

NASIG Newsletter

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September 2012

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Executive Board Minutes

Conference Call: April 30, 2012

Attending:

Steve Shadle, President
Katy Ginanni, Past-President
Bob Boissy, Vice President/President-Elect
Carol Ann Borchert, Secretary
Lisa Blackwell, Treasurer
Jennifer Arnold, Treasurer-Elect

Members at Large:

Patrick Carr
Clint Chamberlain
Stephen Clark
Buddy Pennington
Jenni Wilson
Allyson Zellner

Angela Dresselhaus, *ex officio*

1.0 Welcome (Shadle)

Shadle called the meeting to order at 3:05 PM EDT.

2.0 Secretary's Report (Borchert)

2.1 Outstanding action items

The action items were reviewed and updated as follows:

Not done/in progress:

1. **Action Item:** Blackwell will follow up and make sure that rates on the Membership Benefits page are listed in U.S. dollars and that it includes the separate rate for Mexican members. **IN PROCESS**
2. **Action Item:** Blackwell will ask the Website Liaison to work with ArcStone on getting organizational dues added to the invoice form.

3. **Action Item:** Blackwell will ask the Website Liaison to follow up with ArcStone regarding the issue of members not being able to submit more than one nomination form when they were logged in.
4. **Action Item:** Blackwell will ask the Website Liaison to obtain a list of current customers using the new ArcStone platform.
5. **Action Item:** Blackwell will ask the Website Liaison to work ArcStone to schedule a demonstration for NASIG regarding the new functionality.
6. **Action Item:** Blackwell will discuss investment scenarios with our investment banker.
7. **Action Item:** Boissy will ask MDC to print copies of an updated membership flyer and have copies sent to Borchert. **IN PROCESS**
8. **Action Item:** Borchert, Pennington, and Dresselhaus will draft a version of the contingency planning document for the membership in bullet list form. **IN PROCESS**
9. **Action Item:** Borchert, Pennington, and Dresselhaus will discuss contingency planning documentation and forward any documents to the Board that might be appropriate for making public on the strategic planning page.
10. **Action Item:** Borchert will ask the Photo Historian to work with the Archivist to find out options regarding archiving and organizing photos on UIUC's site.
11. **Action Item:** Carr, Arnold, Shadle, and Ginanni will work on providing mutual access to manuals for CPC, PPC, PPR, and the Past President. **IN PROCESS**
12. **Action Item:** Chamberlain will ask E&A to poll vendors via email to see how NASIG could be more valuable to them/how the conference could be a more valuable experience. This should include sponsorship, the vendor expo, or other forms of participation. **IN PROCESS**
13. **Action Item:** Chamberlain will email the draft of competencies to the Board for feedback.
14. **Action Item:** Clark will ask CEC to put out a call for volunteers to help set up webinars over the next year and to work with this year's PPC to get names and proposals. **IN PROCESS**
15. **Action Item:** Clark will ask CEC to work with PPC to identify content and use survey results to identify potential locations and organizers. **IN PROCESS**
16. **Action Item:** Clark will ask CEC to work with PPC to create something such as a podcast and/or website that explains the conference program proposal process. **IN PROCESS**
17. **Action Item:** Ginanni will investigate obtaining an Outsell report to see if there is an environmental scan already done.
18. **Action Item:** Ginanni will contact Oscar Saavedra regarding the possibility of setting up a continuing

education event in Mexico. **IN PROCESS**

19. **Action Item:** Pennington will ask someone from ECC to write a *NASIG Newsletter* article explaining the different NASIG communication and social media options.
20. **Action Item:** Pennington and Clark will talk to ECC & CEC about working together on the Archiving Information section of the CEC-PPR proposal. **IN PROCESS**
21. **Action Item:** Pennington will ask ECC and the Website Liaison to explore where we could add advertisements into the NASIG website without ArcStone intervention. **IN PROCESS / ON HOLD UNTIL UPGRADE?**
22. **Action Item:** Shadle will put together a group (Blackwell, Arnold, ECC folks, Pennington, Beth Ashmore, possibly Boissy) to identify new Arcstone features and cost thereof and will make a recommendation to Board whether to upgrade or not, or to search for a different company.
23. **Action Item:** Shadle will move forward with appointing a Mission/Vision Task Force. **IN PROCESS**
24. **Action Item:** Shadle will forward T&F LIS and NASIG copyright forms to the Board for discussion.
25. **Action Item:** Shadle will work with Stacy Stanislaw on the Taylor & Francis contract.
26. **Action Item:** Shadle will contact UKSG regarding reformatting of Serials e-News and organizational membership.
27. **Action Item:** Wilson will forward an editable version of current membership brochure to Borchert.

Completed Items:

- Borchert will ask the Archivist to make sure the 2000 and 2003 Strategic Plans and 2007 Action Plan are in the archives.
- Clark will ask CEC to investigate online learning tools for webinars. Asking other library organizations already using this might be a good place to start.
- Ginanni will discuss complimentary copies of the Proceedings with Taylor & Francis, since questions arise about this issue each year about how many we have to distribute.

2.2 Approval of Board Activity Report

Shadle made a motion to approve the Board Activity Report, seconded by Clark. All members voted in favor.

1/12 The Board agreed that if two preconference presenters wanted to share a room, NASIG would cover 4 nights instead of the normal two. The cost works out to be the same.

1/12 The Board agreed that the NASIG Forums could be removed now that NASIG-L is available for use again, and that they did not need to be archived.

1/12 The Board agreed to a drawing for early registrants again for the 2012 conference.

- 1/12 In response to a question about eligibility for the Fritz Schwartz award, the Board opted to allow a new student to apply, given that the application is extensive and that the student could not re-apply once they had earned more than 12 credit hours.
- 1/12 The Board and Archivist agreed that a .pdf copy of the Proceedings for the archives would be very helpful. The Board President will request this in the renewal for the Taylor & Francis contract.
- 1/12 The Board provided input on a survey to level membership dues for international members.
- 1/12 The Board agreed to set pricing for guests to attend the Country Music Hall of Fame event at \$90.
- 1/12 N&E forwarded the nominations slate to the Board for informational purposes. The Board was impressed with another great slate of NASIG nominees!
- 1/12 Board members provided input on the draft version of the Core Competencies for Electronic Resources Librarians. The Task Force should be releasing a draft to the membership prior to the conference in June.
- 1/12 The Board discussed and agreed on cutoff dates and rates for conference registration. Members will pay \$375 through May 4, and \$425 from May 5-25. Paraprofessionals will again receive a discounted rate of \$250 through May 4, but will pay \$425 May 5-25. Nonmember and on-site registration will be \$500.
- 2/12 **VOTE:** Arnold made a motion to do a \$100 cash drawing for early registrants, seconded by Borchert. Ten members voted in favor, with two abstaining.
- 2/12 The Board approved the 2012 NASIG Conference flyer for distribution.
- 2/12 The Board enthusiastically approved the recommendation of Sara Bahnmaier as the incoming Proceedings Editor for 2012/2013.
- 2/12 The Board approved the registration announcement to be sent out via email.
- 2/12 The Board agreed to add the Conference Coordinator in Training to the Executive Board listserv.
- 2/12 **VOTE:** Ginanni made a motion to sponsor the North Carolina Serials Conference for \$1,000, seconded by Shadle. Nine members voted in favor, with 3 abstaining.
- 2/12 The Board provided feedback on ECC's proposal to use Slideshare for conference presentation materials, ultimately agreeing that the presentation materials could be open access.
- 3/12 **VOTE:** Ginanni made a motion to have NASIG webinar recordings free for registrants when possible, seconded by Chamberlain. Ten members voted in favor, with two abstaining.
- 3/12 **VOTE:** Executive Board members voted on pricing for NASIG webinars via SurveyMonkey. Eleven members voted in favor of \$35 for members, with one vote against. Seven members voted in favor of \$50 for non-members and \$95 for groups, with 5 votes against.
- 3/12 Board members discussed ECC's suggested use of Slideshare for presentations and encouraged ECC to work with PPC and CPC with the goal of using it for the 2012 conference.
- 3/12 The Board agreed to set up a separate presenter rate for the 2013 conference, which will be ½ of the full member conference rate.
- 3/12 Now that the discussion forums are gone, the Board agreed to ECC's suggestion to use NASIG-L for people to arrange dine-arounds, roommates, etc. for the conference. ECC will temporarily add any non-member registrants to NASIG-L once a week until registration closes.
- 3/12 **VOTE:** Ginanni made a motion to approve the slate of award winners from A&R, seconded by Clark. All members voted in favor.
- 4/12 The Board discussed the issue of whether to continue giving recognition gifts to all outgoing committee chairs and Board members and decided that A&R could offer the option of a recognition gift or an equivalent donation made to NASIG on their behalf with a recognition certificate.

- 4/12 The Board provided feedback on the new Student Outreach Committee brochure.
- 4/12 **VOTE:** Borchert made a motion to sponsor the Mississippi State University E-Resource Summit for \$1000, seconded by Ginanni. Nine members voted in favor with 3 abstaining.
- 4/12 The Board agreed that there should be one page for conference sponsors and a separate one for exhibitors in the vendor expo.
- 4/12 The Board encouraged CEC to move forward with their first webinar, Effective Negotiation in the 21st Century: From Computer-Mediated Communication to Playing Hardball.
- 4/12 The Board agreed with ECC's suggestion to remove the Catalog links page under Resources and replace it with a page for the NASIG webinars. Upcoming webinars will also be listed on the Events page.

3.0 Treasurer's Report (Blackwell)

NASIG total assets are at \$532,525.87, which is nearly \$100,000 ahead of this time last year.

3.1 Keeping outgoing Treasurer on accounts

One reason for the idea of keeping the outgoing Treasurer on the Chase bank accounts is to keep someone on the account who knows how to work the procedures, and the incoming Treasurer is not near a Chase branch. It was decided that it is not necessary to keep the outgoing Treasurer as a signatory on the Chase account, since the Vice-President/President-Elect, President, and Past President are also signatories on the account. Further, the ease of online banking, email and telephone all make it unnecessary for the Treasurer to be in the same town as a Chase branch. The Board appreciates all that Blackwell has accomplished in transitioning our accounts from Bank of America to Chase.

4.0 Committee updates (all)

Archivist—Paula Sullenger will be Archivist in Training for 2012/2013.

Awards & Recognition—no report

Bylaws—no report

Conference Planning—Everything is going well in terms of planning. They have a question about printing costs, because it looks like they will go over budget this year on printing.

Conference Proceedings—2011 Conference Proceedings are published and we have a new conference proceedings editor.

Contingency Planning Document TF—This is on the agenda later in the call.

Continuing Education—Webinar planning is moving along. The Board is fine with making recordings free after a period of time (perhaps six months) for members.

Action Item: Shadle will contact Pamela Bluh regarding webinar cancellation policies.

Core Competencies TF—Task Force is removing references to print serials management per the Board's

suggestions and is working on the conference presentation. It was suggested to get the document out to the membership before the conference.

Database & Directory—They expanded the chairs list so that other members can help out more.

Electronic Communications—They will be using SlideShare for the 2012 conference presentations. Also, the webinar page is up on the NASIG website.

Evaluation & Assessment—Working on the survey for the conference evaluation.

Financial Development—no report

Membership Development—We need to find the most current version of the flyer and make sure that information is up on the website. Rather than printing it, MDC suggests that we put it online so that people can print it out as needed, rather than printing a bunch of copies at once.

Mentoring Group—The Board Liaison will check to see if they are getting enough mentors signing up.

Newsletter—The *NASIG Newsletter* is a bit behind but should be caught up within two weeks.

Nominations & Elections—There are limitations to the software for submitting nominations where members could not submit more than one nomination form while they were logged into the NASIG website.

Program Planning—Planning is moving along. There is going to be a lot of turnover next year on this committee.

Publications & Public Relations—PPR has managed to work out the conference announcement process so that it is flowing more smoothly this year. The Board discussed whether the UKSG eNews should be distributed by the Publicist (rather than by the Vice President/President-Elect), but no decision was made.

Site Selection—Conversations have started regarding a site for the 2015 conference.

Student Outreach—no report

5.0 A&R Awards—need for Board approval? (Wilson)

VOTE: Shadle made a motion for the Board to approve the final slate of award winners, seconded by Boissy.

A&R does not currently have a committee manual. Many of the items that the Board discussed this year should be contained in a committee manual for A&R.

Action Item: Wilson will ask A&R to create a committee manual to codify some of the issues that arose this year.

6.0 Contingency Planning TF guidance (Borchert)

There was only one response to the first document sent out from the Contingency Planning Task Force via NASIG-L, and nothing from LinkedIn, Facebook, or Twitter. The Board will discuss via email how to proceed from here with membership input on the contingency planning topics.

7.0 NASIG sponsorship process (Shadle)

There has been some confusion this year on how things move forward once the Board approves funding for an event. This process needs to be streamlined to avoid miscommunication problems. The Board discussed whether we should budget an amount for sponsoring conference events and work from there or if that might hamper us from being able to provide seed money for new events. We might need to change the process that sponsors go through, since we currently ask them to fill out our form before receiving a check. This conversation will be continued via email.

8.0 FDC investigating/managing investment options (Blackwell)

This item was moved to the June Board meeting agenda due to time constraints.

The meeting adjourned at 4:17 PM Eastern.

Minutes submitted by:

Carol Ann Borchert

Secretary, NASIG Executive Board

May 3, 2012

Revised May 21, 2012