



Committee Updates & Reports

Conference Planning Committee

Betsy Appleton and Mary Ann Jones

Members

Betsy Appleton, co-chair (St. Edward's University)
Mary Ann Jones, co-chair (Mississippi State University)
Stephanie Adams, member (Tennessee Technological University)
Stacy Baggett, member (Shenandoah University)
Katy DiVittorio, member (University of Colorado Denver)
Betsy Hughes, member (Abbott)
Liz Kupke, member (St. John's College)
Paul Moeller, member (University of Colorado Boulder)
Sarah Perlmutter, member (EBSCO Information Services)
Michelle Polchow, member (George Mason University)
Rosemarie Reynolds, member (Smith College)
Char Simser, member (Kansas State University)
Anne McKee, Conference Coordinator (Greater Western Library Alliance)
Lisa Martincik, Registrar (University of Iowa)
Karen Davidson, Registrar-in-Training (Mississippi State University)
Joyce Tenney, ex officio, (University of Maryland, Baltimore County)
Steve Kelley, board liaison (Wake Forest University)

Continuing Activities

The 2015/2016 Conference Planning Committee has completed all committee activities at this time.

Completed Activities

Overall, the NASIG 2016 Conference in Albuquerque, New Mexico was a success. The Hotel Albuquerque is a beautiful facility with accommodating staff and the conference ran very smoothly.

Conference Planning Committee Information

The 2016 CPC was a wonderful committee that worked very hard throughout the planning process. We ended up communicating primarily via conference calls, particularly in the spring as the conference dates neared. We divided the workload via areas of activity, and each committee member took one or two areas to provide leadership in those respective areas.

Food and Beverage

Mary Ann Jones coordinated with Hotel Albuquerque for a variety of meals, including three breakfasts for conference attendees, three morning breaks, two afternoon breaks, and the lunch during the vendor expo. CPC members also coordinated with a caterer for the buffet meal at the Opening Reception in the International Balloon Museum. The meals were well received by attendees.

Audiovisual

The CPC used the services of Non-Profit Help to solicit three bids for this year's AV. Michelle Polchow and Betsy Appleton coordinated with the selected AV company, Action AV. We had relatively few AV issues at the conference, and this conference a couple "firsts" for NASIG: the

Vision Sessions were live-streamed (and now available here: https://www.youtube.com/playlist?list=PLfCwmKllu_Vb1gRSRzvtbSskrIKclguM1), and one session had a presenter via Skype.

Publicity

The CPC would like to thank the 2016 Publicist, Leigh Ann DePope for all her assistance with publicity for the conference. Key CPC members that aided with publicity copy include Stephanie Adams, who compiled a plethora of local resource links/tourist information for both publicity and the website.

Conference Website

Rose Reynolds and Betsy Hughes kept our conference website updated as our CPC Webspinners this year. They did a fantastic job of getting information live on the website within a business day of it being available.

Registration

Our Registrar Lisa Martincik and Registrar-in-Training Karen Davidson did the lion’s share of the work to ensure that registration worked smoothly for the 2016 conference. Liz Kupke coordinated getting conference packet information collated and printed, and all of the committee took shifts at the registration desk at the conference. We certainly want to extend particular thanks to Char Simser for all her time and calming presence at the registration desk at the conference!

Vendors/Sponsors/Special Events

Sarah Perlmutter coordinated the Vendor Expo this year, and also worked with the Membership committee to organize the First Timers’ Reception.

Conference Budget

| NASIG 2016 Annual Conference Budget | | | |
|--|-----------------|---------------|--|
| Expenses | Estimate | Actual | Notes |
| Meals | \$68,338.30 | \$71,479.46 | Meals + Break Options- Includes Opening Reception |
| Conference Events | \$5,985.50 | \$4,030.00 | Includes Balloon Museum Deposit (2205); Isotopes Tickets Deposit (250); Balloon Museum Rental Fee (1575) |
| Transportation | \$3,065.00 | 3062.8 | To get to Balloon Museum |
| Opening Speaker | \$250.00 | \$250.00 | |
| Preconference Speaker Fees | \$3,000.00 | \$2,528.47 | From Michael: I have had 5 of 9 Preconference speakers turn in their reimbursements. So right now, this total stands at \$2528.47. |
| Registration Table/Info/Signs | \$2,575.00 | \$2,098.72 | |
| Logo design | \$500.00 | \$500.00 | |
| First Timers Reception | \$1,000.00 | \$0.00 | This was \$799, included in meals |
| A-V Services | \$20,000.00 | \$20,637.44 | Actual figure includes live streaming. |
| Poster Session Display panels | \$2,000.00 | \$718.16 | |

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|-------------------------|--------------|---------------|--|
| Contingency fund | \$20,000.00 | 0 | |
| Total Expenses | \$126,713.80 | -\$105,305.05 | |
| | | | |
| Income | | | |
| | | | |
| Registration | \$103,375.00 | \$102,522.50 | |
| Sponsorships | \$20,000.00 | \$37,675.00 | |
| Total Income | \$123,375.00 | \$140,197.50 | |
| | | | |
| Balance | (3,338.80) | \$34,892.45 | |

Action(s) Required by Board

Betsy Appleton and Mary Ann Jones made major revisions to the CPC manual that we request the Board review and approve (according to the old manual, this is something that the Board should do). The manual was

getting increasingly unwieldy: we suspect it has been easier to add to the manual for the past 15 years without deleting any potentially outdated information or re-organizing certain sections for clarity.

Submitted on: December 2, 2016