NASIG NEWSLETTER

Executive Board Minutes

NASIG Board Meeting
June 7, 2018
Grand Hyatt Atlanta, Atlanta, GA

Executive Board:
Anna Creech, Past-President
Angela Dresselhaus, Vice President/President Elect
Kelli Getz, Secretary
Michael Hanson, Treasurer
Jessica Ireland, Treasurer-Elect
Steve Oberg, President

Members At Large:
Betsy Appleton
Chris Bulock
Karen Davidson
Maria Hatfield
Adolfo Tarango
Ted Westervelt

Ex-Officio:
Eugenia Beh
Kate Moore

Guests:
Beth Ashmore, Incoming Secretary
Lisa Martincik, Incoming MAL
Marsha Seamans, CPC Co-Chair & Incoming MAL
Violeta Ilik, PPC Chair
Sarah Perlmutter, CPC Co-Chair
Andrew Barker, UKSG Chair

Regrets:
Kirsten Wilson, Vice-President/President Elect
Steve Shadle, Incoming Member at Large
Maria Collins, PPC Vice-Chair
Anne McKee, Conference Coordinator
Lori Duggan, Incoming Newsletter Editor-in-Chief

Welcome (Oberg)

The meeting was called to order at 9:07 AM local time.

CPC/PPC Report (Collins, Ilik, Perlmutter, Seamans)

Program Planning:

- PPC is unsure if the poster boards that they ordered will arrive in time for the Great Ideas Showcase.
- PPC members will be introducing sessions.
- Ilik recommends the EZ Chair system to better help PPC manage their workload.

Conference Planning:

- There are 314 people registered for the conference, 6 registrants for NASIG On-Demand, 20-25 registrants for each full-day preconference, and 16 registrants for the half-day preconference. There will be two librarians from Qatar that will be attending.
- There are 818 hotel room nights booked in the NASIG conference block. Revenue was exceeded for all nights except Sunday night. NASIG will need to pay $1,000 if the hotel is not fully booked on Sunday night.

- NASIG received 19 free rooms, and those were given to the audio/visual technicians per our contract, as well as NASIG award winners.
- Food and beverage selections were made carefully, and food at breaks was pared down. NASIG is still paying about $280 per person for food and beverage, which is expected to break even.
- Extra money was spend on 1,000 folders, but there will be enough folders for next year.
- Seventeen vendors will participate in the Vendor Expo. There are several new sponsors. It would be good to get feedback from previous sponsors who chose not to exhibit this year. Sponsorships are at $36,500 for the conference.

NASIG and UKSG Collaboration (Barker, Oberg)

Barker presented ways that NASIG and UKSG could work together more closely.

Web-Based Infrastructure Implementation TF Final Report (All)

Bulock praised the work of the Web-Based Infrastructure Implementation Task Force (WBIITF). WBIITF spent a lot of time watching presentations and trying out demo accounts with several potential systems.

Conference Costs/Pricing Discussion (All)

Conference registration has remained at the same level for the third year in a row, although conference costs continue to rise. Food and beverage per person at the conference is $280.

The board discussed the need to revisit conference registration for the 2019 conference.

Treasurer's Report (Hanson/Ireland)

The Board Reimbursement Policy was never formally voted on earlier in the year. Hanson would like it to be implemented after this conference.

For speakers, Hanson will adhere to the guidelines in the MOUs.

Hanson advises that the new fiscal year should be August 1- July 31. The July 1- June 30 might not be enough time to reconcile conference expenses.

Marketing & Social Media Coordinator Report (Beh)

Beh could use additional help getting the word out about the conference on social media.

Beh recommends a coordinator-in-training or a committee to deal with the workload and for succession planning. One recommendation is to have a dedicated person on each committee who is responsible for liaising with the Marketing and Social Media Coordinator. The benefit of a committee is that there would be more people to review a message before it's distributed. The benefit of a single point-person is that one person could vet the materials and send out a consistent message.

Committee Updates (All)

- Awards & Recognition: Nothing to report.
- Communications: Communications is trying to figure out a better way of managing the listservs. CC isn't notified when an email has bounced. Unfortunately, there doesn't seem to be an automated way to manage the process. Current nasig-l and committee listservs are approximately $500/month. The same system has been used for many years. It is time to investigate different list managers.

ACTION ITEM: Communications will investigate group communication tools as possible replacements for current listserv management system.

- Continuing Education: CEC hosted a webinar the week before the conference to help first timers understand the conference. Unfortunately, CEC did not have any attendees.

- Digital Preservation Task Force: A panel from DPTF will be speaking at the NASIG conference as well as at UKSG next year. They would like to survey the NASIG membership to help them better understand where libraries are in regards to digital preservation. The goal is to create a NASIG guide after identifying any information they might have missed. The task force will wrap up at the 2019 conference.
- Evaluation & Assessment: E&A created the conference survey.
- Membership Services: MSC will be working on cleaning up organizational membership records.
- Mentoring: Mentoring and the Student Outreach Committee (SOC) will be meeting during the conference to discuss the merger. Many members of Mentoring and SOC did not attend the conference. The board discussed making conference attendance required for members of the two committees because many of their responsibilities/duties happen during the conference.
- Newsletter: Duggan is ready to step in as the Editor-in-Chief.
- Nominations & Elections: New board members were elected.
- Proceedings: Individual articles from the 2017 conference are available, but the editors are still waiting on the entire issue to be published. Most people this year are writing their own papers. There are two new editors
- Standards: Nothing to Report.
- Student Outreach Committee: Student award winners will be invited to present at the Student Snapshot Sessions. This needs to be documented.

ACTION ITEM: Awards & Recognition need to include in their manual that student award winners will be invited to participate in the Student Snapshot Sessions. This also needs to be included in the official description on the website.

SOC would like there to be more coordination for ambassadors to schools. They will be crafting messages and working on a communication plan.

ACTION ITEM: SOC, A&R and Marketing & Social Media Coordinator should share contacts with library school ambassadors. Additionally, the group needs to work on crafting a communication plan.

The call for mentors and mentees needs to go out earlier in the year.

Secretary's Report (Getz)

- Action Items update
- Board Activity Report, June 5, 2018: The motion to approve the minutes from the 5/9 conference call made by Tarango and seconded by Hatfield passed with 10 votes in favor and 2 abstentions.

Parking Lot Issues (All)

The NASIG On-Demand workflow was discussed. The registration form will remain open for NASIG On-Demand so that it can continue to be sold after the conference. An email blast with the recordings will be sent to conference attendees as part of their registration.

ACTION ITEM: Davidson and Jones will send out the recording for conference attendees when the recording is available.

There was a discussion about selling the conference attendee list. At present, only Tier 1 sponsors get a copy of the list. The board decided to keep the attendee list as part of the Tier 1 sponsorship level to encourage vendors/publishers to be Tier 1 sponsors. A suggestion was made to make the early-bird list available for purchase right after early-bird registration closes to give vendors/publishers more time to market their attendance at the conference and to set up meetings with attendees.

UKSG has more tiers, so the 2018-2019 Board will review the UKSG sponsor levels and the NASIG sponsor

levels to decide if NASIG needs more sponsorship tiers.

ACTION ITEM: The Treasurer will work with MSC to get a list of organizational members who were part of the old sponsorship tiers in 2017 and part of the new sponsorship tiers in 2018. The sponsors will be polled to get a sense of their satisfaction level with the new sponsorship tiers.

The 2018-2019 Board will be using Trello to conduct their work.

Committee reports were inconsistent in addressing the request to tie their work to the NASIG Strategic Plan.

ACTION ITEM: Committee liaisons will remind committees/task forces about the new form and the need to tie their work back to the strategic plan.

Adjourn (Oberg)

The meeting was adjourned at 4:15 PM Eastern.

Minutes Submitted by:
Kelli Getz
Secretary, Executive Board