



Executive Board Minutes

NASIG Board Meeting

June 7, 2017

Westin Indianapolis, Indianapolis, IN

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:

Karen Davidson (Incoming MAL),
Maria Hatfield (Incoming MAL),
Jessica Ireland (Incoming Treasurer-Elect),
Steve Kelley (PPC Chair),
Ted Westervelt (Incoming MAL),
Sue Wiegand (CPC Co-Chair),
Danielle Williams (CPC Co-Chair)

Regrets:

Violeta Ilik (PPC Vice-Chair)
Anne McKee (Conference Coordinator)

1.0 Welcome (Creech)

The meeting was called to order at 9:02 am central.

2.0 CPC/PPC Report (Ilik, Kelley, McKee, Wiegand, Williams)

CPC: Nothing to report

PPC: Shana McDanold was unable to attend the MarcEdit preconference. One scheduling concern was that some attendees were disappointed that the user groups were not part of the conference proper.

3.0 Cancellation Policy Discussion (All)

The Board discussed the conference cancellation policy and felt that the current policy is fair. Cancellations for medical and budget issues will be accepted, but cancellations for scheduling conflicts will not be accepted.

The cancellation policy for preconferences was also discussed. It was decided that the revised cancellation policy during early-bird registration is a full refund minus a \$50 processing fee. There will be no refunds for preconferences after early-bird registration.

VOTE: Bulock made a motion to change the preconference cancellation policy so that preconference cancellations during early-bird registration will be given a full refund minus a \$50 processing fee. There will be no refunds for preconferences after early-bird registration. Tarango seconded. The motion passed with one abstention and all others in favor.

ACTION ITEM: Communications needs to update the preconference cancellation policy on NASIG's website to reflect that preconferences will be refunded in full minus a \$50 processing fee during early-bird registration. Preconferences will not be refunded after early-bird registration ends (Bullock).

4.0 Preconference Discussion (All)

The Board reviewed preconference speaker compensation and preconference registration caps. The NASIG website states that preconference speakers get a reduced registration rate, two hotel nights, and no travel funding. In the preconference MOUs, travel has been included. NASIG could continue paying for travel if the minimum number of participants is raised. The current participant minimum is 5.

For a half-day preconference, NASIG would offer \$500 in travel and lodging per workshop (speakers can figure out how to divide this up), plus the discounted speaker registration rate. For a full-day preconference, NASIG would offer \$750 for travel and lodging per workshop (speakers can figure out how to divide this up), plus the discounted speaker registration rate. The number of preconference speakers getting the discounted registration rate would be capped at three speakers.

Preconference rates need to be increased to \$100 for a half-day preconference and \$200 for a full-day preconference.

VOTE: Half-day preconference speakers will receive \$500 to spend on travel and lodging, and speakers must divide this up amongst themselves. Half-day speakers will receive the discounted speaker registration rate for up to three speakers. Full-day preconference speakers will receive \$750 for one speaker and \$1,000 for two speakers to spend on travel and lodging, and speakers must divide this up amongst themselves. Full-day preconference speakers will receive the discounted speaker registration rate for up to three speakers. Oberg moved and Burris seconded. The motion passed with one abstention and the rest in favor.

VOTE: Half-day preconference registration rates will be raised to \$100, and there must be a minimum of 10 participants for the preconference to be held. Full-day preconference registration rates will be raised to \$200, and there must be a minimum of 10 participants for the preconference to be held. Davis moved and Dresselhaus seconded the motion. There was one abstention and the rest were in favor. The motion passed.

ACTION ITEM: When PPC puts out the call for preconference speakers, they need to provide information on our preconference speaker compensation policy. Also, they need to note in the call for all speakers that NASIG is a non-profit and membership-based organization (Dresselhaus).

ACTION ITEM: The updated preconference speaker policy needs to be on the NASIG website (Bullock).

ACTION ITEM: The preconference speaker MOU needs to be updated with the new preconference speaker policies, including that the preconference will not be held unless there are at least 10 attendees. (Dresselhaus).

5.0 Publicist Discussion (All)

The Board discussed the role of the Publicist. Committees need more clarification regarding when to make use of the Publicist's services.

The Board reviewed the Publicist's title and duties. It was decided to rename the Publicist to the Marketing & Social Media Coordinator to better reflect the new duties required of this position. The Marketing & Social Media Coordinator would be required to help implement the new marketing plan created by Non-Profit Help.

The new Marketing & Social Media Coordinator will be a member of the Communications Committee, and the person will also serve a two-year term on the Board as an ex-officio member with an option to renew for another two years. The Marketing & Social Media

coordinator would be encouraged to select assistants as needed.

VOTE: Oberg made a motion to have the Marketing & Social Media Coordinator join the Board as an ex-officio member at the end of the 2017 NASIG Conference. Tarango seconded. The motion passed with all in favor.

ACTION ITEM: Bylaws will check to see if rebranding the Publicist to the Marketing & Social Media Coordinator will need to go before the membership for a vote to update the Bylaws. The Marketing & Social Media Coordinator will serve as ex-officio on the NASIG Board, and will serve a two-year term with the option to renew for an additional two-year term (Hatfield).

ACTION ITEM: Oberg will talk to the current Publicist, Eugenia Beh, to see if she would be willing to serve as the first Marketing & Social Media Coordinator.

ACTION ITEM: Communications will add Eugenia to the Board listserv if she accepts the position (Bulock).

ACTION ITEM: Moore will send out a call for the Editor-in-Chief of the NASIG Newsletter. She will let the Board know once the new Editor-in-Chief has been selected.

6.0 Extending CPC/PPC Term Lengths (All)

There was a discussion around extending term lengths for CPC and PPC members. These committees benefit from members with experience. The Bylaws currently state that CPC and PPC term lengths are two years plus the option to renew for an additional two years. Site rotation plays a factor in extending the term lengths of some CPC members. Term limits are a barrier to keeping experienced people on CPC and PPC, but they allow for new members to become involved on those committees.

ACTION ITEM: In the NASIG Bylaws under Article VI. Committees, Bylaws needs to clarify the final sentence of the second paragraph under the Terms of Office section to see if it is applicable to all committees or just to the Nominations & Elections Committee. The Board

would like to have an exception for Vice-Chair or Chair of Nominations & Elections at the discretion of the appointing Vice President. (Hatfield)

ACTION ITEM: In Article VI. Committees, Bylaws needs to look at changing Nominating Committee to Nominations & Elections Committee. (Hatfield)

ACTION ITEM: Bylaws needs to look at Article VI. Committees, Section 3 Terms of Office, to see what restrictions are available for terms beyond a second term for other committees.

ACTION ITEM: Bylaws needs to look at the information in the Bylaws about task forces and special committees for potential clean-up. Also, the entire Article VI. Committees section should be reviewed for clean-up. (Hatfield)

ACTION ITEM: After all Bylaws reviews the changes to the Bylaws suggested by the Board, Bylaws needs to propose language to the Board to review. Once the Board has reviewed the proposed language, the proposed language needs to go out to the NASIG membership for a vote. (Hatfield)

7.0 Web-Based Infrastructure Task Force Preliminary Report Discussion (All)

The final report for the Web-Based Infrastructure Task Force is due by the Fall Board Meeting in October. The Board would like committee chairs to review the preliminary report to see if anything has been missed.

ACTION ITEM: Creech will send out the preliminary WBITF report on the Current Chairs discussion list for feedback by the end of August.

ACTION ITEM: The WBITF will make the requested revisions from the committee chair feedback and incorporate the changes into their current report by mid-September. The updated report will then be sent to the Board for review. (Bulock)

ACTION ITEM: After the Board reviews the updated report from the WBITF in mid-September, the report will be passed to the Communications Committee for a review of ArcStone. This report will be completed by the Fall Board Meeting in October. (Bulock)

8.0 Committee Updates (All)

- Bylaws

ACTION ITEM: Bylaws will look into whether or not a new membership category needs to be created. (Hatfield)

- Communications & Marketing: CMC will be changing their name to Communications Committee after the conference.
- Continuing Education: CEC is working on webinar recordings for the NASIG YouTube Channel. They are drafting policy issues around group registration and defining “group.” CEC is also working on getting permissions for freely available content.
- Database & Directory: D&D is moving forward with merging with MDC to form the Membership Services Committee.
- Evaluation & Assessment: E&A updated the conference survey to be sent out after the conference. They will also be sending out a separate vendor survey as well.
- Mentoring: Mentoring had 23 mentee applicants and 18 mentor applicants this year.
- Standards: Standards appointed a new NISO rep.
- Archives Task Force: ATF will be dissolved after the conference.
- Digital Preservation Task Force: DPTF will be looking for a new chair after the conference.

9.0 SPITF Report (All)

The Strategic Planning Implementation Task Force drafted a strategic plan based on the results of the membership survey. The Board suggested several update, which Davis will review with SPITF. SPITF recommends that NASIG develop an elevator pitch.

ACTION ITEM: The Board will develop a NASIG elevator pitch. (All)

ACTION ITEM: Tenney will send the proposed changes to the strategic plan to the Board with updates. Also, Tenney will write up an article about the strategic plan for the NASIG Newsletter.

10.0 FPTF Report (All)

The Financial Planning Task force submitted their report to the Board. The committee felt that the appropriate place to collect member information is in the Membership Services Committee. A central hub is needed to collect the data, and a potential data manager is needed. The data manager could fall under Evaluation & Assessment, and this person could monitor the data collection form to make sure that committee chairs are inputting their data.

The task force is finished, and the Board is extremely grateful for their hard work.

ACTION ITEM: Hanson will work to build a data collection form based on the FPTF report.

ACTION ITEM: The committees that need to collect data will be notified when the form is finished that they will be in charge of inputting their respective data. Committees/people affected will include: Membership Services, Registrar, Continuing Education, and Conference Planning. (Hanson)

ACTION ITEM: Oberg will incorporate talking about collecting data at the Committee Chair orientation.

11.0 Treasurer's Report (Hanson)

Year to date report

- Investments are doing well.
- Registration is down by 100.
- It was a problem setting up a line of credit with the hotel.
- Income from sponsors and registrants - \$112,000.
- Last year we had an outside A/V company and separate hotel and A/V expenses listed. Since we have an in-house A/V company this year, A/V expenses are wrapped up with the hotel costs.
- A/V cost was higher this year with streaming video.
- Webinar income was \$4,200.
- Membership income is \$15,000.
- Organizational members had a problem because membership dues and organizational dues are both due at different times throughout the year.

ACTION ITEM: Member services will look at the organizational membership timeframe to see if it needs adjusted. They can also talk to Maria Hatfield if they have any questions or need clarification. (Ireland & Hatfield)

ACTION ITEM: Hanson will work with committees to set their annual budgets.

12.0 Secretary's Report (Getz)

The Board reviewed outstanding action items. New action items include:

ACTION ITEM: Communications will revise the billing type form to include American Express. Additionally, Geckle's information needs to be removed from the form. The form needs to be relocated, possible under the JOIN NASIG button as a better way to market and accept donations on the website. (Bullock/Hanson)

ACTION ITEM: Communications will add in tax-deductible information on the NASIG website. (Bullock/Hanson)

ACTION ITEM: Oberg will review whether or not we send out letters at the end of the year thanking people for their donation.

ACTION ITEM: Creech will ask Tom at Non-Profit Help to see if he is able to identify foundations or grants for financial support to assist NASIG.

ACTION ITEM: Creech will follow up on NASIG-L after the conference to see if conference attendees have any pictures of the conference that need to be sent to the archives.

VOTE: Oberg made a motion to approve the minutes from the 4/19/17 and 5/10/17 conference calls. Burris seconded. The motion passed with one abstention and all others in favor.

VOTE: Davis made a motion to approve the parameters for nonprofit organizational membership as proposed by the Communications & Marketing Committee (soon to be the Communications Committee after the conference). Oberg seconded. The motion passed with one abstention and all others in favor.

ACTION ITEM: Oberg will follow up with SANLiC to let them know that NASIG now accepts non-profit organizational members.

ACTION ITEM: Communications will make sure that the website is updated to include information on non-profit organizational members.

13.0 Parking Lot Issues (All)

The Society for Scholarly Publishing (SSP) requested that a NASIG representative serve on their Diversity Panel. The SSP Diversity Panel will discuss gender and ethnic diversity at conferences, in the library profession, and in higher education. The focus of their last conference call was to talk about geographic diversity and the need to have conferences in less developed areas and to invite speakers from less developed areas. The Board felt that this is a topic worth

pursuing. Anna Creech agreed to be the NASIG representative to the SSP Diversity Panel.

There was a discussion around switching the conference to the middle of the week as well as shortening the number of nights of the conference. This would be beneficial to attendees who are parents, as well as those who have to use personal time over the conference weekend. The conference dates are already set for 2018 and 2019, so this would be something to pursue for the 2020 conference and beyond.

Another discussion was held regarding holding the conference in Canada. NASIG hasn't been held in Canada since 1997. There is the possibility of holding a one-day Canada unconference.

14.0 Adjourn (Creech)

The meeting was adjourned at 5:30 pm central.

Minutes submitted by:

Kelli Getz

Secretary, NASIG Executive Board