



Executive Board Meetings

NASIG Board Conference Call October 9, 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
Ted Westervelt

Lori Duggan, Ex Officio

Regrets:

Steve Oberg, Past President
Eugenia Beh, Ex Officio

Welcome (Dresselhaus)

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

Treasurer's Report (Ireland)

Jessica Ireland reported that there were a few reimbursements from the fall board meeting. She will also work with Kristen Wilson to pay the fundraising coordinator's incentive based on last year's work.

Secretary's Report (Ashmore)

Beth Ashmore reported that there will be no liaison meetings this month due to scheduling conflicts, but liaisons can schedule a meeting if they have a need. She is also in the process of pinning down dates for the winter conference calls in January. A GroupMe text group has been setup for the board to facilitate communication between board members during the conference. A Google Voice number associated with the Board gmail account has also been setup to receive texts and calls for reporting code of conduct violations.

Committee Updates (All)

- **Site Selection:** The committee will be following up on proposals from Minneapolis, Kansas City, and Denver and then selecting two sites for visits in November.
- **Membership Services:** The fall committee report asked the board if all-timers should be listed as complimentary members or lifetime members. The board agreed they can be listed as lifetime members along with those who have paid for lifetime memberships, unless this presents an accounting issue for them.
- **Conference Proceedings Editors:** Editors are working on editing papers from the 2018 conference.
- **Program Planning:** The committee is working on the call for proposals. They are rewriting the call to

make it shorter and more accessible. They plan to send the call to board list for feedback in the next few days. Once the call is sent out, they will finish making the committee assignments.

- **Continuing Education:** The committee is working with speakers for four upcoming webinars. One of the webinars is based on a popular session from the 2018 conference.
- **Web-based Infrastructure Implementation Task Force:** The task force has a preliminary timeline for the migration to Wild Apricot. The task force also suggested the possibility of hiring a part-time person for long-term web maintenance.
- **Mentoring:** The fall committee report asked the board if they are responsible for planning first-timers reception for the 2019 conference with the upcoming merger with Student Outreach. Marsha Seamans will clarify with the group that the merger with Student Outreach won't take place until 2019-2020 so they can feel free to plan the first-timers reception for the 2019 conference.
- **Student Outreach:** The fall committee report asked the board if they will have a \$50 Amazon gift card to incentivize students to complete the mid-year survey. Jessica Ireland will provide the committee with the gift card. The committee also asked about coordinating proposals for the student spotlight and great ideas showcases. Marsha Seamans and Danielle Williams will talk with program planning about coordinating the call for proposals and the session planning process.
- **Conference Planning:** Steve Shadle provided the committee with revised registration rates and adjusted attendance projections from the board. The fall committee report asked the board about increasing marketing and public relations for the conference. The committee knows to work with the Marketing & Social Media Coordinator, the Communications Committee, and the Newsletter,

but they are also seeking suggestions for what kind of messaging to use and potential new avenues for advertising the conference. The committee can start with some interesting points about Pittsburgh that we can start sending out on social media to attract folks to the site. As the program comes together, we start to market more of the conference content. The logo is in process with a graphic designer.

- **Nominations & Elections:** The fall committee report asked the board about strategies for diversifying the slate and if they can consult with the diversity committee for help with this work. Since the diversity committee is already up and running and consulting with Awards and Recognition, Nominations and Elections are welcome to contact the committee for help with diversifying the slate.
- **Awards & Recognition:** The Merriman award has been updated and announced. All application forms have also been updated.
- **Digital Preservation Task Force:** The survey is open and closes at the end of the month. Committee members will be presenting at the Charleston Conference and the task force is having a conference call tomorrow.
- **Standards:** Maria Hatfield is taking the edits that the board had for the committee's new charge back to the committee.
- **Newsletter:** The September issue is out. The December issue is in process and reminders are going out shortly. Due dates November 1st and 15th.

Old/New Business

Maria Hatfield asked where we ended up on extending the member-at-large terms. Angela Dresselhaus is working on it so we can have it ready for the Nominations & Elections for this upcoming election.

Adjourn (Dresselhaus)

The meeting was adjourned at 2:46 pm Central.

Minutes submitted by:

Beth Ashmore

Secretary, NASIG Executive Board