

NASIG Newsletter

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Executive Board Minutes

August 2010 Conference Call

Date, Time: August 19, 2010, 3:30 p.m. (Eastern)

Attending:

Katy Ginanni, President
Rick Anderson, Past President
Steve Shadle, Vice President/President-Elect
Carol Ann Borchert, Secretary
Lisa Blackwell, Treasurer

Members-At-Large:

Patrick Carr
Clint Chamberlain
Steve Kelley
Buddy Pennington
Jenni Wilson

Ex Officio:

Angela Dresselhaus

Regrets:

Christine Stamison

1.0 Welcome (Ginanni)

The meeting was brought to order at 3:33 p.m. EDT.

2.0 Secretary's Report (Borchert)

2.1 Outstanding Action Items

The list of outstanding action items for board members was updated as follows:

Not Done/In Progress

ACTION ITEM: All board members will discuss how to turn the contingency planning documentation into a public document for distribution and discussion among the NASIG membership.

ACTION ITEM: Anderson will ask FDC and/or will work with the *Newsletter* editors to set up guidelines regarding sizes of ads and length of time ads will run. This should be in the form of a brochure with information and contact information for the past president to include when sending conference sponsorship information.

ACTION ITEM: Anderson will ask FDC to determine how much money we should have in the checking and savings account.

ACTION ITEM: Anderson will ask FDC to formulate language to add to the existing reimbursement policy to include contingency funding to cover emergencies.

ACTION ITEM: Anderson will work with FDC to get a pricing list for advertisements.

ACTION ITEM: Anderson will continue work with N&E over the course of this year to insure that the manual is complete and posted on the website. **ONGOING**

ACTION ITEM: Blackwell will add information to the Treasurer's manual indicating that the board may approve additional funding to account for emergency

situations for the Merriman Award winner and the NASIG president.

ACTION ITEM: Blackwell will work with D&D to put procedures in place for handling organizational memberships. She will also have them work with ECC to have the link put on the Join Now page to send interested organizations to D&D for membership processing.

ACTION ITEM: Borchert and ECC will work with the archivist on web presence and other archives issues.

ACTION ITEM: Carr will work with Bob Boissy to draft a document outlining organizational membership and listing the benefits. They will send this to the board for discussion.

ACTION ITEM: Chamberlain will ask ECC to add into their manual that they will take management of the social networking outlets for NASIG. ECC can manage the committee posting rights.

ACTION ITEM: Ginanni will have instructions added to the committee chairs manual for setting up a conference call and include a note to use Skype if desired or possible. **IN PROCESS**

ACTION ITEM: Ginanni will appoint or select members on FDC and the *Newsletter* to work with advertisements. **IN PROCESS**

ACTION ITEM: Ginanni will draft a charge and job description for the NASIG Historian, run it by the board, and then appoint a Historian. **IN PROCESS**

ACTION ITEM: Ginanni will ask ECC and the web liaison to review the website for references to individual memberships that need to be removed and to determine where references to organizational memberships need to be added. **IN PROCESS – they will try to complete (or give questions to us) by Fall Board Meeting.**

ACTION ITEM: Ginanni will work with the Student Outreach Committee to create a formal proposal for the internship program.

ACTION ITEM: Ginanni and Wilson will select members for a task force to write a proposal polling vendors for information about what they need in order to make an informed decision regarding sponsorship, the vendor expo, or other forms of participation. The proposal will include cost estimates and will be sent to the board.

ACTION ITEM: Kelley will work with Bob Boissy to rewrite the job description for the Publicist and bring it to the board.

ACTION ITEM: Stamison will ask A&R to submit a formal proposal outlining their suggestions for how to handle the Mexican Student Award. **IN PROCESS**

ACTION ITEM: Stamison will ask A&R to add to their manual, regarding the Merriman Award winner, that contingency funding will be made available in case of emergency.

ACTION ITEM: Wilson will work with MDC to ensure they have a booth next year with membership brochures, etc. at the vendor expo.

Completed Action Items

- Ginanni will find an advertising coordinator for the *Newsletter* during 2010/2011 appointments
- All board members will review the CEC-PPR proposal and discuss.
- Anderson will check with this year's Merriman Award winner to see what additional reimbursement she might need retroactively as a result of travel delays.
- Anderson will add to the President's manual to send a handwritten thank you each year to those who donate.
- Anderson will add information to the President's manual indicating that the board may approve additional funding for the Merriman Award winner and the NASIG President to account for emergency situations.

- Borchert will add an item for the *Newsletter* calendar to ask the treasurer for donation information at the end of each year to report on donations in the *Newsletter*.
- Ginanni will send a copy of the raw documentation to the outgoing board members and all attendees of the contingency planning meeting when that information is available from Mark Lane.
- Ginanni will discuss the NASIG Facebook page with Mykie Howard.

2.2 Approval of Board Activity Report

Ginanni made a motion to approve the following Board Activity Report for addition to the August minutes, and Anderson seconded. All voted in favor.

6/10 The board discussed a request from a NASIG member to use the membership directory entries to identify/contact individuals from the publisher/vendor community to invite them to attend a library conference event. The board decided this was an inappropriate use of the membership directory, but that we would have it posted on the *Newsletter* calendar of events.

6/10 The board approved setting up a new listserv for the Student Outreach Committee ambassadors.

7/10 The board discussed an issue with the conference evaluations and the survey setup and decided to send out a link to a revised survey that provided the opportunity to enter the free drawing for the 2011 conference.

7/10 The board advised the President to send out a blast message explaining the Tier 1 sponsor benefits and how that related to a membership mailing from a vendor.

7/10 The board approved the 2011 Conference theme of NASIG 2011: Gateway to Collaboration.

7/10 The board forwarded a request for sponsorship from OVGTSL to the Continuing Education Committee for a recommendation.

7/10 The board discussed the draft schedule from PPC and provided input. The board also decided not to provide box lunches again this year.

8/10 The board decided to hold vendor expo and sponsorship pricing levels steady for this year.

2.3 Upcoming Major Stationery Needs?

The secretary asked if any committees have a major mailing coming up as we are running low on stationery. Board liaisons agreed to check with their committees. Alternatively, committees can use a NASIG logo to create a piece of stationery as needed.

ACTION ITEM: All board liaisons will contact their committee chairs to determine if a large amount of stationery will be needed in the upcoming year.

3.0 Treasurer's Report (Blackwell)

Blackwell provided the current balance sheet to the board. She is in the process of moving accounts from Bank of America to Chase, which provides better interest rates and customer service.

3.1 Final Conference Totals

The board discussed the conference totals provided by the treasurer. There was a slight net gain on the conference which helped offset the expenses of the 25th Anniversary Celebration dinner.

4.0 Committee Updates (All)

Archivist—Sheryl Williams is still working on the latest box to send to the UIUC archives. When that is full, she will pass Archivist responsibility on to Peter Whiting.

A&R—No report

Bylaws—No news. Board liaisons should contact committees to see if they have any upcoming bylaws changes.

ACTION ITEM: All board liaisons will contact their committees to see if they have any upcoming bylaws changes.

CPC—The theme is set: Gateway to Collaboration. CPC is working on the upcoming conference page starting with dates, etc. They are also working on logo design.

Conference Proceedings—All but a few papers have been received and the editors are working on editing.

CEC—CEC is moving forward with their survey. They are looking into OVGTSL sponsorship, and the board has asked them to make sure OVGTSL puts NASIG on their website as a sponsor this year.

D&D—No news

ECC—ECC is investigating the possibility of hosting conference presentations on the NASIG web site.

E&A—Chamberlain sent E&A's written draft report earlier in the day. A final copy will be submitted to the *Newsletter*.

FDC—Bynog will be vice-chair for FDC.

MDC—MDC sent out a letter to 66 non-renewing members from April and May. They will send report with response information. MDC would like ideas for retaining and attracting members.

Mentoring—Evaluation comments from the conference were positive overall.

Newsletter—The editors have successfully migrated the NASIG *Newsletter* to a new platform and they are beginning the editorial process on the new site now.

N&E—There was some confusion about the treasurer's term in office, so N&E has recently sent out a call for treasurer nominees. Previously, the treasurer's term had been 4 years; now it is 3 years with one of those being an "in training" year. In the meantime, there is a

strong group of nominees at this point for the other positions.

PPC—PPC has sent out the first call for programs. Any blasts from PPC/CPC should also be added to Facebook and LinkedIn.

ACTION ITEM: Ginanni will talk to Jill Emery about putting blasts on the LinkedIn page for NASIG.

PPR—There is a new *NASIGuide* coming, and PPR is working on their new manual.

Site Selection—Joyce Tenney has received proposals for 2013 and has weeded out those that don't meet NASIG requirements.

Student Outreach (SOC)—No news.

Telecommunications Task Force—TTF needs to send directions to committees for Skyping conference calls.

5.0 CEC-PPR Proposal (Carr)

The board discussed the CEC-PPR proposal and likes it. In the Archiving Information section, this activity would interact well with the work ECC is already doing. Chamberlain and Shadle will talk to ECC & CEC about working together on this.

ACTION ITEM: Chamberlain and Shadle will talk to ECC & CEC about working together on the Archiving Information section of the CEC-PPR proposal.

6.0 NASIG Internship Update (Carr)

Carr reported that he has been exploring the internship idea. He suggested we might redirect student grant award money to fund it. Ginanni will work with SOC using previous information sent via email. Someone suggested the possibility of having an intern investigate beginning a NASIG standards interest group.

7.0 Plan for Addressing the Contingency Planning Session? (Ginanni)

The board has appointed a Contingency Planning Task Force composed of board members to more thoroughly digest ideas from the June Contingency Planning Session. The task force will create a set of action items. Ginanni will formulate the documents we have into something to present to membership. Then the board will need to gather feedback from membership once we have an action plan in place. We need to continue conversation about the nature of NASIG and our values, what we represent. The board will allot a minimum of 30 minutes at the Fall Board Meeting to discuss the 5 words we want to associate with NASIG/mission statement and how to change mission statement. Shadle will investigate and assemble a list of what our mission statements have been over the past 10 years. The board also discussed how to reinstate NASIG listserv.

ACTION ITEM: Shadle will investigate and assemble a list of what our mission statements have been over the past 10 years.

ACTION ITEM: Chamberlain will ask ECC to contact Bee.Net to investigate cost of reinstating NASIG listserv.

ACTION ITEM: Ginanni will draft report to membership regarding planning session for the next *Newsletter*.

The Task Force will report to board by fall meeting in November regarding action items to pursue. Shadle will lead the group, which will include Borchert, Kelley, and Pennington. The task force will also consider issues that arose during brainstorming session.

8.0 Update on Institutional Membership Implementation (Carr)

Carr and Bob Boissy have drafted a document regarding institutional membership which they will share with the board in the next couple of weeks for further discussion. D&D can move forward once this document

is in place and it should not take much work on the website.

9.0 Newsletter Advertisements (Carr)

Ginanni and Dresselhaus will discuss the implementation of *Newsletter* advertisements further. It is fine for advertisements to remain in an issue permanently. FDC will set the rates for the advertisements. A question arose whether we might want to offer an editorial section in the *Newsletter*. Some questioned if that was needed with a NASIG listserv. The editors will try it for 4 issues/one year with editorial control and a word limit, and we'll see what happens.

ACTION ITEM: Dresselhaus will draft an announcement and run past board.

ACTION ITEM: Dresselhaus will clean up the draft of advertisement rates and send to board for approval by email.

10.0 Conference Publicity—PPC and CPC (Kelley)

Item has already been resolved.

Next meeting: Conference Call at the end of September.

Meeting adjourned at 5:07 p.m.

Submitted by:
Carol Ann Borchert
NASIG Secretary
August 29, 2010

Minutes approved by the NASIG Executive Board on September 29, 2010.