

NASIG Newsletter

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Executive Board Minutes

NASIG Board Conference Call May 14, 2015

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:

Maria Collins
Wendy Robertson
Sarah Sutton
Peter Whiting

Ex Officio:

Kate Moore

Guests:

Ted Westervelt and Mark Hemhauser, CPC co-chairs
Anna Creech, PPC chair/incoming Vice
President/President-Elect
Danielle Williams, PPC vice chair
Michael Hanson, incoming Treasurer-elect
Christian Burris, incoming Member-at-Large
Steve Oberg, incoming Member-at-Large

Regrets:

Eugenia Beh, Member-at-Large
Clint Chamberlain, Member-at-Large

Kelli Getz, incoming Secretary
Laurie Kaplan, incoming Member-at-Large
Anne McKee, Conference Coordinator

The meeting was called to order at 4:06pm.

1.0 CPC Update (Tenney, Hemhauser, Westervelt)

Westervelt reports the final walk through with the hotel went well.

There are a few changes to room assignments based on registration numbers but nothing unmanageable. They reviewed the assigned rooms and sessions with Creech to confirm space needs based on registration numbers. The only space still undecided is the one for the Great Ideas Showcase. The CPC is hoping to use the hallway next to the room with the Snapshot sessions to facilitate access/traffic to both events.

The CPC asked what to do about NASIG folks that go directly to the SSP joint meeting without going by registration desk first. The SSP registration desk will be provided with lists of our attendees that registered for the joint program. Attendees will be provided with a nametag to attend the joint session. If they are not on the list, then they will not be allowed to attend the joint session. NASIG attendees will still need to check in at the NASIG location to receive their badge and packet.

Tenney reports there do not appear to be any other meetings happening simultaneously at the hotel. NASIG is using the in-house A/V company, and they seem to be flexible about last minute adjustments.

Hemhauser reports the budget is on track.

The opening session and dinner is all in the same space.

Tenney has a vendor for the free t-shirts for early bird registrants and will be starting production soon. Geckle will authorize payment of half the total amount prior to the conference.

Kelley advises against having live entertainment at the opening session/dinner due to space constraints. Westervelt and Hemhauser will check with the hotel on having piped in music instead. If entertainment is still needed, Tenney recommends having a group in the lobby by the food buffet.

For allergies, a list will be sent to the banquet services of food allergies with a corresponding list of names. Individuals will be advised in their packets to be sure self-identify with the servers of their allergies.

The registration desk will be open at 7am at the Hilton on Wed. May 27 to accommodate those attending the joint SSP session. It will not be open on Tuesday.

Robertson will check with Awards & Recognition about awards being shipped to the Hilton and if CPC needs to be watching for boxes.

2.0 PPC Update (Kelley, Creech, Williams)

Creech reports room are all set and the speakers are all registered.

3.0 Joint NASIG-SSP Programming Update (Kelley)

The hashtag for the session is #SSPNASIG
The SSP registration desk will be provided with lists of our attendees that registered for the joint program. Attendees will be provided with a nametag to attend the joint session. If they are not on the list, then they will not be allowed to attend the joint session.

Directions to the Marriott will be included in the registration packets. Kelley will send a message to

NASIG-L to remind people to stop by the NASIG registration desk at the Hilton prior to walking over to the Marriott. The CPC will also include that in pre-conference communications. The messages will also include a statement that you MUST have pre-registered for the joint session in order to attend; no on-site registration option is available.

Kelley will ask Ivins about which Marriott ballroom will have the joint session so we can inform people as they check-in at registration at the Hilton.

4.0 30th Anniversary Task Force Update (Borchert)

Borchert reports the Task Force is finalizing plans and decorations. The dessert menu is finalized and the Task Force is waiting for the final head-count (deadline May 22) to deliver to the caterer. Tenney will need a copy of the banquet event order for the dessert reception.

Cook wants to discuss the remarks portion of the event with Borchert and Kelley. Awards will NOT be part of the event.

The DJ confirmed and committee members are suggesting songs that span the 30 year history of NASIG. They are also posting song suggestions/requests on the NASIG Facebook page.

The trivia will include both NASIG and non-NASIG related questions.

Sullenger is working on a slide show of past NASIGs as well as a "where are they now" slide show for past award winners.

5.0 Conference Proceedings Committee proposal (Collins)

The proposed structure of the committee is approved.

The Board approved free-conference registration for the two members expected to attend the conference, but not an additional stipend.

The stipend for the two editors is funded by Taylor and Francis.

Suggested edits include spelling out the roles of all 5 Committee members and better naming of the different editor roles for clarity.

ACTION ITEM: Collins will edit and re-submit it to the Board for a vote of approval. Once approved, Dresselhaus will proceed with recruiting.

6.0 New Business (All)

Kelley has received the proposed contract back from Taylor & Francis. Kelley, Collins, Borchert, and Tenney are reviewing it and will be sending back a counter-contract with a few corrections. Once the final version is received, it will be sent to the Board for vote.

McDanold will be sending out the edited minutes and updated Action Items for review and vote prior to the Conference.

The call adjourned at 4:50pm.

Minutes submitted by:
Shana McDanold
Secretary, NASIG Executive Board

Approved by the NASIG Executive Board October 7, 2015