84
- Finances
 - Audits, 1980
- Awards
 - Art Publishing Award Committee, 1978-80
 - George Wittenborn Memorial Award Committee, 1975-80
 - George Wittenborn Memorial Award Committee, 1980-81
 - Gerd Muehsam Memorial Award Committee, 1979-82
 - Honorary Life Membership, 1980
 - Distinguished Service Award, 1981-82 [RESTRICTED]

Box 4:

1973-86

- Conferences, General
 - Surveys, 1976, 1981
 - Guidelines, Manuals, 1981
 - Scheduling, 1980-81
 - Sites, 1980-81
 - Invitations and Proposed Sites, 1981
 - Guidelines for Session Planners, 1980
 - Guidelines for Session Recorders, ca. 1980
 - Guidelines for Speakers, 1979
 - Program Themes, 1980-81
 - Exhibits, 1979
 - Lists of Exhibitors, 1979-80
 - Guidelines, 1980
 - Exhibits Coordinator, 1979-81
 - Sample Letters, 1978-80
 - Members' Publications Display, 1980
 - Finances, 1981
 - Honoraria, 1979
 - Reciprocal Conference Fees, 1980
 - 1973 Annual Conference Preliminary Agenda, 1973
 - 1983 Conference Planning, 1981-82
- Education
 - Education Committee, 1977-81
 - Education Guidelines, 1980-81

Continuing Education, 1979-81

Conference Workshop, 1981

Careers

Job Registry, 1980

Standards, Statistics

Standards Committee, 1979-81

Standards Projects: Staffing Art Libraries, 1979-80

Standards Projects: Collection Development, 1980

Ad Hoc Joint Committee on Standards for Visual Resources Collections,
1978-1981

Ad Hoc ARLIS/VRSIG Committee on Slide Quality, 1979

Surveys

Salary Survey, 1983

Public Relations

Secretary, 1981

Press Releases, 1982

Posters, 1980

Publications Committee

General, 1979-81

Reports, 1980-82

New Publications Subcommittee, 1980-81

Publications

Publicity, 1976, 1980-82

Conference Abstracts, 1980

Membership Directory, 1979-81

*Directory of Art Libraries and Visual Resources Collections in North
America*, Correspondence, 1979-81

Occasional Papers

Cost, 1980

Guidelines, 1980

Correspondence, 1980-82

Proposed Occasional Papers, 1979-82

AACR2 Goes Public, 1981-82

Current Issues in Fine Arts Collection Development, 1981

ARLIS/NA Newsletter

General, 1979-81

Editors, 1981

Advertising, 1981-82

Book Review Section, 1979-81

Index (in-house) 1979-81

Indexing of (outside) 1976, 1981

Art Documentation

General, 1984

- Choice of Name, 1981
- Graphic Design, 1981-82
- Joint Publications, 1982
- Distribution Projects
 - Art Libraries Journal*, 1979-81
 - Guide to the Literature of Art History*, 1981
 - Other Publications, 1977-81
- Publications, *Directory of Art Libraries and Visual Resource Collections in North America*, Correspondence, 1977-86
- Projects
 - 1977-81
 - 1981-82
- Biographies of ARLIS/NA Members
 - 1980-81
 - 1981
- Reports, 1978-82
 - Includes: Directory of Members, Reference, and Financial Matters Board Reports
- 1987-2000
 - ARLIS/NA Fact Sheet (includes diskette), 1993-94
 - ARLIS/NA Organization, 1995
 - Chapters, Guidelines, 1991
 - Committees, Calendar, 1987-89
 - Elections, 1993-95
 - Executive Board Calendars, 1992-94
 - Executive Board Members, 1993-94
 - Executive Board
 - Presidents
 - Jack Robertson, 1995
 - Edward Teague, 1995
 - Deirdre Stam, 1992-95
 - Betty Jo Irvine, 1991-94
 - Janis Ekdahl
 - President's Column, 1994-95
 - Reports, 1992-95
 - Secretary, 1993-96
 - Treasurer, 1992-95
 - Canadian Regional Representative, 1993-95
 - Midwest Regional Representative, 1993-95
 - Northeast Regional Representative, 1993-95
 - South Regional Representative, 1993-95
 - Western Regional Representative, 1993-95
 - Executive Board Meetings
 - 1993 Midyear, Reimbursement, 1993

- 1994
 - Post-Conference, Motions, 1994
 - Midyear, 1994
- 1995
 - Pre-Conference, 1995
 - Pre-Conference and Post-Conference, Annual Reports, 1995
 - Post-Conference, 1995
 - Midyear, 1995 (2 folders)
- 1996
 - Pre-Conference, 1995-96
 - Pre-Conference and Post-Conference, Annual Reports, 1996

Management Firms

- Adler Droz, Inc., 1999
- ARLIS/NA Corporate Job Description, 1990-94
- Association Managers, Incorporated (AMI)
 - Contracts
 - 1986-93
 - 1993
 - Correspondence, 1993-94
 - Proposal, 1994
- Contract, Executive Director, 1990-93
- Elizabeth Clarke
 - 1998 Proposal, 1998
 - 2000 Proposal, 2000
- Executive Director Transition, 1992-94
- Fee Comparisons, ca. 1998
- Management Services and Standards Guidelines Correspondence, 1998

Box 5:

1991-2000

Management Firms

- Management Services and Standards Guidelines
 - Drafting of, 1997
 - Final, 1998
- Olson Management Group (OMG)
 - 1994 Contract
 - 1994
 - 1994-95
 - 1995 Review, 1994-95 [RESTRICTED]
 - Contract and Performance Evaluation, 1995-97 [RESTRICTED]
 - Correspondence, 1994-96 [RESTRICTED]
 - Executive Director, Reports, 1994-95 [RESTRICTED]

Organization Plan Sketch, 1996

Response to ARLIS/NA Evaluation, 1995 [RESTRICTED]

Pamela Parry, 1992-94 [RESTRICTED]

Search, 1994 [RESTRICTED]

Selection, 1994 [RESTRICTED]

Transition, 1994 [RESTRICTED]