



Executive Board Minutes

NASIG Board Conference Call April 19, 2017

Executive Board:

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

Members at Large:

Betsy Appleton
Chris Bulock
Christian Burris
Angela Dresselhaus
Laurie Kaplan

Ex Officio:

Kate Moore

Guests:

Jessica Ireland, Incoming Treasurer-Elect
Karen Davidson, Incoming Member-at-Large
Maria Hatfield, Incoming Member-at-Large

Regrets:

Adolfo Tarango, Member-at-Large
Ted Westervelt, Incoming Member-at-Large

1.0 Welcome (Creech)

The meeting was called to order at 2:03 pm Central.

2.0 Sponsorship Update (Davis)

There are 12 sponsorships so far, which is behind the 2016 total of 19 sponsorships.

3.0 Treasurer's Report (Hanson)

- The incoming registration monetary amounts look similar to last year at this time. We've received \$77,000 in registration so far.
- NASIG has a \$22,000 gain in investments from 2016 to 2017.
- Hanson can't find any active travel insurance policies.

ACTION ITEM: Hanson will review NPH's 2016 report on NASIG's insurance policies. He will contact NPH if he has any questions. He will then report his findings to the Board.

4.0 Secretary's Report (Getz)

- April 7, 2017: Board approved the update to the Compensation and Reimbursement Policy to include the gift card purchasing policy recommended by Hanson.
- April 7, 2017: Board approved the minutes from the 3/10 conference call.
- March 23, 2017: Board approved a donation to Park Library at CMU in honor of John Riddick in the amount of \$100.
- March 15, 2017: Board approved expending \$71.75 to print 50 tri-fold NASIG brochures for the Library Publishing Forum exhibit in March.

5.0 Committee Updates (All)

- Awards & Recognition: A&R forwarded the essays from award winners to the Archivist. Also, A&R updated their files regarding which awards require an essay and which ones do not.
- Bylaws: Nobody from the current Bylaws Committee wanted to serve as vice-chair. Since there are no active requests to change the bylaws right now, Bylaws will go without a vice-chair until the next season.
- Communications & Marketing: AMO has a new desktop/front page where business intelligence data is being pushed out to the front page. The Financial Planning Task Force is worried about the reporting of data. Also, CMC has not been notified yet that their name will change to Communications Committee.

ACTION ITEM: Bulock will notify CMC that their name will change to Communications Committee for 2017/2018.

ACTION ITEM: Bulock will talk with CMC about the concerns that FPTF has regarding the reporting of data associated with the new AMO desktop/front page. Bulock will report on CMC's findings.

- Conference Planning: The conference budget will be larger this year than in past years due to the high cost of a/v from PSAV. The Board was unclear as to whether or not CPC got a quote from Action AV (the a/v company that was used last year) because the a/v costs in 2016 were reasonable.

ACTION ITEM: Creech will let CPC know that we used Action AV for the conference last year. If CPC did not get a quote from Action AV this year, CPC will need to request an a/v quote from them.

- Continuing Education: The next webinar will be on SUSHI, and it is scheduled for May 18th at 1:00

pm. CEC is also looking at getting a COUNTER 5 webinar scheduled after the SUSHI webinar. CEC wanted clarification from the Board regarding the timing of sending out webinar info. The Board felt that a minimum of 4 weeks should be allotted for advertisement prior to the webinar.

CEC is also working on addressing issues related to advertisement to and registration of student members. A question came up regarding providing transcriptions preemptively.

CEC has done organized transcription only if someone has asked, although they were contemplating having it done automatically for each webinar. There were some concerns from the Board regarding the cost. One suggestion was to obtain a transcription off of YouTube, which might be a low-cost option.

ACTION ITEM: CEC will look into providing transcriptions off of YouTube to see if it would be a low-cost option for webinar transcription (Appleton).

- Newsletter: The Newsletter group is working on the May issue. They will need to get an incoming editor-in-chief appointed with the appointment starting at the conference.

ACTION ITEM: Moore will work on appointing a NASIG Newsletter Incoming Editor-in-Chief. She'll first check to see if any current newsletter members are interested. If not, she'll send out a call on NASIG-L.

- Nominations & Elections: The new Board members were elected. The election results will be published in Against the Grain.

- Proceedings: Dresselhaus appointed Paul Moeller as the Incoming Production Editor. Cindy Shirkey will be the Incoming Editor. There are only two papers left to upload for the proceedings. They've been making the proceedings papers available as they are finished.

- **Program Planning:** This is the first time that the management track was advertised. Registration for some of the preconferences is low, and an up-to-date calculation of the number of attendees per preconference for NASIG to break-even need to be done. For now, the Board decided that preconferences need to have at least 5 registrants by the end of Early Bird registration to go forward.

ACTION ITEM: Hanson will calculate how many attendees need to attend a preconference for NASIG to break even.

ACTION ITEM: PPC will work to publicize the preconferences in hopes of getting preconference numbers up (Oberg).

- **Site Selection:** Creech announced the site rotation plan on NASIG-L and received little feedback.
- **Financial Planning Task Force:** FPTF is working on their final report. They are putting together an example template for data gathering. They hope to have this ready by the May conference call.
- **Scholarly Communications Core Competencies:** SCCC sent a press release regarding the core competencies to the Publicist that will be distributed soon. The core competencies were highlighted in Creech's talk at UKSG, and the UKSG members were excited about it.
- **Strategic Plan Implementation Task Force:** They have drafted a plan and sent out a survey. There were problems with the survey, so it will be sent out again soon. They hope to wrap up by the conference.
- **Web-Based Infrastructure Task Force:** They are in the first phase where they are drafting user stories.

6.0 Adjourn (Creech)

The meeting adjourned at 3:00 pm Central.

Minutes submitted by:

Kelli Getz

Secretary, NASIG Executive Board