



Executive Board Meetings

NASIG Board Conference Call July 10, 2018

Executive Board:

Angela Dresselhaus, President
Kristen Wilson, Vice President/President-Elect
Beth Ashmore, Secretary
Jessica Ireland, Treasurer

Members at Large:

Karen Davidson
Maria Hatfield
Lisa Martincik
Marsha Seamans
Steve Shadle

Eugenia Beh, Ex Officio
Lori Duggan, Ex Officio

Regrets:

Steve Oberg, Past-President
Ted Westervelt, Member-at-Large

Welcome (Dresselhaus)

The meeting was called to order at 2:01 PM Central.

President's Workload Distribution (Dresselhaus)

This is a continuation of a discussion started on the board listserv regarding re-distributing workload shared by the President, Vice President and Past President. While the Vice President requires time to get familiar with Board duties and liaison responsibilities, it would

also be advantageous to assign them tasks throughout their Vice President term that will support the President and help them prepare for the role of President. Currently, most Vice-Presidential work comes at the end of their Vice President term in the form of committee assignments and preparing for the conference. The Past-President was previously responsible for conference sponsorships however now there is a member of CPC tasked with that role. It may still be advantageous to have the Past-President work closely with CPC on conference sponsorships. Conversations regarding strategy for the organization tend to happen informally between the Vice President and President so it may be possible to formalize that process as well. Doubling the commitment for Presidents from three years to six years so a member can have more time in each role seems like it would be asking too much of potential candidates, especially since many presidents require a break from NASIG commitments after their three-year term ends. At this point, a review and revision of the manual and task calendars for the presidential roles seems like the best way to ensure that workload is appropriately distributed.

ACTION ITEM: Beth Ashmore will distribute manuals and task calendars for all board positions to the board for review and revision.

Member-at-Large Term Length (Dresselhaus)

This is a continuation of a discussion started on the board listserv regarding changing the Member-at-Large term from two years to three years. The concern is that

Members-at-Large tend to rotate off the board just as they are getting confident with their board and committee liaison work. By moving to three-year terms, this would allow Members-at-Large to have time to get up to speed on their committees work and see projects through to their conclusion.

ACTION ITEM: Ask the Bylaws Committee to review what changes would be necessary to the NASIG Bylaws to make Member-at-Large terms three years instead of two years and change the election cycle from one-half of the Members-at-Large being elected each year to one-third of the Members-at-Large being elected each year.

ACTION ITEM: The Board will plan for how to transition from the one-half to one-third Member-at-Large election cycle.

Treasurer's Report (Ireland)

Action AV has received payment and Jessica Ireland has also sent to checks to people that we were unable to pay at the conference.

Secretary's Report (Ashmore)

- Vote on minutes from 6/11

VOTE: Lisa Martincik moved to approve the minutes from the 6/11 Board Meeting. Maria Hatfield seconded. The motion passed with eight votes in favor and one abstention.

- Diversity Committee Motion and Vote: Results of Diversity Committee motion and vote on Doodle were 11 votes in favor. Angela Dresselhaus and Kristen Wilson will work on committee appointments, including working with Eugenia Beh to market a call for volunteers. There has already been a lot interest expressed in working on this committee.

Committee Updates (All)

- Marketing and Social Media: Eugenia Beh has received the flash drive of NASIG on demand videos from Action AV and is uploading the videos to YouTube where they will be private until before next year's conference when they will be made available to everyone as well as used to help market the upcoming conference. Eugenia Beh will work with Communications and the Registrar to ensure that all those that signed up for NASIG on demand receive the private YouTube links. One video was not on the flash drive but Action AV is going to share it with Eugenia Beh via Dropbox. Also, encourage everyone to complete the conference evaluation.

ACTION ITEM: Communication will ensure that NASIG on demand YouTube videos are made publicly available prior to next year's conference for marketing purposes.

All committees and liaisons are checking on their committee listserv to make sure all members are able to receive messages.

- Communications: Steve Oberg provided an update via the Board listserv stating that all committee updates have been completed except for Digital Preservation Task Force and Nominations & Elections.
- Evaluation and Assessment: The conference survey went live at the start of the conference and was publicized through NASIG communication and social media channels including being linked from the homepage. The survey will close Sunday, July 15. There have been 139 responses so far which is about the same as last year. Once the survey closes, the committee will prepare a report.
- Newsletter: The September newsletter is underway. Deadlines for various reports from Board members will be due at the beginning of August. The conference session reports deadline was extended

to this Friday so those reports should be coming in soon for the September issue.

- Proceedings: Manuscripts will be coming in soon. Physical and online copies of last year's proceedings are available from Taylor & Francis, but they do not appear to be linked through the NASIG website yet.

ACTION ITEM: Kristen Wilson will work with Paul Moeller and Communications to ensure that links to last year's proceedings are added to the NASIG website.

- Program Planning: Angela Dresselhaus, Kristen Wilson, and Maria Collins are meeting on Friday to discuss program planning.
- Site Selection: Kristen Wilson has put the RFP changes into a different format and Angela Dresselhaus will be checking in with Conference Coordinator, Anna Creech to get the RFP out in the next few weeks in the hopes that site visits can occur before January 2019.
- Student Outreach: Marsha Seamans will be reaching out to the chair of this committee and the Mentoring Group to work on the potential merger of the two committees.
- Web-Based Infrastructure Implementation Task Force: Marsha Seamans will be reaching out to the chair of this committee and the Mentoring Group to work on the potential merger of the two committees.

ACTION ITEM: Angela Dresselhaus, Lisa Martincik, and Steve Oberg will investigate the possibility of using an LIS intern to work on the migration to Wild Apricot.

Other Business

Organizational membership – Sponsorship forms will need to be prepared soon so the Board will need to discuss how it would like to handle organizational memberships vs. sponsorships moving forward because there are not currently many benefits to being an organizational member vs. being a conference sponsor.

ACTION ITEM: Beth Ashmore will add organizational memberships to the agenda for the August Board conference call.

Adjourn (Dresselhaus)

The meeting was adjourned at 2:50 PM Central

Minutes submitted by :

Beth Ashmore

Secretary, NASIG Executive Board