



Executive Board Minutes

NASIG Fall Board Meeting September 29, 2017 Grand Hyatt Atlanta, Atlanta GA

Executive Board:

Betsy Appleton, Chris Bulock, Anna Creech, Karen Davidson, Angela Dresselhaus, Kelli Getz, Michael Hanson, Maria Hatfield, Jessica Ireland, Steve Oberg, Adolfo Tarango, Ted Westervelt, Eugenia Beh (Ex Officio), Kate Moore (Ex Officio)

Guests:

Maria Collins (PPC Vice-Chair), Violeta Ilik (PPC Chair), Anne McKee (Conference Coordinator), Sarah Perlmutter (CPC Co-Chair), Marsha Seamans (CPC Co-Chair)

1. Welcome (Oberg)

The meeting was called to order at 9:10 am.

2. CPC/PPC Report (Collins, Ilik, McKee, Perlmutter, Seamans)

CPC will be investigating the possibility of having a Freedom Rider as the opening reception speaker.

The Vendor Expo will be moved to Saturday due to the conference being held Friday through Monday.

CPC and members of the Board worked to revamp the conference sponsorship form. There are now three

conference sponsorship tiers instead of four. Also, organizational memberships were removed. CPC hopes to have conference sponsorships completed by the end of the year.

Katy Ginanni stepped down from her role as Fundraising Coordinator. Sarah Perlmutter has taken over the Fundraising Coordinator duties.

CPC and the Board reviewed options for the preliminary budget. The largest expense for the conference is food.

The three vision speakers have been finalized, and the Program Planning Committee (PPC) is working on the MOUs. PPC may need Board help with the MOU language. Additionally, five preconferences have been finalized, and PPC will be working on those MOUs in the near future.

Action Item: Dresselhaus will help PPC update the MOUs for the vision speakers and preconference speakers.

The Call for Proposals will be open until the middle of November. PPC has requested help from the Marketing & Social Media Coordinator to advertise the call.

Perlmutter and PPC will coordinate the Vendor Lightning Talks.

PPC and the Student Outreach Committee (SOC) will work together to coordinate the Student Snapshot Sessions.

Action Item: Tarango will follow up with SOC to let them know that PPC will be working with them on the Student Snapshot Sessions again.

3. Winter Board Meeting Discussion (Oberg)

The NASIG Board agreed that they will not meet in-person for the Winter Board Meeting. Instead, the meeting will be held virtually over two days in January. The meeting will be held via Zoom or another similar product. The Board will practice using Zoom and other similar products during their monthly conference calls.

Action Item: Hanson will find out pricing for Zoom and compare it to the current products supported by NASIG (GlobalMeeting (for internal meetings) and WebEx (for webinars)).

Action Item: Bulock will investigate whether or not NASIG could use Zoom to host webinars.

4. Web-Based Infrastructure Task Force Report (Oberg/Bulock)

The report is divided into the main areas of functionality - web, membership, and e-commerce.

It was noted that the report doesn't touch on newsletter management.

Google was suggested as a place for document storage since many committees and the Board are already using Google Drive.

The task force's work is done. The next steps will be either an RFP or an RFI. This will likely require additional help either from an additional task force or the Communications Committee.

The next step is to approach the existing task force to thank them and ask them if they'd be willing to accept a new charge.

Action Item: Oberg and Dresselhaus will form a new post-WBITF task force. Creech has RFP experience and

has volunteered to be on the new task force. Bulock agreed to be the Board liaison to the task force tentatively named the Platform Investigation Task Force.

5. Treasurer's Report (Hanson/Ireland)

Hanson and Ireland presented the following items:

- Chase doesn't provide documentation that allows for easy reporting.
- Atlanta is a strong candidate for site rotation due to relatively inexpensive airfare and the availability of many direct flights.
- Investments have kept the NASIG budget healthy.
- There was a discussion about adjusting the price of the organizational membership.

Action Item: Creech, Hatfield, Ireland, and Perlmutter will come up with a proposal regarding organizational membership implementation by the next conference call.

- There was a discussion about fixed income and alternative assets.

Action Item: Hanson will share NASIG's fixed income information with Dresselhaus and Ireland so that the group will have a clearer understanding of the organization's fixed income.

- NASIG Credit Cards: The Treasurer continues to look for ways to move NASIG's credit card account from a business account to a corporate account.

6. Conference Rate Discussion (Oberg)

The Board agreed that it is important for NASIG to remain affordable. Conference rates will not be raised this year. The Board will evaluate the rates again next year.

It is important to publicize the conference rates to get NASIG on attendee travel schedules as early as possible for planning purposes.

VOTE: Hatfield moved to keep the registration rates for the 2018 conference the same as the 2016 and 2017 conference rates. Davidson seconded. There were ten votes in favor and two abstentions.

7. Committee Updates (All)

Committee updates are as follows:

- Awards & Recognition Committee: The 2017 Mexican Student Grant recipient has been promoting NASIG. She reached out to her school to see if the school would be interested in sponsoring an additional student. The Board welcomes additional students from Mexico.

Action Item: Westervelt will follow up with A&R to let them know that the Board is in favor of library schools in Mexico sponsoring and sending additional students to NASIG.

Action Item: Westervelt will follow up with A&R to make sure that their manual is updated so that A&R will pass over the duties of contacting library schools to SOC.

- Communications Committee: CC is working out procedural issues now that the committee has merged. They are working on improving communication between CC and the Marketing & Social Media Coordinator.

There were some issues with the AMO email system.

Action Item: Bullock will work with CC to investigate short term solutions with the AMO email system. The WBTF or its successor task force will later investigate long-term solutions.

- Continuing Education Committee: CEC will be partnering with the NC Serials Conference to make for a more meaningful sponsorship. NC Serials Conference coordinators would like to have a drawing for a free NASIG webinar, membership, or conference registration.

VOTE: Tarango made a motion to approve CEC's request to offer vouchers for free NASIG webinars at drawings during affiliated events. Dresselhaus seconded. The motion passed with 10 votes in favor and two abstentions.

CEC will be working with the Marketing & Social Media Coordinator to initiate twitter chats regarding NASIG continuing education opportunities.

A fall webinar is scheduled for October 19.

- Evaluation & Assessment Committee: There was some confusion over timing of required reports to the Board. E&A updated their manual to reflect current practice.

Survey results from the poll regarding the UKSG eNewsletter should be available soon.

- Membership Services Committee: MSC reported that current total active membership is 673. The number of members seems to vary greatly over the past decade. There is a need to count the number of members in the same way each year so that it is easier to compare numbers.

Action Item: MSC will figure out how the number of NASIG members is being counted and document this in their manual for future years (Ireland).

- Nominations & Elections Committee: N&E is on-track to send out the call for nominations. N&E is also advised to notify non-NASIG members that they have been nominated to allow them to update their membership status.

Action Item: N&E will update their manual to notify non-NASIG members that they have been nominated to allow them to update their membership status (Appleton).

- Standards Committee: Part two of the NISO webinar will be hosted in November. The Standards Committee would like a member of the committee to attend and write up the webinar for the NASIG Newsletter.

Action Item: A member of the Standards Committee will approach NISO to see if they will comp the registration for the November webinar. A write-up of the webinar will be included in the *NASIG Newsletter* (Hatfield).

Standards should also consider submitting a NASIG conference proposal to discuss standards updates that have happened over the past year.

- Student Outreach Committee: The chair will need to step down. The vice-chair will most likely step up to become the new chair.
- Digital Preservation Task Force: DPTF would like to have a representative from the publisher/vendor community to be on the task force for that perspective. The Board discussed some possible candidates.

The task force will be working with PPC to create a schedule for sending out conference reminders and updates.

8. Streaming and A/V Discussion

Non-Profit Help (NPH) sent out the RFP for conference streaming and A/V. NPH only received a few responses. The Board was concerned about the high cost of A/V in all of the responses.

There was interest in exploring a virtual conference track or having recorded sessions available for purchase. There was a discussion regarding charging

separately for preconference than for regular sessions. There are some things that will need to be included in the agreement should NASIG go this route: there will need to be penalties for the A/V provider if they do not provide the recording in a timely manner, the file that the A/V provider sends needs to be easily accessible to both convert and upload, and the file needs to be in a compressed format.

Action Item: Oberg will work to get a revised A/V quote that includes a more detailed breakdown of services and expenses.

9. Sponsorship Update (Crech)

Sponsorships continue to come in. Crech and Perlmutter will continue to reach out to potential sponsors.

10. Identifying New Partnerships Discussion (Oberg)

Dresselhaus has not yet received a response from FORCE11 regarding the webinar for the Board. The webinar was requested to give Board members an overview of FORCE11.

There was a discussion about strengthening NASIG's relationship with the Library Publishing Coalition (LPC). One idea was to have an MOU between the two organizations to solidify benefits for members of the respective groups.

Metadata 2020 was plugged a lot at the 2017 conference. There is the possibility of partnering with Metadata 2020.

There was also a discussion about creating a NASIG "unconference" in Canada.

NASIG should continue to strengthen the relationship with UKSG.

The Board agreed that there should be a page on the NASIG website that lists current partners and collaborations.

Action Item: CC will create a page on the NASIG website that lists NASIG partners and collaborations (Bullock).

11. Secretary's Report (Getz)

1. Action items update

The Board reviewed outstanding action items.

Action Item: Bullock will ask CC to see if AMO can send out an automatic thank you email for donations that includes a donation receipt.

2. Board Activity report

- September 24, 2017: Hanson made a motion to approve the minutes from the 8/28 conference call. Davidson seconded. There were eleven votes in favor and one abstention. The motion passed.

12. Parking lot issues (All)

There are some discrepancies between the Board travel policy and actual practice.

Action Item: Hanson and Ireland will review the NASIG Board travel policy to make sure that it is consistent, clear, and matches current practice.

13. Adjourn (Oberg) 5:00 pm

The meeting was adjourned at 4:24 pm Eastern.

Minutes submitted by:

Kelli Getz
Secretary, NASIG Executive Board