

NASIG Newsletter

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Executive Board Minutes

May 2010 Conference Call

Carol Ann Borchert, NASIG Secretary

Date: May 12, 2010

Attending:

Rick Anderson, President

Katy Ginanni, Vice-President/President-Elect

Jill Emery, Past President

Carol Ann Borchert, Secretary

Peter Whiting, Treasurer

Lisa Blackwell, Treasurer-Elect

Members-At-Large:

Bob Boissy

Patrick Carr

Steve Kelley

Christine Stamison

Virginia Taffurelli

Sarah George Wessel

Ex Officio:

Kathryn Wesley

1.0 Welcome (Anderson)

The meeting was called to order at 10:03 AM Eastern Daylight Time.

2.0 Secretary's Report (Borchert)

2.1 Outstanding Action Items

The Board decided that the group of action items pertaining to all Board Liaisons should be added to the working calendar instead of being part of the action items list. Action items were modified to read as follows:

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 send a list to Mark by May 20th of conditions we believe are functionally permanent to which we need to adjust and for which we need to plan. This will be based on feedback from committee chairs.

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 and Boissy will work with CEC and PPR to create a proposal for better ways to promote the contributions of NASIG's membership in continuing education programs and also to share the content of these contributions with the membership as a whole.

IN PROCESS

ACTION ITEM: Emery will 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: Ginanni will have 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 find an advertising coordinator for the Newsletter during 2010/2011 appointments.

ACTION ITEM: Ginanni will ask committee chairs to solicit committee feedback for the contingency planning session, to be sent to Borchert by May 17.

ACTION ITEM: Ginanni will find a replacement for the Web Liaison.

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**

Completed Action Items:

- Boissy will clarify with PPR regarding their role in publicizing the conference and will ask them to add this information to their manual.
- Boissy will ask if PPR has anyone on Facebook who could set up a page for the Annual Conference.
- Borchert will edit the committee guidelines and send a draft to Ginanni for discussion.
- Ginanni will ask continuing chairs to attend the contingency planning session.
- Wessel, Boissy, and Kelley will set up a call to coordinate the publicizing of the annual conference.

There was a discussion about UK travel issues and the possible need to have a contingency plan for the facilitator of the contingency planning session.

We will need a draft of what organizational membership is and what rights come with such a membership.

ACTION ITEM: Boissy and Carr will draft a document outlining and defining organizational membership and listing the benefits. They will send this to the Board for discussion.

2.2 Approval of Board Activity Report

Kelley made a motion to approve the Board Activity Report with the corrections, as listed below. Taffurelli seconded the motion, and all voted in favor.

3/10 The Board approved CPC offering a chance at winning one gift certificate worth \$100 for early registrations, with CPC setting the closing date for early registration.

3/10 **VOTE:** Kelley made a motion that, for Tactics Session speakers who are only registering for a single day, NASIG would pay the full one-day registration rate rather than half of the full-conference rate, which is the usual reimbursement for Tactics Session speakers. 10 members voted in favor, with 2 abstentions.

3/10 **VOTE:** After N&E alerted the Board to a major malfunction of the electronic voting processing for the NASIG 2010/2011 election through our content management system (CMS) Arcstone, Emery made a motion that the Board vote to determine if we should try to use Arcstone again to process a re-run of the election or if we should do an election using Survey Monkey. 11 members voted in favor, with one abstention.

3/10 CPC presented an idea for a conference bag contest this year as a fun way to encourage recycling, rather than providing bags at the conference. The Board approved this idea.

3/10 The *Proceedings* editors reported an additional 30 copies of the *Proceedings* beyond their standard list of recipients for complimentary copies. Suggestions were made, including last year's award winners, the UKSG President, and/or LSOC ambassadors to give as gifts when visiting library schools.

3/10 The Board discussed issues pertaining to organizational sponsorship and dinner payment of members of those organizations. Organizational sponsorship of a given event that may require a separate charge will result in the sponsoring organization having two attendees at the sponsored event free of charge.

3/10 The Board decided to change terminology for committee chairs from "co-chairs" to "chair" and "vice-chair," with CPC being the exception where the term of "co-chair" is retained.

4/10 The Board discussed possible candidates to replace Buddy Pennington as ArcStone Liaison. It was decided to keep the conference registration discount associated with this position, and the position description was altered to indicate it is a two-year appointment.

4/10 The Board decided that, instead of trying to print lists of attendees for each registrant, we will put a list that is current as of April 30 on the flash drives, and post a current copy on the bulletin board at the conference. This way, we can still help people see who is attending and save paper at the same time. The final full list of attendees by name and affiliation can also be posted in the members-only section of the web site after registration closes.

4/10 Boissy made a motion to supply a list of attendees by name and institution to post on the NASIG web site as soon as possible. Anderson seconded. After some discussion, during which it was pointed out that such a list is a benefit for Tier 1 conference sponsors, 10 members voted against and 2 abstained.

4/10 One of the Board members was approached about notifying NASIG members about job openings. It was suggested that job advertisements should be posted in the NASIG discussion forums.

4/10 The Board approved NASIG support for the 9th MidSouth E-Resources Symposium hosted by Mississippi State University Libraries.

3.0 Treasurer's Report (Whiting/Blackwell)

Whiting trained Blackwell in the Treasurer's duties over the weekend and will be helping her with the conference closeout. We currently have \$415,235, and have spent \$20,000 so far on the conference.

4.0 Committee Reports (all)

25th Anniversary Task Force: There has been a flurry of emails. The commemorative coasters are ready, and the Task Force has the Board commemorative statement. The anniversary dinner does not require members to dress up. The Board agreed that would be a very "non-NASIG" thing to request.

Awards & Recognition: A&R would like to see new procedures in place for next year for selecting the Mexican Student Award winner. This year there were some logistical issues.

Bylaws: Nothing to report.

Conference Planning: The Board Liaison had just met with the CPC co-chairs in Palm Springs, and they are very busy.

Conference Proceedings: The 2009 Conference *Proceedings* are now published on the NASIG site for members. The editors have updated the *Proceedings* manual, and the new editor is working out well.

Continuing Education: Nothing to report beyond the annual report already submitted.

Database & Directory: There is a discrepancy in the data on their annual report due to a known system problem, and they are working on correcting this.

Electronic Communications: They have completed the communications survey, have the raw data, and will report to the Board.

Evaluation & Assessment: Janice Lindquist is in touch with PPC to make sure she has the evaluation form.

Financial Development: Nothing to report.

Library School Outreach: They have a draft of their committee manual. They still need more ambassadors.

Membership Development: Nothing to report beyond annual report already submitted.

Mentoring: The call for mentors has been posted and they've received a good response. IOP will be sponsoring the first-timers reception.

Newsletter: They now have a copy editor and are getting the blog edition wrapped up before the conference. The pdf edition is getting caught up using the Google site.

Nominations & Elections: N&E is working diligently on their manual, which will be posted by the June meeting.

ACTION ITEM: All Board Liaisons will notify committee chairs that manuals will be posted publicly. If there is a compelling reason not to post a committee manual for public availability, the committee chair needs to let the Board Liaison know and the Board will discuss it.

Program Planning: The schedule is set and flash drives are being loaded.

Publications & Public Relations: Conference publicity has been done. It was reported that we are okay on the room reservation block, and there are 344 full registrations as of May 12.

The remaining agenda items will be discussed via email or at the June Board meeting.

The meeting adjourned at 11:04 AM Eastern Daylight Time.

Minutes submitted by:
Carol Ann Borchert
NASIG Secretary
May 20, 2010