

2013 ACLS Annual Meeting
Baltimore
Conference of Administrative Officers (CAO)
2013 Spring Meeting

Business Meeting of the CAO
May 11, 8:30-11:30 am
Baltimore Ballroom B

Jack Fitzmier, Chair, Executive Committee of the CAO, American Academy of Religion

Agenda

1. Report from the Chair
 - a. Welcome New CAO and Affiliate Members
 - b. ACLS Board Meetings, January 25, 2013 and May 9, 2013
2. Elections to the Executive Committee of the CAO – Amy Newhall, Chair, Nominating Committee
3. Report from the Census Committee – Alyson Reed
4. Proposed Program Committee Convocation – John Kutsko
5. JPASS – Heidi McGregor, ITHAKA; Jim Grossman
6. MLA Commons – Rosemary Feal, Kathleen Fitzpatrick
7. Brokering Services:
 - Group Insurance Options – Mark Levine, Levine Insurance
 - Whiteford, Taylor & Preston Legal Services – Stephen Schaefer
8. Suggestions for Topics to be Discussed in Louisville – Jack Fitzmier
9. Other Business
10. Optional Post-Meeting Discussion: Mark Levine and Stephen Schaefer will be available for further questions. (11:30-12:00 am)

Upcoming Meetings

Learned Society Leadership Seminar, September 9, 2013

Facilitator: Bruce Lesley, BoardSource Consultant

2013 CAO Fall Meeting, Louisville, November 14-17

2013 ACLS Annual Meeting
Baltimore, MD
Conference of Administrative Officers (CAO)
2013 Spring Meeting
May 11

PARTICIPANTS

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

Michael Adams, Vice President, Dictionary Society of North America
Jeff Allen, Vice President, Federation of State Humanities Councils
Betsy Andersen, Executive Director, American Society of International Law
Frederick Antczak, Executive Director, Rhetoric Society of America
Olavi Arens, Academic Executive Director, Association for the Advancement of Baltic Studies
Suzanne Moyer Baazet, Co-Executive Director, African Studies Association
David Barclay, Executive Director, German Studies Association
Alexander Beecroft, Secretary-Treasurer, American Comparative Literature Association
Bob 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
Jim Castonguay, Treasurer, Society for Cinema and Media Studies
John Paul Christy, Program Officer, ACLS
Margery Berg Daniels, Executive Director, International Society for Third-Sector Research
Mary Ellen Davis, Executive Director, Association of College and Research Libraries
Linda Downs, Executive Director, College Art Association
Paul Erickson, Director of Academic Programs, American Antiquarian Society
Rosemary Feal, Executive Director, Modern Language Association of America
Amy Ferrer, Executive Director, American Philosophical Association
Katherine Finley, Executive Director, Organization of American Historians
*Jack Fitzmier, Executive Director, American Academy of Religion
Kathleen Fitzpatrick, Director of Scholarly Communication, Modern Language Association
Keith Francis, Executive Secretary, American Society of Church History
Candace Frede, Director of Web and Information Systems, ACLS
Jim Grossman, Executive Director, American Historical Association
Joan Hall, Editor, Dictionary of American Regional English, American Dialect Society
Peter Herdrich, Chief Executive Officer, Archaeological Institute of America
Sally Hillsman, Executive Director, American Sociological Association
Richard Jensen, Secretary-Treasurer, Society for the Advancement of Scandinavian Study
Bob Judd, Executive Director, American Musicological Society
Nancy Kidd, Executive Director, National Communication Association
Steve Kidd, Executive Director, National Humanities Alliance
Craig Klafter, Executive Director, American Society for Legal History

John Kutsko, Executive Director, Society of Biblical Literature
Mark Levine, Chief Executive Officer, Levine Insurance
Edward B. Liebow, Executive Director, American Anthropological Association
Tim Lloyd, Executive Director, American Folklore Society
*Victoria Long, Executive Director, Society for Music Theory
Antonia Maioni, President, Canadian Federation for the Humanities and Social Sciences
Jay Malone, Executive Director, History of Science Society
Jean-Marc Mangin, Executive Director, Canadian Federation for the Humanities and Social Sciences
Heidi McGregor, Vice President, Marketing & Communications, ITHAKA
Lisa Mighetto, Executive Director, American Society for Environmental History
Ann Moyer, Executive Director, Renaissance Society of America
*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
Michele Randall, Executive Director, Bibliographical Society of America
Alyson Reed, Executive Director, Linguistic Society of America
Doug Richardson, Executive Director, Association of American Geographers
Peter Rousseau, Executive Director, American Economic Association
Stephen Schaefer, Whiteford Taylor & Preston
Rona Sheramy, Executive Director, Association for Jewish Studies
*Stephen Stuempfle, Executive Director, Society for Ethnomusicology
Dabney Townsend, Secretary-Treasurer, American Society for Aesthetics
Andy Vaughn, Executive Director, American Schools of Oriental Research
Funmi Elise Vogt, Co-Executive Director, African Studies Association
Winston Welch, Executive Director, World History Association
Steve Wheatley, Vice President, ACLS
Susan Wiesner, Treasurer, Society of Dance History Scholars
*Kent Williamson, Executive Director, National Council of Teachers of English
Pauline Yu, President, ACLS

2013 ACLS Annual Meeting
Baltimore
Conference of Administrative Officers (CAO)
2013 Spring Meeting
May 11

Elections to the Executive Committee of the CAO

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 2013 will serve until spring 2016. 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 2013 Nominating Committee are

Amy Newhall, chair, Middle East Studies Association
David Barclay, German Studies Association
Adam Blistein, American Philological Association

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

1. Tim Lloyd, American Folklore Society
2. Milagros Pererya-Rojas, Latin American Studies Association
3. Nancy Kidd, National Communication Association

Other nominations may be made from the floor.

The seven current members of the Executive Committee and their terms are:

Jack Fitzmier, American Academy of Religion, Chair (2014)
Victoria Long, Society for Music Theory (2014)
Amy Newhall, Middle East Studies Association of North America (2013)
Michael Paschal, Association of Asian Studies (2013) *absent*
Pauline Saliga, Society of Architectural Historians (2013) *absent*
Stephen Stuempfle, Society for Ethnomusicology (2015)
Kent Williamson, College Forum of the National Council of Teachers of English (2015)

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.

Heidi McGregor



Vice President, Marketing & Communications

Heidi McGregor is vice president, marketing & communications for ITHAKA. She oversees all strategic positioning, brand management, marketing, and communications for ITHAKA and its services, JSTOR, Portico, and Ithaka S+R.

Previously, Heidi led strategic planning for JSTOR, fostering ideas for how the JSTOR platform and content could be expanded to further the organization's mission. She joined JSTOR in 1998 and for six years served as director of publisher relations. During this time, Heidi led JSTOR's efforts for adding 8 new archival journal collections, negotiating and signing agreements for 350 journals, and bringing 160 new publisher participants to the organization. She also had principle oversight for more than \$4M in grant-funded projects.

Prior to joining JSTOR, Heidi worked at Simon & Schuster for four years. Heidi has been in publishing and scholarly communications for nearly 20 years. She is a frequent public speaker and has served as a board member of the Society for Scholarly Publishing and on advisory committees for Project AMEEL based at Yale University Library and Bio One.

Heidi has a bachelor of arts in philosophy and political science from Lafayette College and a graduate certificate in media management from the New School University.



KATHLEEN FITZPATRICK

Kathleen Fitzpatrick is Director of Scholarly Communication at the Modern Language Association, and is on leave from a position as Professor of Media Studies at Pomona College, in Claremont, California. She is the author of *Planned Obsolescence: Publishing, Technology, and the Future of the Academy*, which was published by [NYU Press](#) in November 2011; *Planned Obsolescence* was released in draft form for open peer review in fall 2009. She is also the author of *The Anxiety of Obsolescence: The American Novel in the Age of Television*, published in 2006 by Vanderbilt University Press (and of course available [in print](#)), and she is co-founder of the digital scholarly network [MediaCommons](#). She has published articles and notes in journals including the *Journal of Electronic Publishing*, *PMLA*, *Contemporary Literature*, and *Cinema Journal*.

Mark Levine

Mark Levine is the Chief Executive Officer and has practiced in the insurance industry for over 30 years. His experience enables him to effectively understand and analyze customers' exposures to loss and to design insurance programs which will accurately address them. He is an active participant in the Risk and Insurance Management Society and Professional Insurance Agents of America.

Mark is a risk management consultant and specializes in the Property & Casualty and Executive Protection areas of insurance.

Other areas he has an extensive background in areas including Employee Benefits (401K), Life, Health, and Long Term Care.



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 2014.

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 property 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.

For examples of our recent experience, please visit <http://www.wtplaw.com/nonprofit-year-in-review>.

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.

Stephen M. Schaefer, Esq.
Whiteford Taylor & Preston LLP
1025 Connecticut Avenue, N.W.
Suite 400
Washington, DC 20036-5405

Phone: 202.659.6765 or 410.884.2444
sschaefer@wtplaw.com

American Council of Learned Societies

Learned Society Leadership Seminar

Monday, September 9, 2013



Bruce Lesley is a senior governance consultant for BoardSource. Bruce has more than 30 years of experience in the nonprofit sector and offers extensive consulting expertise in nonprofit board best practices, with a particular emphasis on the board's role in strategic planning and innovation. Based in the Washington, DC area, Bruce's client organizations are diverse in terms of mission, size, and geographic scope, and they include Accreditation Council for Continuing Medical Education, America's Second Harvest, American Lung Association, Bar Association of the District of Columbia, Big Brothers/Big Sisters, Center for Multicultural Human Services, Corporation for Public Broadcasting, Credit Union Executive Society, Fulbright Association, Garden City Hospital, Jewish Community Centers, Maryland State Medical Society, United States Space Foundation, Urban Leagues, WaterPartners International, and West Virginia University Alumni Association.

Previously he was a staff professional for 15 years with Junior Achievement, Inc., where from 1989 through 1991 he was national executive vice president of its headquarters. His management oversight included strategic planning, marketing, international relations, public relations, educator relations, curriculum research and development, rural expansion, staff training, finance, and management information systems.

He is committed to lifelong learning and has been a participant in numerous management and leadership seminars including: Consumer Marketing, Northwestern University; Developing Effective Facilitation Skills, Michael Kaplan; Innovative Teamwork Program, Synectics, Inc.; Investment in Excellence, The Pacific Institute, Inc.; Leadership at the Peak, Center for Creative Leadership; Leading Customer Focus, The Forum Corporation; Managing Interpersonal Relationships, Wilson Learning; and Transpersonal Association International Conference. Bruce is also a contributor to Board Member® magazine.

Bruce holds a bachelor's degree with distinction in economics from the University of Michigan and is a current or past member of the American Evaluation Association, American Society for Training and Development, American Society of Association Executives, National Rural Education Association, Rotary Clubs, The Planning Forum, and World Future Society.



THE KENTUCKY DERBY EXPERIENCE

- Give your delegates a Derby experience year-round by having an event at the Kentucky Derby Museum or Historic Churchill Downs
- Live horse racing during Spring and Fall Meets
- Horse country, racetrack and backside tours year-round
- Add flavor to your meetings with traditional Mint Juleps and Derby Pie
- Local traditions like Derby hats, Derby fashion and games of chance bring fun and flair to any occasion

A CITY THAT KNOWS HOW TO PUT ON A GOOD TIME FOR YOU
AND THE HORSE YOU RODE IN ON.

THROW A PARTY OR MEETING YOUR DELEGATES WILL CHOMP AT THE BIT TO ATTEND.



DOWNTOWN ATTRACTIONS

Downtown Hotels & Convention Center

- 1 Kentucky International Convention Center
- 2 KFC Yum! Center
- 3 Galt House Hotel & Suites (1,291 Rooms)
- 4 Hyatt Regency Louisville (392 Rooms)
- 5 Marriott Louisville Downtown (617 Rooms)
- 6 The Seelbach Hilton (321 Rooms)
- 7 Hampton Inn Downtown Louisville (173 Rooms)
- 8 Fairfield Inn & Suites Downtown & SpringHill Suites Downtown (333 Rooms)
- 9 The Brown Hotel (293 Rooms)
- 10 Econo Lodge Downtown (97 Rooms)
- 11 Courtyard by Marriott Downtown (140 Rooms)
- 12 Residence Inn by Marriott Downtown (140 Rooms)
- 13 21c Museum Hotel (91 Rooms)

Area Attractions

- 14 Actors Theatre of Louisville
- 15 Belle of Louisville/Spirit of Jefferson
- 16 Brown Theatre
- 17 Cathedral of the Assumption
- 18 Extreme Park
- 19 Fourth Street Live!
- 20 Frazier History Museum
- 21 Glassworks & JazzyBlu Cafe & Lounge
- 22 The Kentucky Center
- 23 Kentucky Museum of Art & Craft
- 24 The Louisville Palace
- 25 Louisville Science Center
- 26 Louisville Slugger Field
- 27 Louisville Slugger Museum & Bat Factory
- 28 Main Street Association Visitors Center
- 29 Muhammad Ali Center
- 30 Visitors Information Center



Trolley Routes

- Main/Market
- 4th Street
- Skywalk

SKYWALKS CONNECT KICC AND THE KFC YUM! CENTER WITH 2,300 HOTEL ROOMS.

