2011 ACLS Annual Meeting  
Washington, DC  
Conference of Administrative Officers (CAO)  
2011 Spring Meeting

Business Meeting of the CAO  
May 7, 9:00 - 11:00 am  
Quorum Room

Bill Davis, chair, American Anthropological Association

Agenda

1. Report from the chair
   a. Welcome new CAO members
   b. ACLS Board Meetings, January 28, 2011 and May 5, 2011

2. Elections to the CAO Executive Committee – Lisa Mighetto, chair, Nominating Committee

3. Update from Subcommittees on Building Capacities/Brokering Services  
   Presenters: Candace Frede, ACLS; Stephen M. Schaefer, Whiteford, Taylor & Preston, L.L.P.

4. Hotel Management/Labor Disputes  
   Panel: Michael Brintnall, Karen Jenkins, Nancy Kidd, and Sally Hillsman


6. Other business

7. Farewell to outgoing CAO members

8. 11:15 am - Post-meeting webinar: YourMembership.com (optional, all are welcome)

Upcoming Meetings

Learned Society Leadership Seminar, September 12, 2011  
Katha Kissman

2011 CAO Fall Meeting, Minneapolis, November 10-13  
The executive committee will meet in July to plan the agenda. Please let us know if you have any ideas for the program.
PARTICIPANTS

* Member of the Executive Committee of the Conference of Administrative Officers

Betsy Andersen, Executive Director, American Society of International Law
Olavi Arens, Executive Director, Association for the Advancement of Baltic Studies
David Barclay, Executive Director, German Studies Association
Robert Berlin, Executive Director, Society for Military History
David Berry, Executive Director, Community College Humanities Association
Adam Blistein, Executive Director, American Philological Association
Sandra Bradley, Director of Member Relations, ACLS
Michael Brintnall, Executive Director, American Political Science Association
Bernie Carlson, Executive Director, Society for the History of Technology
Graham Carr, President, Canadian Federation for the Humanities and Social Sciences
Gregory Clark, Executive Director, Rhetoric Society of America
Margery Berg Daniels, Executive Director, International Society for Third-Sector Research
*Bill Davis, Executive Director, American Anthropological Association
Mary Ellen Davis, Executive Director, Association of College and Research Libraries
Paul Erickson, Executive Director, American Antiquarian Society
Rosemary Feal, Executive Director, Modern Language Association of America
Alexander Field, Executive Director, Economic History Association
Katherine Finley, Executive Director, Organization of American Historians
Jack Fitzmier, Executive Director, American Academy of Religion
Keith Francis, Executive Director, American Society of Church History
Candace Frede, Director of Web and Information Systems, ACLS
Eileen Gardiner, Director, Humanities E-Book; Co-Executive Director, Medieval Academy of America
Jim Grossman, Executive Director, American Historical Association
Don Harrel, Executive Director, Sixteenth Century Society and Conference
Andrea Harris, Executive Director, Society of Dance History Scholars
Peter Herdrich, Executive Director, Archaeological Institute of America
Sally Hillsman, Executive Director, American Sociological Association
Jessica Irons, Executive Director, NHA
Karen Jenkins, Executive Director, African Studies Association
Richard Jensen, Secretary/Treasurer, Society for the Advancement of Scandinavian Study
Bob Judd, Executive Director, American Musicological Society
Dane Kennedy, Executive Director, North American Conference on British Studies
Nancy Kidd, Executive Director, National Communication Association
Craig Klafter, Executive Director, American Society for Legal History
John Kutsko, Executive Director, Society of Biblical Literature
Tim Lloyd, Executive Director, American Folklore Society
Vicky Long, Executive Director, Society for Music Theory
Robert Madrid, Policy Assistant, NHA
Jay Malone, Executive Director, History of Science Society
Jean-Marc Mangin, Executive Director, Canadian Federation for the Humanities and Social Sciences
Paula Massood, Treasurer, Society for Cinema and Media Studies
Allan Metcalf, Executive Director, American Dialect Society
Lisa Mighetto, Executive Director, American Society for Environmental History
Erin Smith Mosley, Assistant Director for Communications and Membership, NHA
Ron Musto, Director, Humanities E-Book; Co-Executive Director, Medieval Academy of America
Jim Nafziger, Executive Director, American Society of Comparative Law
Lawrence Nees, Executive Director, International Center of Medieval Art
Amy Newhall, Executive Director, Middle East Studies Association of North America
Lynda Park, Executive Director, Association for Slavic, East European, and Eurasian Studies
Milagros Pereyra-Rojas, Executive Director, Latin American Studies Association
Sarah Peters, Administrative Assistant to the President, ACLS
Ron Pipkin, Executive Director, Law and Society Association
Michele Randall, Executive Secretary, Bibliographical Society of America
Allyson Reed, Executive Director, Linguistic Society of America
Elizabeth Richmond-Garza, Secretary/Treasurer, American Comparative Literature Association
Pauline Saliga, Executive Director, Society of Architectural Historians
Stephen M. Schaefer, Whiteford, Taylor & Preston, L.L.P.
David Schrader, Executive Director, American Philosophical Association
Rona Sheramy, Executive Director, Association for Jewish Studies
John Siegfried, Secretary/Treasurer, American Economic Association
Michael Solem, Director of Educational Affairs, Association of American Geographers
John Stephens, Executive Director, American Studies Association
Stephen Stuempfle, Executive Director, Society for Ethnomusicology
Dabney Townsend, Secretary/Treasurer, American Society for Aesthetics
Steve Wheatley, Vice President, ACLS
Kent Williamson, Executive Director, National Council of Teachers of English
Pauline Yu, President, ACLS
Elections to the CAO Executive Committee

The Executive Committee is composed of seven members of the CAO. Members of the Executive Committee serve terms of three years, beginning and ending at the semi-annual meeting each spring. Members elected in spring 2011 will serve until spring 2014. Each year a nominating committee is appointed, composed of one outgoing member of the Executive Committee, serving as chair, and two other members of the CAO.

The members of the 2011 Nominating Committee are:
Lisa Mighetto, chair, American Society for Environmental Studies
Michael Brintnall, American Political Science Association
Rona Sheramy, Association for Jewish Studies

The Nominating Committee proposes the following slate for three openings on the Executive Committee:

1. Jack Fitzmier, American Academy of Religion
2. Victoria Long, Society for Music Theory

Other nominations may be made from the floor.

The seven current members of the Executive Committee and their terms are:
Bill Davis, chair, American Anthropological Association (2012)
Lisa Mighetto, American Society for Environmental History (2011)
Amy Newhall, Middle East Studies Association (2013)
Michael Paschal, Association for Asian Studies (2013)
Elizabeth Richmond-Garza, American Comparative Literature Association (2012)
Pauline Saliga, Society of Architectural Historians (2013)
John Siegfried, American Economic Association (2011)

The membership categories (based on individual membership) used for determining service on the Executive Committee are as follows: S (small) = < 999; M (medium) = 1,000–2,499; M/L (medium large) = 2,500-5,999; L (large) = > 6,000. See attached for current distribution of societies.
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<th>Account Name</th>
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<th>Society Category</th>
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<tr>
<td>American Society of Comparative Law (97 institutional members)</td>
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</table>

Over 6,000 = L  
2,500 - 5,999 = M/L  
1,000 - 2,499 = M  
Under 999 = S
Summary of Legal Services for ACLS Members

The American Council of Learned Societies has negotiated a “preferred client” rate with the non-profit lawyers of the law firm Whiteford Taylor & Preston (WTP) on behalf of its member associations. ACLS members may engage WTP for advice and representation at a sharply reduced rate of $290 an hour.

Time period: This rate is applicable through the end of 2012.

Conditions:

- The association must be a member in good standing of ACLS.
- WTP will perform a conflict check on an association-by-association basis to be sure that it may freely represent the member association. (At this time, neither ACLS nor WTP is aware of any potential conflicts, so it is likely that this requirement will be easily satisfied.)
- The member association must sign a retainer letter formally engaging WTP’s services. A copy of the standard retainer is available from WTP upon request.
- The preferred client rate applies to most legal issues faced by non-profit organizations, such as counsel and advice in the usual course of running the organization. However, litigation and extraordinary or special legal services are not subject to this rate. Should the member association wish to use WTP’s services for such matters, the applicable rate will be mutually agreed upon as the circumstance arises.

If you are interested or have further questions, please contact Stephen M. Schaefer, Esq., at: 202-659-6765 or sschaefer@wtplaw.com.

Representative Services for Associations

WTP’s non-profit attorneys represent numerous associations and membership organizations, as well as other charitable and nonprofit organizations. Areas of representation that fall within the client preferred rate include:

- Contract review, including vendor, contractor, meeting and hotel contracts
- Corporate governance
- Employment issues, including contracts and compensation and benefits planning
- Fiduciary responsibilities of trustees, directors and officers
- Intermediate sanctions
- Joint ventures
- Managing chapters and affiliated organizations
- Membership solicitations and fundraising
- Oversight of lobbying efforts
- Protection and licensing of intellectual property
- Real estate acquisitions, dispositions and leasing
- Tax-exempt status (federal and state)
- Unrelated business income tax
About Whiteford Taylor & Preston

Founded in 1933, Whiteford, Taylor & Preston has grown to over 150 attorneys in the District of Columbia, Maryland, Virginia, and Delaware.

Our clients are businesses located around the globe, across the nation, and next door. In addition to legal advice, we bring to the table our wide experience in a range of industries, including nonprofits, higher education, technology, food & drug, retirement communities, international trade, insurance, community associations, construction, real estate and land use, government contracting, securities, manufacturing, and life sciences.

What sets us apart? The largest patent and intellectual practice in Maryland, for instance; top rankings in U.S. and foreign directories that rate lawyers; an intense and well-known business reorganization and bankruptcy practice; a national litigation practice; and a long-standing focus on family-owned companies, start-ups, and closely held companies of all kinds.

For more information about the firm, please visit www.wtplaw.com.

Nonprofit Organizations and Associations Practice

Our nonprofit attorneys represent nonprofit organizations and associations in a wide variety of matters relating to their special tax status and operations. The group’s lawyers have backgrounds in tax, corporate, transactions, real estate, employment, intellectual property, litigation and other areas of law pertinent to nonprofit organizations and associations. Quality representation in these areas is especially important in today's environment of increased federal and state scrutiny of nonprofits, and requires in-depth knowledge and understanding of many complex laws, rules and regulations.

Stephen M. Schaefer

Mr. Schaefer has over ten years of experience representing nonprofit organizations and associations. He has advised clients on corporate governance issues, such as policies mandated by the IRS, Sarbanes-Oxley compliance, and board fiduciary responsibilities. In addition, Mr. Schaefer has advised clients on all manner of tax issues applicable to 501(c)(3) and 501(c)(6) organizations and their affiliates. Mr. Schaefer is a member of the bars of the District of Columbia and Maryland.

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Suite 400
Washington, DC 20036-5405

Phone: 202.659.6765
410.884.2444
sschaefer@wtplaw.com
MEET MINNEAPOLIS. We’ve got it all. Meet city vibe, an arts mindset, a business pace, a lush, green, water-filled metro and serious travel connections. Downtown is hopping: full of people, entertainment options, culinary choices and innovative corporations (see: Target). And, to top it off, we’re located right on the Mississippi riverfront. Introduce yourself.
CITY VERVE

Downtown Minneapolis is alive and vibrant: Broadway shows meet award-winning chefs and boutique shopping meets an enviable live music scene. Nearly 40,000 people call downtown home, meaning energy in the streets, sophisticated nightlife and an abundance of entertainment options.

facts at a glance

- Downtown Minneapolis is home to more residents than the downtowns of Denver, Dallas, Houston, Indianapolis and Sacramento combined.
- We claim numerous James Beard Award-nominated chefs, as well as restaurants with international cuisine stars like Wolfgang Puck at their helms.
- More than 500,000 patrons visited the downtown Hennepin Theatre District in 2008.
- Minneapolis has the fourth most active jazz scene in the nation.
- Of the area’s five major professional sports teams, four play in downtown Minneapolis: the Minnesota Twins (MLB) and Minnesota Vikings (NFL) at Hubert H. Humphrey Metrodome and the Minnesota Timberwolves (NBA) and Minnesota Lynx (WNBA) at Target Center.
- Two new state-of-the-art stadiums open soon: TCF Bank Stadium on the University of Minnesota campus, where the Big Ten Gophers will play; and Target Field, the new home for the Minnesota Twins, a downtown outdoor venue seating 40,000.
NATIONAL TERRITORY

Minneapolis is not flyover country – we’re seriously connected. As one of seven Delta Air Lines hubs, the Minneapolis-St. Paul International Airport (MSP) is among the busiest in the country with 1,250 flights arriving and departing every day. Our central location delivers even more convenience. Step on a plane in most U.S. cities and you’ll arrive in less than three and a half hours. Once on the ground, it’s a quick jaunt to downtown Minneapolis – just a few minutes via taxi or light rail transit.

facts at a glance

- The Airports Council International has recently ranked MSP as the Best Airport in North America and the third Best Airport in the world among those serving 25 - 40 million passengers a year.
- MSP is the country’s 14th busiest airport and the 29th busiest airport in the world, with 34 million passengers passing through in 2008.
- From MSP, airlines serve 144 nonstop markets, including 123 domestic and 21 international cities. Compared to other metro areas, only one other U.S. city serves more nonstop markets per capita.
- The recent arrival of Southwest Airlines at MSP ensures greater affordability and increases access to Minneapolis.
- MSP has undergone a $3 billion expansion in just over a decade.
- From MSP, getting to downtown Minneapolis takes only 15 minutes via taxi or 30 minutes via light rail transit.

www.minneapolis.org/corporate
**FERTILE GROUND**

This is not landlocked terrain. In fact, Minnesota has 90,000 miles of shoreline—more than California, Florida and Hawaii combined. With 22 lakes, 180 parks, 50 miles of paths and the mighty Mississippi running through downtown, Minneapolis is an urban playground. The city’s lush, green environment provides the perfect backdrop for outdoor events, a morning run or a relaxing meal at a sidewalk cafe.

**Facts at a Glance**

+ Minneapolis is located in a National Park: the Mississippi National River and Recreation Area.
+ Green spaces fill downtown Minneapolis: from Peavey Plaza and Loring Park to Gold Medal Park and the Mississippi riverfront, the areas provide a refreshing respite amidst soaring architecture.
+ No Minneapolis resident lives more than six blocks from a park.
+ Minneapolis has one of only two fully urban scenic byways in the country: the Grand Rounds Scenic Byway.
+ Rollerblading and waterskiing were invented here.
+ Minnesota boasts more boaters and golfers per capita than any other state.
+ Minneapolis has the second most bicycle commuters in the country.
MINNEAPOLIS CONVENTION CENTER

At the Minneapolis Convention Center, it’s all about ambiance. Skyway-connected and located in the heart of the city, the Center’s expansive spaces are underscored by an abundance of natural light. Warm and accommodating, first-rate services and amenities only add to the Center’s appeal. Whether you’re planning a board meeting for 30, a shareholder meeting for 2,500, or a party for 10,000, a successful event is guaranteed.

UNIQUE PROGRAMMING VENUES

A Meeting Space That’s Anything You Want It to Be
+ The sheer size of the Center’s Hall A Ballroom—55,000 square feet—makes it the biggest column-free banquet area in Minnesota.
+ The Hall A Ballroom features removable carpeting and dimmable lighting, allowing large functions to be modified into gatherings of a more formal, comfortable quality.

A First of Its Kind
+ The Center’s 3,400-seat Auditorium has the capability to convert into four separate rooms—three soundproof lecture halls and one main auditorium—a first of its kind nationwide.

Impressive Views
+ Seasons, a unique circular, glass-walled venue in the Center, offers fantastic sightlines of the Minneapolis skyline—an ideal venue for VIP events.

Green Space
+ The Plaza immediately outside the Center’s front doors provides the perfect location for outdoor receptions and themed events.

CORE MEETING FACILITIES

Exhibit Space
+ 475,000 square feet of exhibit space can divide into five distinct halls, ranging in size from 55,000 square feet to a total of 376,000 square feet of contiguous space.
+ The exhibit space offers ceiling heights up to 85 feet.

Ballroom A + B
+ Encompassing 28,000 square feet on the main level, the Center’s Ballroom is equipped with a permanent stage along with green roofs and sound, light and video capabilities, making it perfect for lavish galas.

Meeting Rooms
+ 87 meeting rooms are in close proximity to exhibit halls, providing functional, accessible space for breakout, plenary sessions, board and shareholder meetings.

KELBER CATERING
+ Working exclusively with the Minneapolis Convention Center since 1928, Kelber Catering gives life to your culinary vision.
+ With a strong commitment to service, Kelber is one of the most progressive catering companies in the country.
+ In the Center, you’ll find acclaimed chefs using innovative local flavors to create incredible meals and pastries.
+ Our award-winning team will help design your ideal menu, provide superior service and make your event the success it deserves to be.
UNIQUE OFF-SITE VENUES

Gather amongst the work of Andy Warhol. Meet in the institution where Sir Ian McKellen performed. Mingle where a booming national industry was born. Minneapolis offers world-class downtown meeting spaces. These innovative venues showcase art, history and more, instilling style and assuring lasting stories.

Guthrie Theater
Called “a 21st century dream factory” by Time, the Guthrie Theater, one of the most acclaimed regional theaters in the nation, features some of the most remarkable views of Minneapolis and the Mississippi. Architect Jean Nouvel designed the space as a creative, inspiring place for people to meet and gather on the river.

Walker Art Center
The Walker Art Center is one of the nation’s most visited and revered contemporary art museums. With a shimmering façade designed by Herzog & de Meuron and spectacular skyline views, the venue’s indoor and outdoor facilities offer state-of-the-art settings for meetings and events.

Minneapolis Institute of Arts
One of the top ten comprehensive museums in the nation, the Minneapolis Institute of Arts offers not only an amazing art collection but also new, Michael Graves-designed gallery spaces, ensuring an event that cannot be duplicated elsewhere.

Children’s Theatre Company
This Tony Award-winning institution, the premier theater in the country for children and families, is joined to the Minneapolis Institute of Arts. In 2006 a Michael Graves-designed expansion opened, giving the theatre more colorful, dynamic space.

Mill City Museum
Located on the banks of the Mississippi, within the burned-out walls of what was once the world’s largest flour mill, this renovated space includes Ruin Courtyard, an open area incorporating the mill ruins and the new, modern museum building.

Chambers Luxury Art Hotel
The Chambers contains more than 200 pieces of original contemporary paintings, sculpture, photographs and projected video inside its chic, upscale meeting venues. Catering is executed by Chambers Kitchen, the on-site restaurant created by Chef Jean Georges Vongerichten.

Minneapolis Central Library
Designed by Cesar Pelli, the facility opened to the public in 2006. Its main features are a 5-story glass atrium and an auditorium surrounded by modern, Minnesota-inspired environs.

Hennepin Theatre District
The historic Orpheum, State and Pantages Theatres comprise the Hennepin Theatre District. Touring Broadway shows and popular music concerts often grace these stages. The spaces accommodate large crowds in classic, celebrated settings.

Orchestra Hall
This 2,450-seat auditorium offers superior acoustics for meetings and concerts. Close to the Minneapolis Convention Center, the Hall overlooks Peavey Plaza—an adjacent city park—and the main downtown Minneapolis thoroughfare, Nicollet Mall.