



Executive Board Minutes

NASIG Board Conference Call September 2, 2016

Attendees

Executive Board:

Anna Creech, President
Carol Ann Borchert, Past-President
Steve Oberg, Vice President/President-Elect
Kelli Getz, Secretary
Michael Hanson, Treasurer

Members at Large:

Betsy Appleton
Chris Bullock
Christian Burris
Angela Dresselhaus
Laurie Kaplan
Adolfo Tarango

Ex Officio:

Kate Moore

Regrets:

Betsy Appleton, Member-at-Large
Steve Oberg, Vice President/President-Elect

1.0 Welcome (Creech)

The meeting was called to order at 1:02 pm.

2.0 Treasurer's Report (Hanson)

Hanson is still crunching the numbers from the conference, but early estimates indicate that NASIG is in the black. Hanson also continues to transfer accounts

from the previous treasurer, Beverly Geckle, over to him.

2.1 Changing Credit Cards from Business to Corporate Cards

Hanson is in the process of transferring NASIG business credit cards to corporate cards. Chase Bank suggested moving to corporate accounts so that the liability resides with each cardholder, as opposed to the current corporate cards where liability resides with the NASIG Treasurer. To make the change, the NASIG Board needs to pass a resolution per Chase's guidelines.

VOTE: Borchert moved to adopt the resolution to transfer NASIG business credit cards to corporate cards. This motion was seconded by Kaplan. There were eight votes in favor, and one abstention (Hanson). The resolution passed.

After the resolution has passed, the Secretary (Getz) needs to send a letter to Chase stating that the resolution to move from business cards to corporate cards passed and that Hanson is now authorized as the organization's treasurer to be the authorized representative on the corporate accounts. Getz and Hanson will need to meet in the next few weeks so that Getz can witness Hanson sign the authorization forms.

There was a question about whether Board members will need to individually pay for their credit accounts and then be reimbursed by Hanson, or whether Hanson will get one bill for all of the accounts.

ACTION ITEM: Hanson will check with Chase to see whether Board members will need to individually pay

for their credit accounts and then be reimbursed by Hanson, or whether Hanson will get one bill for all of the accounts.

ACTION ITEM: Getz and Hanson will need to meet in the next few weeks so that Getz can witness Hanson sign the authorization forms.

ACTION ITEM: Getz needs to write a letter to Chase stating that the resolution to move from business cards to corporate cards passed and that Hanson is now authorized as the organization's treasurer to be the authorized representative on the corporate accounts.

Committee budget reports and mid-year reports are due October 1st. Newly formed committees that do not currently have a budget should request what they anticipate that they will need over the coming year, including a line item for conference calls. Committees are advised to contact Hanson if they have any budgeting questions.

ACTION ITEM: Board liaisons will notify committee and task force chairs that annual budget reports and mid-year reports are due October 1st.

Hanson is also working to put together the annual audit.

ACTION ITEM: Hanson will put together the annual audit.

3.0 Secretary's Report (Getz)

Getz is coordinating arrangements for the Fall Board Meeting in Indianapolis on October 11, 2016.

4.0 Committee Updates (All)

- Archivist: Nothing to report.
- A&R: Nothing to report.
- Bylaws: Bylaws has been working on updates to the bylaws to include the newly formed Standards

Committee. They will be bringing proposed changes to the membership soon for a vote.

- CMC: CMC is working in conjunction with the Archives Task Force on posting videos of the 25th Anniversary Celebration uploaded to NASIG's YouTube channel.
- CPC: CPC is working on the 2017 conference theme and design. They have a conference call later this month to discuss off-site event venues.
- CEC: Nothing to report.
- D&D: Nothing to report.
- E&A: Evaluations were sent to conference presenters. Additionally, E&A sent a draft of the committee evaluation survey to the Board for feedback.
- MDC: MDC's request for an extension of the quarterly report to Oct. 4th has been granted.
- Mentoring: Katy Divittirio, Chair of SOC, prepared a draft proposal for establishing a mentoring program. This draft will be reviewed by members of SOC and the Mentoring Committee via conference call on September 15. Based on this proposal, Sandy Folsom, Chair of Mentoring, will draft an application form. The proposal and application form will be ready for the Board to discuss at the fall Board meeting on October 11.
- *Newsletter:* The September issue will be ready soon. Andy Wesolek stepped down from the committee. A replacement for Wesolek is needed.

ACTION ITEM: Oberg and Moore will work to find a replacement for Wesolek for the *NASIG Newsletter*.

- N&E: N&E is preparing elections for five positions for 2017/2018. The positions are: Treasurer-Elect, three Members-at-Large, and Vice President/President-Elect.
- *Proceedings*: There was positive feedback on the new committee structure.
- Standards: The Standards Committee had its first meeting. They discussed committee organizational structure. Tessa Minchew was named Chair, Mark Hemhauser was named Vice-Chair, and Beverly Geckle and Christina Geuther will serve as NASIG's NISO reps. A COUNTER rep has yet to be appointed.
- Archives Task Force: The Archives Task Force is working on increasing NASIG's digital presence. They are working with CMC on getting interviews from the 25th Anniversary Celebration uploaded onto YouTube and getting interviewee permissions.
- Digital Preservation Task Force: They are getting ready for their first meeting.
- FPTF: FPTF created a draft of the first set of recommendations on reserves and budgeting.
- SCCTF: Nothing to report.
- Strategic Plan: They are organizing information from Ivin's report.

5.0 Past Authors and NASIG Conferences vis-a-vis T&F (Oberg)

Past *NASIG Conference Proceedings* were negotiated with Taylor & Francis as free access, although some Board members would prefer open access.

ACTION ITEM: Dresselhaus and the *Proceedings* Committee will speak with Taylor & Francis and investigate ways for past proceedings authors to move from free access to open access.

6.0 Adjourn (Creech)

The meeting adjourned at 2:02 pm.

Minutes submitted by:

Kelli Getz
Secretary, NASIG Executive Board