

NASIG Newsletter

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Executive Board Minutes

October 2014 Executive Board Meeting

Date: October 6, 2014

Place: Hilton Crystal City at Reagan National Airport
Washington, DC

Attendees

Executive Board:

Steve Kelley, President
Joyce Tenney, Past-President
Carol Ann Borchert, Vice President/President-Elect
Shana McDanold, Secretary
Beverly Geckle, Treasurer

Members at Large:

Eugenia Beh
Clint Chamberlain
Maria Collins
Wendy Robertson
Sarah Sutton
Peter Whiting

Ex Officio:

Kate Moore

Guests:

Ted Westervelt and Mark Hemhauser, CPC co-chairs
Anna Creech and Danielle Williams,
PPC chair and vice chair
Anne McKee, Conference Coordinator
Tom Osina, Representative from Non-Profit Help
Stacy V. Sieck, Representative from Taylor & Francis

1.0 Welcome (Kelley)

Kelley called the meeting to order at 8:34am.

2.0 CPC (Westervelt, Hemhauser, Tenney)

Westervelt and Hemhauser report that meal cost analysis is in process, but that determining amounts is difficult. They are exploring options for breakfasts, snacks, and the opening reception. There are limited breakfast options available. The contract includes a \$30,000 minimum, in addition to a 2 hour reception with beer and wine for 200 people. The 2 hour reception will be used for the First Timers Reception.

The theme and logo is up on the website, as well as hotel and travel information. The Committee is currently working on gathering information for the Q&A and the things to do pages.

The Committee is also working on the Wednesday reception after the SSP event, and dine-around options for Thursday. With the special event for the 30th anniversary on Friday, is a separate offsite event really necessary this time? The Board agrees that it is not required with the addition of the SSP activities.

Sponsorship money will be used to include a t-shirt for conference attendees in the early-bird registration fees. The 5K Fun Run route will likely be on the Mt. Vernon Trail but the exact route is still to be mapped. The opening speaker will be someone from the National Building Museum discussing city development. Finally, for the opening reception entertainment, the

Committee will be looking into local University musical groups or other local musical groups.

3.0 PPC (Creech, Williams, Kelley)

Creech and Williams report that the vision speakers approved by Board and the contracts are in process. The committee is working on three post-conference workshops covering: RDA authorities for non-NACO librarians; licensing (Claire); nuts & bolts of usage statistics; and copyright. They welcome other suggestions.

The Committee has several questions for the Board: The software they are using to track session submissions allows for communication. They will use it to send declines rather than through the secretary.

The Board is working on the T&F author contract currently, and would be happy to have speakers submit recommended changes.

Whiting had two questions for the PPC regarding the current schedule:

- The speakers' breakfast is currently listed twice
- Need to add the Board meeting to Saturday from 1-5pm.

Creech will make the changes.

4.0 Site Selection (McKee, Kelley, Borchert)

The 2016 Albuquerque hotel is *very* excited to host us, and have already put up the hotel registration website in anticipation.

Selection for 2017 is still in process.

5.0 NASIG/SSP Joint Programming (Kelley)

Kelley reported the event will be held at the Marriott Gateway from Wednesday morning into late afternoon. The SSP conference is more business casual dress, so the joint programming will not be "NASIG casual". Transportation issues will be discussed as needed.

6.0 Presentation by Tom Osina (Osina)

Osina is a representative from Non-Profit Help, a management company, about the possibility of NASIG hiring an office manager.

Osina presented to the Board on his company called Non-Profit Help, founded 20 years ago, which is a management company certified in non-profit and association work. They assist with tasks beyond what volunteers can accomplish. Their focus is on smaller and non-profit groups, and they can either focus on project work, or take on full management tasks as needed. They have a staff of three, two of which hold certifications, plus an office assistance. The physical office is in Richmond, VA, with a virtual office in Northern Virginia. Osina presented a number of examples of organizations they have worked with or are currently working with, including examples of tasks and various levels of involvement with management.

Osina had several questions for the board.

What do we need from a management company?

Tenney summarized the needs of NASIG and the Board from previous discussions, including meeting management (site selection, contract management/negotiation, etc.), hotel liaison role (take over some of the CPC work such as logistics, a/v coordination, food, etc.), membership recruitment, professional marketing, and registrar duties for webinars and the conference.

Osina talked about his meeting planning experience, negotiation experience, and how he balances what the organization needs and what members want from his company (it's not always the same). He also provided a list of reference, including a hotel conference coordinator, and offered us further information about his legal assistance and other support received from his professional organization.

Whiting asked what the typical contract length is. Osina offered several options and examples of contracts, all of

which are flexible, including focusing on a specific project (meeting/event planning) or a set fee for a set of services. As he's an independent contractor, there is no tax responsibility. His goal is to help us and interact as if they were members, and NASIG would maintain control and the ability to review and adjust the contract.

Geckle asked about his financial management experience, and Osina discussed his experience with using QuickBooks to manage finances.

Borchert asked about technical support experience and website management. Osina has someone on staff that can handle them both. He will also hire subcontractors to deal with specific issues or questions as needed, and can also manage contracts with other companies for us. His company also handles office work such as invoicing, compiling, posting, etc.

Robertson asked about expenses for travel for the duration of the contract and/or the conference. Who covers the costs for travel? Osina would bill NASIG for any travel or office expenses.

Osina thanked the Board for their time, and ended the meeting with a reminder that his unofficial slogan is to take care of the details to allow us to focus on the experience.

The Board continued the discussion after Osina left. Tenney reported that they are a very responsive company and they are always willing to provide basic information, even without a contract. Also, a smaller group/company might be a better fit for NASIG.

If we submit an RFP to Osina, that would mean that the 2015 Conference is too soon for hiring someone. An alternate is to try them for 6 months on non-conference related activities and then put out a RFP. There is a limited scope for conference work, and they do have a low overhead. It is possible NASIG could outgrow them over time.

VOTE: Robertson moved to approve pursuing/exploring Non-Profit Help for the first 6 months of 2015 with a focus on the 2015 conference activities. Seconded by Sutton. All voted in favor.

ACTION ITEM: Tenney will work with Tom Osina to draft an initial contract for review by the Board. We will leave ArcStone related activities out of the trial period.

7.0 30th Anniversary Celebration/T-shirts Question (Borchert)

To provide t-shirts to all early-bird registrations, it would cost approximately \$3000 and we will use sponsorship money. We will use this as an incentive to push early-bird registration, as t-shirts will not be available otherwise. The exact design of the t-shirt will be worked on, but it will include the 2015 conference logo.

VOTE: Chamberlain moved to approve offering a t-shirt as part of early-bird registration (paid for with part of the 2015 contingency fund). Seconded by Robertson. All voted in favor.

7.1 30th Anniversary Celebration (Borchert)

Borchert reports the 30th anniversary group wants to pursue the Capitol Steps as entertainment but the cost is high. They are asking for additional funds to cover entertainment, with a push to go off-site for the event. We have already slated the 2014 profits for the 2015 contingency fund, but we have some flexibility. The Board asked about having a wine/dessert/cheese celebration rather than a full dinner, and providing drink tickets instead of an open bar, to decrease costs.

The Board asked Borchert to have the Task Force cost out what they want to do and then provide the Board with a budget before we allocate additional funds.

8.0 T & F Author Agreements, Open Access Policy, Chilton and Thomas article (Collins, Kelley)

NASIG is making adjustments to the license to publish (author retains copyright) agreement. One possibility is incorporating in the adjustments made to the license with Galadriel Chilton. Our goal is to have the license updated by January 1, 2015.

Stacy V. Sieck from Taylor & Francis joined the Board for a discussion.

Sieck described the current author rights pilot program. It is focused on library sciences, archives, and heritage journals. It's a license to publish agreement instead of a copyright form so authors retain copyright. The pilot waives embargoes on adding post-prints and pre-prints to institutional repositories. It will be extended through 2015 and is retroactive to within 18 months of when the pilot was launched. This year it was expanded to NASIG conference proceedings

Collins asked about active feedback on the pilot.

T&F completed a survey of editors of journals and authors as well as professionals in library information science fields. Generally there was positive feedback and usage has either increased or remained steady. Subscriptions have also remained steady (a steady 3% attrition), so it is considered successful from the publisher and editor standpoint.

Sieck provided us with an infographic, which also acts as a marketing tool, to explain authors' rights.

ACTION ITEM: Draft list of locations to link T&F documentation, "sample" agreement on the NASIG website, and send to CMC (Kelley, Collins); need to push information out to authors/speakers

9.0 Secretary's Report (McDanold)

9.1 Action Items Update

The changes and new action items are combined in a new document posted to the Board space called ActionItems2014October.docx, which replaces the ActionItems2014September.docx version.

9.2 Approval of Board Activity Report

NASIG Executive Board Actions
May 2014-October 2014

The following actions were taken by the NASIG Executive Board for the period of May 2014-October 2014:

May 22, 2014: Board approves allocating the 2014 conference profits to the 2015 contingency fund.

July 14, 2014:

- Board approves moving \$115,000 from savings into a PONCX bonds account.
- Board approves beginning discussions to change our name from North American Serials Interest Group to NASIG.
- Board approves NASIG to take on responsibility for SERIALST and designate the monies from Taylor & Francis proceedings publication to maintain the SERIALST listserv.
- Board approves pursuing L-Soft as the hosting service for the SERIALST listserv and archive.
- Board approves the 2015 Conference theme: "NASIG at 30: Building the Digital Future".

July 25, 2014: Board approves the proposed conference schedule for the 2015 NASIG conference to be held in Washington, D.C.

August 7, 2014: Board approves support for Great Lakes E- Summit at \$500 for 2014, with a request to the group for an attendance figure at the end of the conference.

August 18, 2014: Board approves the draft charge for a Core Competencies Task Force for Scholarly Communications Librarians.

September 10, 2014: Board approves placing an ad in *Against the Grain* for \$250 for the 2015 Conference.

September 26, 2014: Board approves the 2015 Conference logo proposed by CPC.

September 30, 2014: Board approves support for the Ohio Valley Group of Technical Services Librarians (OVGTSL) at \$500 for the 2015 Conference, with the condition the money is used for scholarships.

October 1, 2014: Board approves NASIG becoming a strategic partner of the Library Publishing Coalition.

October 2, 2014: Board approves the slate of 2015 Conference vision speakers proposed by PPC.

VOTE: Tenney moved to approve the Board activity report. Seconded by Whiting. All voted in favor.

9.3 Approval of Sept. Conference Call minutes

VOTE: Robertson moved to approve the September 2014 conference call minutes with correction. Seconded by Tenney. All voted in favor.

Correction: Katherine Skinner works for Educopia.

10.0 Treasurer's Report (Geckle)

Geckle reported we may need to add monies to the A&R budget for the added Merriman award expense and new Birdie award this year. We will use the current estimate, and monitor expenses this year and adjust as needed.

VOTE: Whiting moved to approve the 2015 proposed committee budget. Seconded by Robertson. All voted in favor.

11.0 Committee Reports including Consent Agenda (All)

There is a question from CEC for CMC.

ACTION ITEM: Chamberlain and Borchert will communicate to address question in the CEC report.

Robertson inquired about the line item for the UKSG newsletter in the CMC budget. Is \$750 appropriate? Geckle confirmed that we pay \$750 for the UKSG newsletter distribution.

The *Proceedings* report included that in 2014 they did not have sufficient volunteers to cover the sessions and they had to recruit people to record. They would like suggestions to recruit volunteers. One suggestion is to ask the award winners or student attendees to record a session. They should also ask previous recorders that were strong writers. The possibility of incentives if they continue to have recruitment issues was also discussed.

Roberson has a draft of the Birdie award to send out the Board from the A&R committee.

VOTE: Sutton moved to consent agenda. Seconded by Whiting. All voted in favor.

11.0 Sponsorship/Vendor Expo Update (Tenney)

Tenney is working on updating contacts for each vendor. The first request email has been sent.

12.0 Mexican Student Grant Process (Kelley, Borchert, Robertson)

ACTION ITEM: Borchert and Kelley will discuss with NASIG member (Joe Hinger) the idea of spearheading the Mexican Student Grant process.

This is currently in process. Hinger is very positive about it, with the following stipulations: the selection process must stay in Mexico, and NASIG will pay the visa application fee (about \$150) for the students. The award winner must also be chosen earlier than the

other award winners to ensure enough time for visa to be processed.

VOTE: Borchert moved to approve the suggestion of Hinger spearheading the Mexican Student Grant award with the stipulations proposed. Seconded by Whiting. All voted in favor.

13.0 Planning for January Board Meeting (Kelley)

The January Board meeting will be held at North Carolina State University at Hunt Library in Raleigh, NC, on Friday, January 16, 2015. The Board dinner will be on Thursday, January 15.

All Board members will need to stay overnight. Kelley and Tenney will work with Collins about establishing a hotel room block if needed.

Collins will email the Board hotel suggestions and will check with events coordinator about transportation to the Hunt Library. She will also send out details on campus shuttles/buses.

14.0 Student Conference Rate Proposal (Beh)

Beh has submitted a draft proposal for a student conference rate. The Board suggested matching the rate for speakers/staff for consistency.

VOTE: Beh moved to approve offering free membership for all students attending the conference. Seconded by Borchert. All voted in favor.

The requirement to be enrolled in a Master's Degree program from an ALA accredited program (or its equivalent) must be posted clearly on the registration form.

It was also proposed to have a certain number of designated slots for students in the Great Ideas Showcase. Kelley will suggest this to PPC.

Mentors will be included in the First Timers reception. SOC can encourage participation in First Timers mentor/mentee program.

Student participants will be identified by ribbons for their badges during the conference. Beh and Tenney will work with CPC.

15.0 Anti-Harassment Policy (Robertson)

Robertson used the template provided on Geek Feminist Wiki, along with language from other existing codes of conduct.

A draft is available for the Board to edit on GoogleDocs.

ACTION ITEM: Board will review the draft and comment/edit by Monday, Nov. 3, 2014. (All)

16.0 Scholarly Communication Core Competencies Task Force (Sutton, Borchert)

Borchert has appointed five members, and Sutton is serving as the board liaison, all with a 2 year appointment.

The Board needs to establish a deadline for the document. The Task Force will then work backwards to build their deadline(s) for draft(s).

The Board established a request for a first draft to review and discuss at the Fall 2015 Board Meeting. We would like to send the document to the membership prior to the 2016 conference.

ACTION ITEM: A Board member will reach out to the Scholarly Communications Conference (<http://commons.pacificu.edu/arcs/> Apr. 26-28 in Philadelphia) coordinators to see how NASIG can support/participate (Sutton/Borchert). The conference's current partners include DLF and Force11.

Options for NASIG involvement include a joint activity, conference partner, sponsorship, marketing, etc.

Robertson will attend any Scholarly Communication session at DLF and give feedback to the TF.

17.0 Organizational Name Change (Kelley)

Kelley reports the message discussing the organizational name change was successfully distributed on NASIG-L.

ACTION ITEM: Talk to Bylaws about arranging a vote (mechanism testing, etc.) The Board can “test” the mechanism for Bylaws if needed. (Beh)

One option is to use a GoogleForm to solicit suggestions from the membership for the name change, with a text box to suggest names and the option to include contact information if desired. The invitation for suggestions will need to be carefully worded to avoid confusion, and include changing North American Serials Interest Group to either just NASIG or another option.

The order of the upcoming votes must be:

1. Vision and Mission Statement changes
2. Name change – this is a Bylaws change and requires a minimum 30 days between announcement and vote
3. Tag line

18.0 Vision & Mission Statement Revision (All)

The tagline is tied to the vision and mission statement revision, and will be dependent on the approval of the revisions by the membership.

Kelley shared the task force's proposed vision and mission statements with the Board.

The Board reviewed the document, and had the following feedback:

Feedback on Vision Statement:

- Add “independent” back in : “NASIG is an *independent* organization”
- Term scholarly communication - broad (kitchen sink) versus narrow (like in job descriptions) is it too

academic library focused (would it alienate non-research institutions, etc.)

- Replace scholarly communication with “information resources” to make it broader

MEMBERSHIP YES/NO VOTE: NASIG is an independent organization of librarians, publishers, and vendors working together to advance and transform the management of information resources. Our ultimate goal is to facilitate and improve the distribution, acquisition, and long-term accessibility of information resources in all formats and business models.

Feedback on Mission Statement (what aspects of information resources do we want to highlight):

MEMBERSHIP YES/NO VOTE: NASIG supports a dynamic community of professionals including librarians, publishers, and vendors engaging in dialogue to understand one another’s perspectives and improve functionality throughout the information resources lifecycle, including scholarly communication, serials, and electronic resources.

NASIG provides a rich variety of conference and continuing education programming to encourage knowledge sharing among its members and to support their professional and career development.

NASIG promotes the development and implementation of best practices and standards for the distribution, acquisition and long-term accessibility of information resources in all formats and business models throughout their lifecycle. In addition to developing best practices, NASIG supports the development of standards by NISO, an affiliated organization.

The text of the membership blast message will be:

The NASIG Board, in conjunction with the Vision and Mission Task Force, proposes the following revised Vision and Mission statement.

[Insert statements]

The Board invites discussion closing on [DATE], with a vote for approval planned to be held immediately following.

NOTE: There will be a separate discussion and vote regarding the name change soon after this vote closes.

After the vote, if approved Bylaws will need to review the Bylaws and propose any needed changes.

19.0 Parking Lot Issues (All)

Motion to adjourn by Whiting; Seconded by Robertson.
Meeting adjourned at 4:54pm

Minutes submitted by:
Shana McDanold
Secretary, NASIG Executive Board