



## Committee Reports

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### Conference Planning Committee Annual Report

Submitted by: Danielle Williams

#### Members

Danielle Williams, co-chair (University of Evansville)  
Sue Wiegand, co-chair (Saint Mary's College)  
Stephanie Adams (Tennessee Technology University)  
Stacy Baggett (Shenandoah University)  
Sheree Crosby (Cabell's International)  
Iris Garcia (UCLA School of Law)  
Beverly Geckle (Middle Tennessee State University)  
Richard Guajardo (University of Houston)  
Julia Hess (University of San Diego)  
Betsy Hughes (Abbott)  
Marsha Seamans (University of Kentucky)  
Karen Davidson, Registrar (Mississippi State University)  
Anna Creech, Board Liaison (University of Richmond)  
Anne McKee, Conference Coordinator (Greater Western Library Alliance)  
Joyce Tenney, Ex-officio Member (University of Maryland Baltimore County)  
Tom Osina, Non-Profit Support (NonProfit Help)

#### 32nd Annual Conference, Indianapolis, IN

After a brief meeting in Albuquerque the committee spent summer 2016 discussing possible slogans and logos for the 2017 conference. After consultation with the board, we settled on Racing to the Crossroads to reflect Indiana's state motto, Crossroads of America, and Indianapolis' most famous attraction, the Indianapolis 500. A race car and race flags in NASIG's colors was an obvious choice for a logo. The logo was approved and

commissioned by an artist at Sheree Crosby's institution and presented to NASIG members in fall 2016.

Leading up to the fall board conference, Sue Wiegand and I met in Indianapolis to meet a VisitIndy tourist representative and to briefly tour the conference hotel. The VisitIndy representative offered a number of venues for the opening reception and offered to guide us on a tour of facilities and introduce us to facility coordinators. After the August meeting, we polled the CPC and received recommendations on possible opening reception locations. At the October meeting we viewed the locations and determined that the Dallara IndyCar Factory would offer the most unique experience for conference attendees.

Almost immediately after the October Board Meeting we began working with Dallara to prepare for the opening reception and requested quotes and menus from several Indianapolis catering companies. After reviewing menus and polling the CPC, we decided on an Indiana-inspired menu from Jonathon Byrd's Catering. Jonathon Byrd's has a history working with Dallara and both organizations worked well with the CPC. The result was a delicious dinner and a fun event.

After settling the opening reception, CPC began researching speakers for the opening session. Several Indiana speakers were researched and, if possible, video of some of their speeches were viewed by CPC. Our goal was to provide a speaker familiar with Indiana or Indianapolis history that would entertain and educate conference attendees. After several weeks, we settled on Sally Perkins who spoke on John Dillinger and his connection with Indiana.

Beginning in January 2017, CPC began holding monthly conference calls, followed by weekly calls beginning in April. In January, CPC members volunteered for certain duties in the months leading up to the conference, including maintaining the conference website, creating the CafePress site for conference souvenirs, and preparing for dine-arounds. For the most part, each CPC member conducted their assigned tasks quickly and with minimum issues. However, there were a handful of issues regarding timely updates to the conference website. I suggest allowing the CPC co-chairs access to the conference website as well as the website liaison so that updates can be made to the website quickly in case the web liaison is not available.

Working with the board liaison and past CPC co-chairs we determined what should and shouldn't be printed for conference packets. Despite scaling back on printed material in the form of personal itineraries and conference schedules, there was still a great deal of printouts for conference packets. I recommend we carefully consider scaling back on what is printed to only the most necessary items, such as local and hotel information. A link from the website for all other information could be made available. Printing costs for the conference ranges from \$1500 to \$2000 and could easily be reduced even further by providing documents electronically.

Staying in budget when ordering menus for the conference was a tricky process this year. Keeping the same meal options from year to year has been an expected goal for conference attendees. Breaks proved to be the sticking point for the 2017 conference. Food and beverages for breaks almost broke the bank and after consultation with the board it was determined that eliminating food for the morning break was the way to go forward. However, there was a lot of food left over from the afternoon breaks, possibly due to the fact that afternoon breaks were not in high traffic area. I recommend that future conferences seriously consider eliminating all food from breaks.

In spring 2017 I created a CPC google drive. Much like Anna Creech did for PPC, the CPC drive is a place to

store documents from year to year so CPC co-chairs will have historical documents to consult. Planning the conference is a labor-intensive job and having access to decisions made by past co-chairs is invaluable. The CPC google drive can be found at [NASIGCPC@gmail.com](mailto:NASIGCPC@gmail.com) I recommend that only CPC co-chairs and board liaisons have access to this drive since many of the documents are sensitive in nature. I have already shared the site and password with the 2018 co-chairs.

CPC continued to work with Tom Osina from NonProfit Help for the 2017 conference. The duties between CPC co-chairs and Osina were not clear and as the conference approached several items that should have been taken care of shortly after registration opened were not completed until April, and items that should have been completed by one were completed by both and resulted in confusion with the hotel. The CPC manual briefly mentions NonProfit Help, but it is unclear what assignments should be assigned to different parties. I recommend that the board create a clear list of assignments for CPC chairs and NonProfit Help and communicate those assignments clearly in the fall before the conference. Additionally, as co-chair I could have used more useful help from NonProfit Help. Osina participated in conference calls and was instrumental in securing AV bids for the conference, but his input regarding advertising for the conference were lacking and he didn't offer any assistance with writing copy or where to push announcements for the conference. I suggest that if NonProfit Help continues to assist CPC with conference details they take on more responsibility, acting as liaisons with the hotel regarding room reservations for VIP guests, and that it is clearly stated to both CPC co-chairs and NonProfit Help.

The conference budget is attached. There were additional charges at the conference and following the conference that are not reflected. Please refer to the treasurer's conference budget for an up to date budget.

Respectfully submitted,  
Danielle Williams

## Mentoring Group Annual Report

## Program Planning Committee Annual Report

Submitted by Trina Holloway

Submitted by: Steve Kelley

### Members

Sandy Folsom, chair (Central Michigan University)  
Trina Holloway, vice-chair (Georgia State University)  
Rachel Lundberg (Duke University)  
Adolfo Tarango, board liaison (University of British Columbia)

### Members

Steve Kelley, chair (Wake Forest University)  
Violeta Ilik, vice-chair (Northwestern University)  
Marsha Aucoin, member (EBSCO Information Services)  
David Burke, member (Villanova University)  
Maria Collins, member (North Carolina State University)  
Christie Degener, member (University of North Carolina at Chapel Hill)  
Emily Farrell, member (De Gruyter)  
Gail Julian, member (Clemson University)  
Betty Landesman, member (none)  
Corrie Marsh, ex officio (Old Dominion University)  
Lisa Martincik, member (University of Iowa)  
Apryl Price, member (Florida State University)  
Wendy Robertson, member (University of Iowa)  
Steve Oberg, board liaison (Wheaton College)

### Completed Activities

In their 2016 fall meeting, the Executive Board approved the Mentoring Group/Student Outreach Committee proposal for the NASIG Student Mentoring Program. The two groups coordinated conference calls, created mentor/mentee applications, advertise the program, placed a call for mentors/mentees, match participants, and organized the orientation at the annual conference held in Indianapolis. Twenty-three mentees assigned mentors. An orientation that included a reception was hosted for the participants during the conference.

### Completed Activities

#### 2017 Conference Program Slate

The principal business for the Program Planning Committee in 2016/2017 was to oversee the execution of the program for the 2017 conference in Indianapolis, IN.

#### 1. Vision Speakers

Three vision speakers were selected by PPC and approved by the board. Michel Dumontier, April Hathcock, and Carol Tilley were slated as vision speakers. All three Vision Sessions were livestreamed on the NASIG website and recordings were made available.

#### 2. Preconferences

PPC identified topics for 6 preconferences and identified presenters. One workshop was cancelled due to low registration. The preconferences that were conducted consisted of an 8-hour introduction to the

### Continuing Activities

The two committees will continue to together monitoring the progress of the program. A mid-program assessment will be done to evaluate if the program should be offered again for the 2018-2019 year.

### Budget

No funds were expended.

Submitted on: August 14, 2017

basics of using MARCEdit, with a related half-day preconference on advanced techniques in using MARCEdit, a half-day session on using agile planning techniques for projects in technical services, a half-day preconference on collection assessment, and a half-day preconference on linked data for serialists.

### 3. General Conference Program

PPC held one call for presentation proposals, which was extended once to allow for additional proposals. We received a total of 50 proposals and selected 30 proposals for the program. One presenter failed to respond to repeated contacts and was replaced by another speaker on the topic who agreed to fill in. One presenter withdrew due to a scheduling conflict. There were 29 programs slated (6 sets of concurrent sessions, with 5 sessions in each of the first 5 sets, and 4 sessions in the final set).

Once again, PPC used ProposalSpace to collect and manage the proposals. The software is easy to use, and the company is very responsive to any issues. It is well worth the cost of this software to continue to use it.

PPC also used Sched again to create the program schedule. We attempted to create program tracks using Sched, but believe that this could be expanded. Sched was well worth the minimal cost involved in using this software.

### 4. Great Ideas Showcase/Snapshot Sessions

The Great Ideas Showcase (i.e. poster sessions) and Snapshot Sessions were repeated this year. Although we had relatively few submissions for both, they were well attended. Proposals were submitted using SurveyMonkey.

### 5. Student Spotlight Sessions

This new type of programming was proposed by the Student Outreach Committee. The program allowed for current and recently graduated LIS students to give a brief presentation, like the Snapshot Sessions. PPC

issued a call for proposals, which SOC also promoted. Proposals were collected using SurveyMonkey. The proposals were given to SOC for review. After SOC made their selections, PPC notified the proposers about their acceptance.

The Student Spotlight Sessions were intentionally scheduled to overlap with the Great Ideas Showcase and the Snapshot Sessions, hoping that it would reduce the size of the crowd and keep the student presenters from getting nervous. However, the Student Snapshot Sessions were well attended, and many of the people who attended that program then came to the last half of the Snapshot Sessions. Therefore, I would suggest scheduling the Student Spotlight Sessions in a no conflict time. I realize that there is only so much flexibility in the schedule, but the sessions appeared to be quite popular.

### 6. Vendor Lightning Talks

NASIG organizational members, Tier 1, and Tier 2 sponsors were invited to participate in Vendor Lightning Talks once again. Attendance was strong, and we recommend that the sessions be continued.

### 7. Informal Discussion Groups

In 2016, NASIG decided to hold informal discussion groups, which were scheduled for Thursday, before the conference officially opened. In 2017, we followed this practice again. PPC used SurveyMonkey to solicit discussion topics and leaders. Only four groups were identified. There was at least one complaint from a conference attendee that he was unable to attend to the discussion groups because he didn't arrive until later in the day on Thursday. I told him that there are only so many sessions that can be slotted into the official program. The Board may want to reconsider the positioning of the Discussion Groups.

### 8. Resources for Speakers and Presenters

At the Board's request a new list of resources for speakers, including tips on creating presentation and

how to do public speaking, was made available to all presenters.

Submitted on: August 14, 2017