



american  
institute for  
conservation

**50 Years of Preserving  
Cultural Heritage**

727 15th St NW, Suite 500  
Washington, DC 20005

**(t)** 202.452.9545  
**(f)** 202.452.9328

**Internal Advisory Group Meeting Notes  
Friday, December 1  
11:00 a.m. - 4:00 p.m. EST, with a break from 1:00 - 2:00 p.m.  
Held Virtually via Zoom**

Suzanne Davis, AIC President, started the meeting at 11:01. She started the roll call, allowing each participant to introduce themselves and their role with AIC.

### **Financial Summary**

Treasurer Elmer Eusman presented a summary of AIC and FAIC's budgets and spending over the past few years to contextualize the 2023 revenue and expenditures. He also presented the 2024 FAIC and AIC budgets, which were approved by the boards of each organization on 11/29 and 11/30, respectively.

AIC had a challenging financial year in 2023 due to a variety of factors: low attendance at Annual Meeting, lower return on investments, higher cost of IT and computer services, increased salary and benefits, etc. In general, expenses are higher than they have been while income (which comes primarily from membership dues and meeting registration) has stayed the same.

Group leadership can help by encouraging members to renew their membership early and attend the annual meeting.

### **2023 and 2024 Annual Meeting Updates and 2025 and 2026 Announcements**

Cory Rogge, AIC Vice President, and Ruth Seyler, AIC Meetings Director, shared information about the upcoming 2024 Annual Meeting in Salt Lake City, Utah. The theme will be "Expect the Unexpected: Embracing and Managing Change, Uncertainty, and Surprise." Abstract submission numbers were very good, and in past years that has indicated strong registration for the meeting.

The 2025 annual meeting will be held in Minneapolis, May 27-31st. The theme will be "What's Your Story? The Power of Collaborations and Connections."

The 2026 Annual Meeting will be a joint meeting with the Canadian Association for Conservation of Cultural Property in Montreal from April 28 – May 2<sup>nd</sup>, 2026.

### **Strategic Plan Implementation Update**

The board and staff developed an implementation timeline for the [strategic plan](#). The written reports from various groups show that many groups have been thinking about how their work aligns with the plan as well.

## **Board Diversity Plan**

One goal in the strategic plan was the development of a board diversity plan. Over the summer, a small board committee worked to draft a plan, which was reviewed by the Equity and Inclusion Committee, AIC and FAIC Board, and staff before being approved. The final AIC Board Strategic Plan for Advancing Diversity, Equity, and Inclusion in AIC Leadership can be found at <https://www.culturalheritage.org/about-us/deia>. The primary goal of the plan is to lay the groundwork for diversifying leadership and community on all levels within the organization. It specifically includes improving onboarding to give leaders the tools they need to succeeding, modifying nominating processes, transparency around annual meeting planning, increasing translation efforts, and an accessibility audit, among other things.

## **Building a Strong Membership**

Communications and Membership Director Bonnie Naugle and board secretary Jennifer McGlinchey Sexton led a discussion on building membership. Membership numbers were around 3500 in the 2010s but dropped a bit in the past few years. Bonnie shared that the organization will be launching a new website in early 2024.

Participants broke into breakout rooms and were asked to come back with their top three suggestions for the following prompt: *What should we prioritize to ensure a robust membership?* Answers were recorded by staff to consider for future work.

## **Volunteer Gratitude: From Onboarding to Succession Planning**

Suzanne Davis thanked everyone for their leadership in AIC, and spoke about how groups can improve the experience of others through onboarding and succession planning. A small subgroup of the board is working on onboarding tools for the board that will be shared with other groups in case they can be used as models. Participants shared how their groups approach transitions and ideas for what would improve onboarding, and everyone was encouraged to use the IAG community to continue sharing resources and questions.

## **Volunteer Leadership**

Participants broke into breakout rooms and were asked to come back with their top three responses to the following prompt: *What makes you AIC volunteer work fun and impactful?* Answers were recorded by staff to consider for future work.

## **Nominating Committee Update**

Renée Stein, Nominating Committee Chair, reminded everyone that the call for nominations is open for Board Secretary, Treasurer, and Director of Committees, Task Forces, and Networks, as well as a position on the Nominating Committee. There are incumbents for the three board positions who are willing to run, but additional nominees

are still being accepted. The committee is also refining guideline documents and preparing to recruit candidates for roles in future years. Attendees were encouraged to nominate others or themselves for these or future positions.

### **#AskAConservator Day Outreach and Communications**

This year's Ask A Conservator Day on November 3<sup>rd</sup> had significantly greater participation and interaction than in any past year. AIC worked with communications consultants Resnicow & Associates to build a tool kit to help AIC members plan for Ask A Conservator Day this year. An ambassador program was also launched this year with the goal of identifying key participants earlier in the year. Members are encouraged to engage with Ask A Conservator content and participate with in-person or online events.

### **Held in Trust Report and Climate Resilience Resource (CRR) Project Update**

Deputy Director Tiffani Emig reminded attendees that the Held in Trust report was finalized in June and can be found on the website at [https://www.culturalheritage.org/docs/default-source/publications/reports/held-in-trust/held-in-trust-report.pdf?sfvrsn=a8f31020\\_23](https://www.culturalheritage.org/docs/default-source/publications/reports/held-in-trust/held-in-trust-report.pdf?sfvrsn=a8f31020_23). Allied organizations have reached out to report they are using the report to help design future projects.

FAIC's work on Climate Resilience Resources project was funded by NEH as an outcome of Held in Trust. It will include a climate mapping tool and learning modules that will allow institutions to better understand the risks of climate change to their site and will guide them in the development of a climate resilience plan. The site is expected to launch in March 2024.

### **Donor Gratitude**

Development Manager Anna-Claire McGrath thanked everyone who has donated to FAIC.

### **Additional Business**

Co-chair Cynthia Schwarz of the Code of Ethics Core Documents Review Task Force noted that the core group is reconciling comments and edits from the subgroups. AIC groups should plan to hear from the Task Force early in the new year with a request to designate a reader who can read the first draft and provide comments through the lens of the group. This will help ensure the Code is relevant to the diverse membership of AIC.

Suzanne adjourned the meeting at 3:48pm.