

# NASIG Newsletter

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## Committee Reports

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### **2011/2012 Database and *Directory* Committee Mid-Year Report**

Submitted by: Maria Collins

#### Members

Maria Collins, chair (North Carolina State University)

Mary Bailey, vice-chair (Kansas State University)

Jessica Minihan, member (University of Mississippi)

Alice Rhoades, member (Rice University)

Lisa Blackwell, board liaison

#### Activities

Committee chairs have cross-trained on how to manage credit card and check renewals in the membership database. Training on renewals will continue through the end of the year. At this time, the incoming chair will learn the five step invoicing process including: creating invoices, sending invoice reminders from D&D, sending a report to MDC for the second invoice reminder, deactivating members, and communicating to other committees as appropriate about new members and deactivated members.

The committee is in the process of updating the committee manual with a calendar of regular activities to perform and general training guidelines. Committee chairs are also determining possible clean-up projects for committee members in the spring for the ArcStone system.

NASIG received their second organizational membership from the Rockefeller University Press. Additional guidelines for how to handle these memberships need to be added to the D&D manual.

#### Budget

The committee has no budget requests at this time.

Submitted on: October 14, 2011