



Executive Board Minutes

January 2016 Executive Board Meeting

Date: January 22, 2016

Place: Multimedia Seminar Center Room, D.H. Hill Library, Raleigh, NC

Attendees

Executive Board:

Carol Ann Borchert, President

Beverly Geckle, Treasurer

Michael Hanson, Treasurer-Elect

Kelli Getz, Secretary

Members at Large:

Eugenia Beh

Maria Collins

Wendy Robertson

Laurie Kaplan

Steve Oberg

Ex Officio:

Kate Moore

Skype:

Christian Burris, Member at Large

Anna Creech, President-Elect

Steve Kelley, Past President

1.0 Welcome (Borchert)

The meeting was called to order at 8:40 am.

2.0 Strategic Planning Debrief (Borchert)

The Board discussed the strategic planning session facilitated by October Ivins that occurred on 1/21/16. In general, the feedback regarding the session was positive. It was decided that the Board will wait until Ivins distributes her report from the strategic planning session to discuss with the NASIG membership the results of the meeting and next steps. The report should be finished and distributed to the Board in February. A task force will be created to oversee the implementation of the strategic plan.

ACTION ITEM: After the Board receives the report from Ivins, Borchert and Creech will appoint a task force that will lead the strategic plan implementation.

One idea that was generated during the session is to do a regular self-study of the NASIG committees so that adjustments in committee structure, number of members, etc. would happen more regularly. Specifics of the routine committee self-study will be determined by the Strategic Plan Implementation Task Force.

One idea generated during the strategic planning session was to set up gmail accounts and Google Drive accounts for each NASIG committee. This will help to provide continuity on committees even as committee membership changes each year.

ACTION ITEM: Creech will poll the committee chairs to see if the committees currently have gmail addresses and/or Google Drive accounts.

ACTION ITEM: Borchert will create a NASIG Board gmail account.

ACTION ITEM: Burriss will give the information regarding the gmail accounts/Google Drive accounts to CMC to record in their manual and list on the website after Creech polls the committees to see if a gmail account exists.

Another idea generated during the strategic planning session was to see what other conferences or events NASIG members attend.

ACTION ITEM: Borchert will start a Google sheet where NASIG members can record other conferences that they attend.

Additionally, the Board discussed creating a marketing plan now that NASIG has a new logo and tagline.

ACTION ITEM: Borchert will send the logo to Moore for the newsletter website.

3.0 Bylaws Revisions (Kaplan)

The Board reviewed a number of changes to the bylaws put forth by the Bylaws Committee, many of which involved correcting minor inconsistencies. The Board also made some minor suggestions to be sent back to Bylaws for review.

In Article II, many of the objectives were changed to better match NASIG's new vision and mission.

Article III Section 1 required an update to remove now defunct membership categories and clarification on organizational members.

ACTION ITEM: Geckle will send the updated language on organizational membership to Bylaws and Kaplan for Bylaws to review.

ACTION ITEM: Borchert will send the Board's bylaws suggestions to Kaplan.

ACTION ITEM: Kaplan will pass along the Board's suggestions for minor revisions to Bylaws.

4.0 Process for Sponsorship Requests (Robertson)

CEC received a request for sponsorship from the North Carolina Serials Conference and asked the Board for clarification on the correct procedure for sponsorship requests. The Board felt that the CEC chairs should remain as the primary sponsorship contacts. CEC will need to continue passing along sponsorship requests to the Board for approval. Additionally, Kelley will staff the booth at the NC Serials Conference.

VOTE: Oberg moved to approve the North Carolina Serials Conference request for sponsorship. Beh seconded. Collins chose to abstain, and all other members of the Board voted in favor of the request for sponsorship. The motion passed.

5.0 Reduced Hotel Room Rate for Registrar-in-Training (Kelley)

A question was brought before the Board regarding reduced hotel room rates at the conference for the Registrar-in-Training. The Board felt that a comprehensive overview of compensation is needed.

VOTE: Borchert moved for the Registrar-in-Training to receive waived registration and 2 hotel nights paid for by NASIG at the 2016 conference. Oberg seconded. The vote passed unanimously.

ACTION ITEM: Hanson and Geckle will summarize and evaluate the reimbursement policy and bring it to the Board in chart form.

6.0 Treasurer's Report (Geckle)

A&R usually spends less than their budgeted amount because not all of the awards are given out each year. A&R hopes that there will be more student awards given out this year due to the increase in student memberships. Additionally, Taylor & Francis will be sponsoring the Merriman Award this year.

Non-Profit Help currently assists CPC with A/V and food and assists A&R with travel arrangements for award winners. There was an interest in seeing what other services Non-Profit Help could assist us with. Joyce Tenney is the NASIG Non-Profit Help liaison.

NASIG currently pays for 2 insurance policies a year. Geckle and Hanson were unsure whether NASIG's insurance coverage level matches what is needed.

ACTION ITEM: Geckle and Hanson will work with Non-Profit Help to see if they have the expertise to help the Treasurers review NASIG's insurance policies.

Additionally, Geckle reported having difficulties each year trying to get tax exempt status with the state in which the conference will occur.

ACTION ITEM: Geckle and Hanson will work with Non-Profit Help to see if they could help the Treasurers obtain tax exempt status with the state in which the conference will occur.

The Board also explored the idea of having Non-Profit Help investigate streaming options for the NASIG conference.

ACTION ITEM: Creech will talk to the PPC chairs about whether the concurrent session MOU allows for the recording of concurrent session presentations. Language already exists in the vision speaker MOU that could possibly be used in the concurrent session MOU.

ACTION ITEM: Borchert will talk with Tenney to discuss with Non-Profit Help to see if they offer services around streaming the conference.

7.0 Newsletter Advertisements Process (Kelley/Beh/Borchert)

Moore and Kelley designed a process where Moore contacts Kelley when a vendor/publisher wants to advertise in the Newsletter. Kelley will then follow-up with the vendor/publisher to see if they would also be interested in becoming a conference sponsor or

increasing their conference sponsorship. Additionally, Moore will keep the Treasurer informed as to the vendors/publishers that are paying for Newsletter advertisements so that Geckle can give them credit if they choose to become a conference sponsor.

8.0 Marketing (Borchert)

The Board discussed NASIG's marketing strategy.

ACTION ITEM: All Board liaisons need to contact their respective committees to see if the committees have any information that needs to go out on the NASIG blog.

9.0 Workshop Compensation (All)

There were some questions about workshop compensation since it varies from year to year.

ACTION ITEM: Geckle and Hanson will codify the workshop compensation to present to the Board for review. The current compensation rate has already been approved for 2016, but the Board will review it for consistency for future conferences.

10.0 Committee Updates (All)

- Archives and Archives Task Force: No questions for the Board.
- A&R: The awards application cycle has been extended this year.

ACTION ITEM: Creech will remind A&R to send out a reminder about the extended application due dates.

- Bylaws: No questions for the Board beyond revisions discussed in item 3.0.
- Conference Proceedings Editors: A vote is needed by the Board to approve the CPE proposal to change the production manager position to a production editor position.

VOTE: To approve the CPE proposal to change the production manager position to a production editor position, as well as the other recommendations made by CPE. Motion from Kelley; seconded by Burris. All voted in favor.

Additionally, CPE still has one outstanding contract that needs to be finalized with an author.

ACTION ITEM: Collins will contact the last author that has not signed a contract to discuss with him the license to publish.

- D&D: The Board has asked the committee to do an audit of the membership database, and the committee continues cleanup. Also, more documentation is needed around the workflow required to clean up the database.

ACTION ITEM: The Treasurer and Treasurer-Elect will organize a phone call with the chair and vice-chair of D&D, the co-chairs of CMC, and the vice-co-chair of CMC Website to discuss the workflow.

- E&A: The committee is in the process of selecting a vice-chair.
- SCTF: Nothing to report.
- CEC: CEC has been identifying edits to NASIG's Wikipedia page. Additionally, CEC will be sponsoring a webinar on Feb. 18.
- CPC: There have been discussions surrounding the refillable water bottles. The Board agrees that it is important to have both bottles of water and refillable water bottles available at the conference.
- CMC: Co-chair Paoshan Yue will be stepping down. David Macaulay will be taking her place.
- FPTF: Nothing to report.

- MDC: MDC created a flyer for the conference. The Board made a few suggestions for the flyer.

ACTION ITEM: Burris and Kaplan will coordinate with the Publicist and CMC so that the Publicist is able to review the flyer and add the NASIG logo. CMC will then distribute the flyer to the NASIG listserv.

- Mentoring: Nothing to report.
- Newsletter: Moore created a list of Tier 1 and Tier 2 sponsors who have not yet had an advertisement in the NASIG Newsletter.

ACTION ITEM: Moore will send Kelley the list of Tier 1 and Tier 2 sponsors who have not yet had an advertisement in the Newsletter. Kelley will then contact the sponsors to remind them to place their advertisement in an upcoming Newsletter issue.

- N&E: N&E brought the issue before the Board on what to do if a current Board member is nominated in the middle of their term to run for another NASIG Board office position. If the Board member wins the election and accepts the new position, the Board determined that the next runner up in the election would only serve in the position for the remainder of the vacated person's term.

ACTION ITEM: Oberg will go back to N&E to update their manual to say that the runner-up will be elected for the remainder of the original term.

- PPC: The PPC chairs submitted the slate to the Board and are working on the conference schedule. The Board did not have any issues with the proposed slate, although there were a few suggested adjustments to the schedule.
- Site Selection: The Board discussed rotating the conference to just a few favored conference sites as opposed to a new conference site each year. The Board will need more feedback from the

membership to see how others feel about this proposal.

ACTION ITEM: Borchert, Creech, and McKee will generate a list of favorite past conference locations. They will discuss this on NASIG-L in April.

- SOC: SOC is interested in surveying the new student members of NASIG to see what they hope to get out of their membership, as well as to find out where they are attending library school and when their anticipated graduation date.

ACTION ITEM: Collins and SOC can move forward on surveying the new student members of NASIG regarding what they hope to gain from their membership, what prompted them to join NASIG, where they are attending library school, their anticipated graduation date, and their intended future areas of work.

11.0 Secretary's Report (Getz)

11.1 Board Activity Report

The Board went through all of the outstanding action items and updated them as needed.

11.2 Approval of Dec. 3 Conference Call Minutes

VOTE: A motion was made by Beh to approve the December 3 and January 13 conference call minutes. Oberg seconded. The motion passed unanimously

11.3 Approval of Jan. 13 Conference Call Minutes

12.0 Parking Lot Issues (All)

The Board revisited the earlier issue of the Treasurer's audit.

ACTION ITEM: Borchert will talk with individuals involved with previous audit to see if they might have

any information as to how the process worked in the past.

13.0 Adjourn (Borchert)

The meeting was adjourned at 3:54 pm.

Minutes submitted by:
Kelli Getz
Secretary, NASIG Executive Board
2/18/16