Executive Board Minutes

NASIG Board Meeting
January 31, 2017
St. Edward's University, Austin, TX

Executive Board:
Betsy Appleton, Carol Ann Borchert, Chris Bulock, Christian Burris, Anna Creech, Angela Dresselhaus, Kelli Getz, Michael Hanson, Laurie Kaplan, Steve Oberg, Adolfo Tarango, Kate Moore (Ex Officio)

Guests:
Violeta Ilik (PPC Vice-Chair), Steve Kelley (PPC Chair), Anne McKee (Conference Coordinator), Tom Osina (Non-Profit Help), Sue Wiegand (CPC Co-Chair), Danielle Williams (CPC Co-Chair)

1.0 Welcome (Creech)

The meeting was called to order at 9:05 am Central.

2.0 Review of Web-Based Infrastructure Task Force Charge (Oberg)

The Board reviewed Oberg's draft charge of the Web-Based Infrastructure Task Force. The purpose of the task force is to create a list of requirements for necessary/desired functionality for all web-based services and functions including frontend and backend operations for the organization.

ACTION ITEM: Oberg will revise the draft charge of the Web-Based Infrastructure Task Force using the feedback from the Board.

ACTION ITEM: Oberg will appoint members to the Web-Based Infrastructure Task Force. He'll inform the task

force that a draft deliverable is due by the June Board Meeting, and a Final Report is due by the Fall Board Meeting.

3.0 E&A Report - NASIG Committees Self-Evaluation Survey (Tarango)

During the last quarter of 2016, the Evaluation & Assessment Committee (E&A) asked all committees to do a self-evaluation on behalf of the Board to review their charge for relevancy and to address any staffing level issues on committees. The Board discussed the following issues that came up in committee evaluations:

- Members of Database & Directory (D&D) questioned whether they should remain an independent committee or whether they should merge with Membership Development Committee (MDC) because there is significant overlap between the two committees. Members of the Board agreed that it would be a good idea to merge D&D and MDC. The new MDC/D&D committee will be renamed to Membership Services Committee (MSC). The new MSC will be structured with a co-chair arrangement similar to the structure that is currently in place with the Communication & Marketing Committee (CMC). Additionally, MSC would not be as focused on recruitment like the current MDC. Instead, MSC would focus on welcoming new members, sending renewal reminders, and surveying the membership.

VOTE: Oberg made a motion to merge Membership Development Committee and Database & Directory Committee together to form the Membership Services

Committee. The motion was seconded by Burris. The motion passed unanimously.

ACTION ITEM: Oberg will rewrite a new charge for the Membership Services Committee with input from the current MDC and D&D chairs. He will make sure that the committees will be merged and have members appointed by the conference in June.

ACTION ITEM: Hanson and Kaplan will present the new Membership Services Committee information to D&D and MDC to prepare them for the upcoming changes to their respective committees.

ACTION ITEM: Dresselhaus will discuss the merging of MDC and D&D with the Bylaws Committee to see if there will be any changes that need to be made to the bylaws regarding the merge.

- The Board discussed having a parliamentarian on the Bylaws Committee. One of the main duties of the parliamentarian would be to serve as parliamentarian at the annual business meeting.

- Awards & Recognition Committee (A&R) brought up the issue of difficulties in constructing and tracking their annual budget. Hanson discussed this issue in-depth during the Treasurer's Report.

ACTION ITEM: Bulock will work with A&R to improve/update the committee's documentation. If a manual has not been created, A&R needs to create one. If not, A&R needs to review the current manual and make updates as needed.

ACTION ITEM: Bulock will work with A&R to update awards descriptions for clarity. Additionally, A&R will review their charge and identify any updates that need to be made. Both the updated charge and award descriptions need to be sent to the board for approval.

- There was a discussion regarding merging the Archivist with the Communications & Marketing Committee (CMC). Merging the Archivist with CMC will allow the Archivist to have greater help when

working on archival projects. This would start with Peter Whiting when he becomes Archivist in June.

ACTION ITEM: Oberg will speak with Whiting to see if he recommends merging the Archivist with CMC starting in June. Oberg will report back to the Board for additional discussion on the topic.

- The Board discussed changing CMC's name to reflect their current duties. There was a suggestion to change their name to Communications Committee.

ACTION ITEM: Bulock will work with CMC to revise their charge to reflect the work that's currently being undertaken by the committee. Additionally, he will notify CMC that their name will change to Communications Committee effective after the NASIG conference.

- There was a discussion around outsourcing some of CMC duties around listserv and email maintenance. It is a problem each year to update the website and listservs in June, which is a busy time for librarians. The Board recommends in the meantime that CMC sets up new listservs for CPC and PPC in May prior to the conference because those committees will need to begin discussions as soon as the conference ends.

ACTION ITEM: Bulock will let CMC know that they need to have the new PPC and CPC listservs ready prior to the conference in June. CMC chairs need to update the CMC manual with this information.

- In reviewing their charge, Student Outreach Committee (SOC) requested to change the term "serials specialists" to "information professionals" to better reflect current practices. The Board agreed to the change.

- SOC will likely need additional members to manage the new student mentoring program.

ACTION ITEM: Oberg will work with SOC to change the term "serials specialists" in their charge to "information professionals." SOC will work with CMC to make the change on the website.

- Site Selection recommended additional documentation be created for the committee, especially changes around the RFP process.

- E&A recommends doing the committee self-evaluation reports every five years.

ACTION ITEM: Tarango will notify E&A that the Board approves their recommendation to do the committee self-evaluation reports every 5 years. E&A will update their manual with this information and include a sample of the survey conducted in 2016.

4.0 PPC/CPC Conference Call (Oberg & Creech)

The Board reviewed the preconference slate. MOUs have been signed for all but one preconference speaker. Preconferences include:

- Workshop on research data management, Cheryl Thompson
- Workshop on MarcEdit (Basic), Shana McDanold and Terry Reese
- Workshop on MarcEdit (Advanced), Shana McDanold and Terry Reese
- Workshop on technical services project planning, Maria Collins and Kristen Wilson
- Workshop on BIBFRAME & linked data, Robert Rendall and Amber Billey
- Workshop on collection assessment, Genya O'Gara and Madeline Kelly

PPC is also working on getting the final acceptances for the programs. PPC will be announcing the vision speakers before registration to get people talking about the conference early. Registration will open once the schedule is finalized.

PPC will be working with speakers to assess their a/v needs. Also, PPC will create a speaker resources page.

ACTION ITEM: Oberg will send ideas that he has regarding the speaker resources page to PPC. Oberg will make sure that PPC creates a speaker resources page.

CPC is working on the conference website. They will be updating information regarding the conference hotel, opening reception, and basic Indianapolis information soon. Also, CPC is organizing an optional baseball game event.

CPC and the Conference Coordinator are also working with Non-Profit Help (NPH) to get quotes for live streaming a/v. The only contracts left to sign are the contract for transportation to/from the opening reception venue and a/v.

ACTION ITEM: CPC will contact the conference hotel to find out if the hotel can provide boards for the Great Ideas posters. The initial estimate will be for 10 boards (Creech).

ACTION ITEM: PPC will need to do a call for user groups to see how many rooms will be needed on the Thursday of the conference (Oberg).

ACTION ITEM: PPC will make sure that the annual business meeting is long enough for the membership to discuss the Scholarly Communications Core Competencies (Oberg).

ACTION ITEM: PPC will rename the business meeting to the Members Forum. Oberg will relay the name change to PPC so that PPC can update the conference program schedule.

- Hotel room block discussion (CPC)

There was a discussion around the hotel room block. During the 2016 conference, the hotel room block sold out within the first week, and the Board wanted to avoid the same situation in 2017. The consensus was to embed the hotel reservation code into the conference registration email so that the hotel reservation would be tied to registration for the first 45

days of registration. After 45 days, the hotel block will be open to anyone.

ACTION ITEM: CPC will contact the Indianapolis Westin to let them know that hotel reservations will be tied to conference registration for the first 45 days in which registration is open (Creech).

5.0 Strategic Plan Implementation TF Report (Borchert)

The Board discussed the Strategic Plan Implementation Task Force Report feedback. The Board discussed the following:

- Members want a management track during the conference.
- There is a need for vendors to have timeslots to do product demos. These could be held on the Thursday of the conference concurrent with the user group meetings.
- As a 501c3, NASIG is eligible to receive tax deductible contributions. Sponsorships do not count as contributions.
- Members are requesting more information from the Board regarding the conference site rotation. They would also like the opportunity to provide feedback.

ACTION ITEM: PPC needs to advertise the current management track for the 2017 conference (Oberg).

ACTION ITEM: CMC will create a donation page on the website that says that donations to NASIG are tax deductible (Bulock).

ACTION ITEM: Site Selection will send out information on NASIG-L about the rotating conference sites and will mention that site rotation is a business decision to support the conference. (Creech & Oberg).

ACTION ITEM: SPITF will have a listserv discussion about conference site rotation (Borchert).

6.0 Committee Reports

- Bylaws: A new vice-chair will be appointed soon.

- Student Outreach: The student mentoring program planning is going well. They also like the idea of setting up NASIG student groups in library schools.

- Mentoring: Mentoring is working with SOC to create the new student mentoring program.

- Continuing Education: Two webinars are confirmed for the spring. The webinars are:
  o ER sleuths are on the case: Best practices for ER acquisitions; March 16, 2017; presented by Susan Bartl, Deberah England, and Tina Feick.
  o Academic Writing & Publishing; April 2017; presented by Eleanor Cook and Maria Collins.

7.0 NASIG Marketing Action Plan

Tom Osina of Non-Profit Help discussed the marketing plan that he created for NASIG.

8.0 Treasurer's Report (Hanson)

Year-to-date report

Hanson showed the board the longitudinal data collected by the Financial Planning Task Force on NASIG finances. Due to the inconsistent data points that were recorded, the Board concluded that it would be imprudent to make too many judgments from figures.

ACTION ITEM: The Board gave a new charge to the Financial Planning Task Force, to examine what data points should be gathered and how they should be collected into one document (Hanson).

Hanson also reported how committee budgets and the committee budgeting process doesn't really reflect the financial capacities and behavior of the committees. Committees are asked to generate budgets, but many or most of the costs assigned to committees are operating costs decided upon and managed by the Board.

ACTION ITEM: The Board asked Hanson to come up with a scheme to report expenditures reflecting the actual discretional spending of the committees and transparently reporting out operational costs to the membership.

ACTION ITEM: The Board will create committee budgets for committees each fiscal year rather than having the committees create the budgets (Hanson).

9.0 Secretary's Report (Getz)

1. Action Items Update

2. Board Activity Report

- January 27, 2017: Board approves the site recommendations for the 2018 and 2019 conferences from the Site Selection Committee.
- January 17, 2017: Board accepts the parameter for nonprofit and organizational members as submitted by MDC.
- January 6, 2017: Board approves a multi-year renewal with bee.net, our existing vendor for domain registration, for 9 years at $180.
- January 6, 2017: Board approves allocating $1,000 in sponsorship to the NC Serials Conference.
- December 16, 2016: Board approves the minutes from the 12/5 conference call.
- December 12, 2016: Board approves the 2017 conference rates with no changes from the 2016 conference rates.
- December 12, 2016: Board approves a $15 NASIG student webinar rate.

10.0 Parking Lot Issues (All)

There are four conference sponsorships so far. Tier 1 sponsors include ACS and AIP. Springer/Nature is a tier 2 sponsor, and Penn State is a tier 3 sponsor. The Board would like to see the sponsors and award winners on a rotating slideshow during the conference.

ACTION ITEM: CPC will create a rotating slideshow to be shown during the conference. The slideshow will

consist of sponsors and award winner headshots (Creech).

ACTION ITEM: A&R will collect headshots of each award winner and send them to CPC to be put in the rotating slideshow during the conference (Bulock).

ACTION ITEM: A&R will review the award descriptions and fix typos (Bulock).

It was pointed out that the conference evaluation form includes questions that are highly serials oriented. The Board would like conference evaluation questions centered on work duties to be expanded to include institutional repositories, scholarly communication, collection development, etc.

ACTION ITEM: E&A will expand conference evaluation questions centered on work duties to be expanded to include institutional repositories, scholarly communication, collection development, etc. (Tarango).

11.0 Adjourn (Creech)

The meeting was adjourned at 5:20 pm Central.

Minutes submitted by:
Kelli Getz
Secretary, NASIG Executive Board