

NASIG Newsletter

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Executive Board Minutes

September Conference Call

Carol Ann Borchert, Secretary, NASIG Executive Board

Date, Time: September 29, 2010, 12:00 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

Christine Stamison

Jenni Wilson

Ex-Officio:

Angela Dresselhaus

1.0 Welcome (Ginanni)

Meeting called to order at 12:05 p.m.

2.0 Secretary's Report (Borchert)

2.1 Approval of August 19 Minutes

Anderson made a motion to accept the August 19 minutes, seconded by Ginanni. All voted in favor.

2.2 Outstanding Action Items

The outstanding action items document was amended 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 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 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 for the Merriman Award winner and the NASIG President to account for emergency situations.

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

IN PROCESS

ACTION ITEM: Ginanni will add instructions for setting up a conference call and a note to use Skype if desired or possible to the committee chairs manual.

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 to poll vendors for information about what information 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: Ginanni will draft a report to membership re: cont planning session for the next newsletter.

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

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 it to their manual regarding the Merriman Award winner, that contingency funding will be made available in case of emergency. **IN PROCESS**

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

- **All Board Liaisons** will contact their committee chairs to determine if a large amount of stationery will be needed in the upcoming year.
- **All Board Liaisons** will contact their committees to see if they have any upcoming bylaws changes.
- 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.
- Anderson will work with FDC to get a pricing list for advertisements.
- Blackwell will work with D&D to put procedures in place for handling organizational memberships.
- Borchert and ECC will work with the Archivist on web presence and other archives issues.
- Carr will work with Bob Boissy to draft a document outlining defining organizational membership and listing the benefits. They will send this to the Board for discussion.
- Chamberlain will ask ECC to add it into their manual that they will take management of the social networking outlets for NASIG. ECC can manage the committee posting rights.
- Chamberlain will ask ECC to contact Bee.Net to investigate cost of reinstating NASIG listserv.
- Dresselhaus will draft an announcement soliciting editorials and run past board.
- Dresselhaus will clean up the draft of advertisement rates and send to Board for approval by email.

- Ginanni will talk to Jill Emery about putting blasts on the LinkedIn page for NASIG.
- Kelley will work with Bob Boissy to rewrite the job description for the Publicist and bring it to the Board.

2.3 Approval of Board Activity Report

Ginanni made a motion to approve the Board Activity Report as listed below, seconded by Blackwell. All voted in favor.

8/10 The Board discussed a petition to register our domain name, but after discussion, decided against it. The Board may, however, wish to pursue trademark registration in the future.

8/10 The Board agreed to sponsor the Ohio Valley Group of Technical Services Librarians Conference again in 2011, provided that NASIG's sponsorship is noted in the paper and electronic conference materials.

8/10 The Board discussed the cost of reviving the NASIG-L listserv and agreed that it is important to bring the listserv back. One option to fund it might be discontinuing the little-used discussion forums.

8/10 The Board approved creating a second copy editor position for the *NASIG Newsletter*.

8/10 The Board discussed the conference logo and made suggestions.

8/10 The Board discussed the *Newsletter* Advertisement Proposal and made suggestions.

9/10 The Board approved the final document outlining the benefits of Organizational Membership.

9/10 The Board approved adding the NASIG favicon on the *Newsletter* site to the NASIG site. Bepress Digital Commons has granted permission to do so.

9/10 The Board discussed the latest draft of the 2011 Annual Conference program schedule and provided feedback.

9/10 The Board approved the idea to have the Publicist write and send all conference publicity, in coordination with CPC and PPC. The Publicist will also be added to the CPC and PPC listservs in order to keep in the loop.

9/10 The Treasurer provided financial information and informed the Board that our transition of all accounts from Bank America to Chase for better interest rates and service has been completed.

9/10 The Board approved the final conference logo.

9/10 The Board approved the final *Newsletter* Advertisement Proposal.

9/10 The Board discussed and approved the CEC proposal from UKSG to co-sponsor a webinar pertaining to the Transfer Project, which would be free to NASIG and UKSG members.

9/10 The Board approved the idea of asking the membership to briefly vote on whether NASIG should become a supporter of the ASA Library Choice campaign.

3.0 Treasurer's Report (Blackwell)

The Bank of America accounts have been moved to Chase, and credit cards have been reissued through Chase. Our savings account balance is \$280,170, and checking is \$4,900. The brokerage account balance is \$51,955. The Treasurer is very pleased with the service she's received from Chase, and the NASIG mailing address is now set up to go to P.O. Box instead of to the Treasurer directly so that we don't have to change that every two years. The Treasurer reports that memberships have really dropped this year, so the Board will want to investigate reasons for that.

4.0 Committee Updates (All)

Archivist—Sheryl Williams has mailed the Archivist materials to Peter Whiting and has sent the 2010 Conference materials to UIUC. Treasurer conference financials can go to Archives rather than being kept by each Treasurer.

A&R—No report

Bylaws—There has been no input from committees regarding bylaws change needs.

CPC—The conference logo for 2011 is now on the website. The committee is editing the conference page. The Cardinals are in town that weekend, which could be an optional Friday night activity; CPC is still setting up the Saturday evening event. The Board Liaison will forward the CPC 2010 conference report to the current CPC chairs. The Publicist will be doing publicity for the 2011 conference; ECC still needs to add the Publicist to CPC and PPC listservs. D&D will need to attach her to those committees as well.

Conf Proceedings—The editors continue work on submitted papers. They are still waiting for one paper.

CEC—Treasurer noted that money for NASIG to co-sponsor events with other organizations needs to be budgeted from year to year. Currently there is no budget line, but there seem to be events that we sponsor each year.

ACTION ITEM: Shadle will ask CEC for an idea of what sort of budget would be reasonable for sponsorships.

D&D—D&D will check to make sure invoices are going out in a timely manner and that the reduced memberships are not related to a technical glitch. They are also working on getting the organizational membership information up on the NASIG website.

ECC—ECC would like to be in charge of mounting presentation materials on the website, and PPC can load the information on flash drives. PPC will continue

to be in charge of following up with presenters before and after conference to get the materials. ECC continues to investigate other collection methods for presentations.

ACTION ITEM: Kelley will follow up with PPC to make sure it is in their manual to follow up before and after conference to get presentations online and/or on flash drives.

E&A—No report

FDC—No report

MDC—There is a new vendor member from Swets for MDC; previously we did not have any vendors on the committee this year. Requests for feedback have been sent to folks who did not renew in April, May or June. However, the committee usually does not receive a response when asking members about non-renewals.

Mentoring—No report

Newsletter—September issue is complete. The two new editor positions are filled, and training for editors on the new editorial platform is going well. NASIG is still seeking someone on FDC to solicit advertisements for the *Newsletter*.

N&E—No report

PPC—PPC is actively soliciting more proposals, and they are open to suggestions for possible vision speakers.

ACTION ITEM: All Board Liaisons need to request reports for fall board meeting by November 8.

PPR—The Publicist is enthusiastic about working with CPC and PPC.

Site Selection—The committee is visiting sites for the 2013 conference in order to lock in lower prices.

SOC—No report

Contingency Planning TF—The CPTF had its first call this week. They are identifying items for a larger action plan for short term activity. CPTF suggests a board-driven long-term strategic planning session may be needed. NASIG particularly needs mission and vision statements that really reflect where we are going. The task force did the call via Skype. Char Simser from the Telecommunications Task Force suggested setting up a small credit line with Skype to test calls to a landline, and whether we are charged per call or per landline.

ACTION ITEM: Borchert and Blackwell will work with Char Simser to determine how to set up a small credit line with Skype, maybe \$20, to test landlines.

5.0 Trademark Registration (Ginanni)

Ginanni reported that the cost of submitting a trademark application would be \$350 by mail or \$225 online. The Board discussed possible benefits of registering a trademark for NASIG's name, and determined that the risk of another entity being named NASIG in our marketplace is very low. For this reason, the Board decided against registering NASIG as a trademark given the cost of doing so.

6.0 Library Choice Membership Vote (Ginanni) **(<http://www.subscription-agents.org/library-choice>)**

The Board discussed whether to implement a membership vote to determine if NASIG should support the Library Choice program. We will do quick yes/no survey that opens with a brief overview of the program that links to more information.

ACTION ITEM: Ginanni will write language for short survey and send to ECC for implementation.

The next meeting of the NASIG Executive Board will be in St. Louis on November 15.

Meeting adjourned 12:59 p.m.

Minutes submitted by:
Carol Ann Borchert
Secretary, NASIG Executive Board
October 8, 2010

Minutes approved by the NASIG Executive Board on November 15, 2010.