

NASIG Newsletter

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Executive Board Minutes

Fall Meeting

Date: November 15, 2010

Place: Hilton St. Louis at the Ballpark, Broadway Meeting Room

Attending:

Executive Board Officers:

Katy Ginanni, President

Steve Shadle, Vice President/President-Elect

Rick Anderson, Past President

Lisa Blackwell, Treasurer

Carol Ann Borchert, Secretary

Members At-Large:

Patrick Carr

Clint Chamberlain

Steve Kelly

Buddy Pennington

Christine Stamison

Jenni Wilson

Ex Officio:

Angela Dresselhaus, *Newsletter* editor

Guests:

Anne Mitchell, PPC co-chair

Michael Hanson, PPC co-chair

Shana McDanold, CPC co-chair

Karen Darling, CPC co-chair

Joyce Tenney, Site Selection

1.0 Welcome (Ginanni)

The meeting was called to order at 8:35 a.m.

2.0 Secretary's Report (Borchert)

2.1 Approval of September 29 Conference Call Minutes

Ginanni made a motion to approve the minutes, seconded by Anderson. All voted in favor.

2.2 Action Item Updates from September Conference Call

The Board members noted updates to the list of action items as follows:

Not Done/In Progress:

ACTION ITEM: All Board members will discuss how to turn the contingency planning documentation into a public document for distribution and discussion among the NASIG membership.

ACTION ITEM: Anderson will continue work with N&E over the course of this year to insure that the manual is complete and posted on the website. **ONGOING**

ACTION ITEM: Blackwell will add information to the Treasurer's manual indicating that the Board may approve additional funding for the Merriman Award

winner and the NASIG President to account for emergency situations.

ACTION ITEM: Blackwell will have D&D work with ECC to have the link put on the Join Now page to send interested organizations to D&D for membership processing. **READY BUT NOT LINKED YET**

ACTION ITEM: Chamberlain and Shadle will talk to ECC & CEC about working together on the Archiving Information section of the CEC-PPR proposal. **IN PROCESS**

ACTION ITEM: Ginanni will appoint or select members on FDC and the Newsletter to work with advertisements. **IN PROCESS**

ACTION ITEM: Ginanni will draft a charge and job description for the NASIG Historian, run it by the Board, and then appoint an Historian. **IN PROCESS**

ACTION ITEM: Ginanni will work with the Student Outreach Committee to create a formal proposal for the internship program.

ACTION ITEM: Kelley will follow up with PPC to make sure it is in their manual to follow up before and after conference to get presentations online and/or on flash drives.

ACTION ITEM: Wilson will work with MDC to ensure they have a booth next year with membership brochures, etc. at the vendor expo.

Completed or Removed Action Items:

- **All Board Liaisons** need to request reports for fall board meeting by November 8.
- Anderson will ask FDC to determine how much money we should have in the checking and savings account.
- Anderson will ask FDC to formulate language to add to the existing reimbursement policy to include contingency funding to cover emergencies.
- Ginanni will write language for a short survey and send to ECC for implementation.

- **Item Removed:** Borchert and Blackwell will work with Char Simser to determine how to set up a small credit line with Skype, maybe \$20, to test landlines.
- Ginanni will ask ECC and the Web Liaison to review the website for references to individual memberships that need to be removed and to determine where references to organizational memberships need to be added.
- Ginanni will add instructions for setting up a conference call and a note to use Skype if desired or possible to the committee chairs manual.
- Ginanni will draft a report to membership re: contingency planning session for the next newsletter. **INCLUDED IN PRESIDENT'S COLUMN**
- **Tabled until July 2011:** Ginanni and Wilson will select members for a task force to write a proposal to poll vendors for information about what information they need in order to make an informed decision regarding sponsorship, the vendor expo, or other forms of participation. The proposal will include cost estimates and will be sent to the Board.
- Shadle will investigate and assemble a list of what our mission statements have been over the past 10 years.
- Shadle will ask CEC for an idea of what sort of budget would be reasonable for sponsorships.
- Stamison will ask A&R to submit a formal proposal outlining their suggestions for how to handle the Mexican Student Award.
- Stamison will ask A&R to add it to their manual regarding the Merriman Award winner, that contingency funding will be made available in case of emergency.

There was a discussion regarding the sharing of membership information. The website specifically states when members join that their information will not be shared with vendors. However, Tier One conference sponsors receive a list of conference attendees that includes contact information. The Board will discuss this issue further via email.

ACTION ITEM: All Board members will consider the issue of member information being shared with Tier One sponsors and how to communicate this to members.

2.3 Approval of Board Activity Report Since the September Conference Call

Wilson made a motion to approve the following Board Activity Report for addition to these minutes. Ginanni seconded the motion. All voted in favor.

9/10 The Board approved the wording for the survey question pertaining to NASIG's endorsement of the ASA Library Choice initiative.

10/10 **VOTE:** Ginanni made a motion to move forward with seeking a site for the 2013 conference while prices are still favorable. Anderson seconded. All voted in favor.

10/10 The Board confirmed that the Merriman Award will be an ongoing annual award, with or without a sponsor on NASIG's side.

10/10 The Board discussed and approved PPC's vision speaker ideas.

10/10 The Board agreed to sponsor the UKSG Transfer Project Overview and Update webinar.

10/10 The Treasurer announced that our conference calling rates have been reduced from \$0.174/minute to \$0.07/minute.

10/10 The Board clarified that committee-generated income should go into the general NASIG account rather than serving that single committee.

10/10 The Board approved adding the information about NASIG members receiving NISO membership rates for NISO webinars to the membership web page. MDC will need to include this information when they next update the membership brochure.

10/10 The Board agreed to having a single Treasurer candidate on the 2011/2012 ballot if a second candidate could not be found.

10/10 After receiving the survey results, NASIG notified ASA that we will endorse the Library Choice program.

11/10 After Char Simser and Borchert tested the Skype landline feature, it was decided not to pursue a landline account for Skype calls.

11/10 The Board agreed that the *Conference Proceedings* editors could move forward without the missing paper if there is no way to substitute that with the *Newsletter* version.

3.0 Treasurer's Report (Blackwell)

The Treasurer reported that she is pleased with Chase Bank's service and continues to work on severing ties with Bank of America. NASIG currently has \$341,751.11 in assets, versus \$290,052.76 last year. NASIG is in very good shape fiscally at this point in the year, and vendor sponsorships are really helping.

4.0 Consent Agenda (All)

Stamison made a motion to accept the following committee reports with no further discussion. The motion was seconded by Shadle, and all voted in favor:

Archivist
Bylaws
CEC
E&A
FDC
Newsletter
N&E
PPR
SOC

5.0 PPC (Kelley, Mitchell, Hanson)

PPC reports that they have a memorandum of understanding in process for one vision speaker so far.

PPC asked how many preconferences we should have at the conference. This should be based on the number of

quality proposals. Preconferences can be a money-maker if they are popular enough. Possible preconference topics include RDA, troubleshooting e-resources, linked data, and internal budgeting. The minimum registration should be based on the break-even point for expenses.

PPC is still whittling programs down. This year, they have a number of good proposals. The Board suggested that PPC create written guidelines about the number of programs one person can present at each conference, since this has been an unwritten rule up to this point. Because Board members are not permitted to present, this should also be a written guideline, and should address discussion groups as well.

PPC asked if we would be co-presenting a program with ER&L this year or working with them to do a video streamed session. The Board will discuss this as part of the contingency planning conversation.

ECC has volunteered to do handouts management this year. Ultimately we'd like to have unmediated loading of content so that presenters can load their own presentations. There was a question regarding whether the flash drives are worthwhile, since they did not contain many of the presentations last year. If we only have the presentation content on the website, NASIG will continue to provide temporary login access to content for non-members who attend the conference.

6.0 CPC (Pennington, McDanold, Darling)

There were issues with editing the conference website, but those have been resolved. CPC is still determining what information to put on the conference website.

CPC is setting up evening events at this point. Thursday night will be the main conference event, possibly at the City Museum. CPC will also determine if that venue is a walkable distance for most people. Saturday might be open; Friday will be a baseball game. CPC is sending ticket options, prices, etc. to the Board for review. There was a ballgame at the Denver conference where NASIG reserved a block and sold out of it. This year, it

will be the Cardinals vs. Cubs, which will be a sold-out game. CPC is considering \$24 outfield terrace seats and possibly a food voucher add-on package. Attendees will be able to purchase tickets as part of their conference registration.

CPC will also put together information on what other venues are open and how late, since folks not going to the game will have 2 free nights. There are a lot of free options for activities, so they will have links on the conference website.

CPC will be looking at menus today to discuss food and beverage options.

7.0 Sponsorship Update (Anderson)

Anderson reports that we are in really good shape concerning sponsorships. Commitments are at \$17,500 so far. Several other entities are interested, but are not making decisions until the new calendar year. Anderson is working through a list of prospects who have not sponsored or indicated interest in the past, including local library organizations.

8.0 Site Selection (Ginanni, Shadle, Tenney)

Site Selection continues to review 2013 sites, mostly in the Northeast. They are considering membership numbers in the area, individual costs for the conference, and transportation options.

9.0 Mexican Student Award (Stamison)

There has been some discussion of communication between A&R and UNAM folks in Mexico regarding the process of selecting the Mexican Student Award winner. A&R proposes having someone on committee who is interested in fostering international relationships, rather than requiring a Spanish speaker, and have that appointment for 2 years as a coordinator for international awards. The Board suggested that co-chairs select the person on the committee to fill the position.

10.0 Digital Recorder and Non-Original Content in *Proceedings* (Carr)

The *Conference Proceedings* Editors would like to purchase an additional digital recorder, and the Board approves.

The editors have a question regarding whether NASIG should have the right of first publication for conference papers. It takes a full year for the conference proceedings to be published. Will that be too high a cost and deter potential presenters? From the time of the conference program proposal to publication is almost 2 years.

The Board recommends that PPC add language to the call for proposals that NASIG prefers first rights of publication for the *Conference Proceedings*. If there is an exception, that would go to PPC Board Liaison to take to Board for discussion. If the Board agrees to make an exception, the *Proceedings* liaison would then notify the *Proceeding* editors. This way, the editors do not find out about such exceptions at the last minute.

ACTION ITEM: Kelley will ask PPC to create a form for proposal submissions that clarifies expectations, including the right of first publication, of each type of speaker (vision, strategy, and tactics).

11.0 ECC's List of References to Personal Memberships (Chamberlain)

The Board quickly reviewed the list submitted by ECC detailing places on the NASIG website that refer to personal memberships. Stamison agreed to craft new language and send it to the Board for revision. Once this is done and implemented, we can move forward with the implementation of organizational memberships.

ACTION ITEM: Stamison will draft new language in conjunction with Wilson for the sections of the NASIG website that refer to personal memberships, and will send this to Board for revision by end of December.

12.0 Mentoring Group (Ginanni)

The Board discussed suggestions for making the first-timers reception run smoothly from year to year to help guarantee continuity. It was strongly recommended that the Mentoring Group create a committee manual to help with such continuity.

ACTION ITEM: Ginanni will ask the Mentoring Group to determine criteria for the first-timers reception and include this in their new manual.

13.0 NASIG Membership Renewals (Blackwell / Wilson)

Memberships are currently down from where we've been historically. The bulk of renewals are typically after Christmas. MDC has a method to remind folks to renew, and they each take a section of non-renewing members to call. It was suggested that MDC send a letter thanking new members for joining.

ACTION ITEM: Wilson will take the idea of thank you letters to new members back to MDC for consideration.

13.1 Membership Drive (Ginanni)

We need to emphasize the value of NASIG for the cost of membership. One board member suggested a prize drawing for bringing in a new member. We currently have 665 members and might want to do a membership drive in the near future.

The Board appreciates MDC many good ideas for increasing membership that are listed in their report and will be considering these carefully over the next few weeks.

ACTION ITEM: All Board Members will review the MDC November report carefully for discussion at the Midwinter Board meeting.

14.0 Organizational Memberships (Blackwell)

D&D has everything in place for organizational memberships. We still need to discuss how NASIG will market this. PPR might be able to provide some ideas. References to personal memberships need to be removed from website. The Board discussed how the organizational memberships will be listed in the online NASIG directory and how multi-campus or multi-city organizations would be handled. The decision was that each organizational membership could have 3 people attached to its membership in whatever manner the organization wanted to divide that up. If this creates problems, the Board can reassess at that time.

15.0 Budget Discussion (Blackwell)

The Treasurer went over the budget with the Board. We now have a cheaper rate for bank fees and conference calls.

There was discussion about bringing up NASIG-L and paying the associated additional \$100 per month, or waiting until ECC has finished exploring alternatives. We need to upgrade the listserv software anyway due to recent outages.

Based on the membership survey on NASIG communication that ECC completed last year, Borchert made a motion to reinstate the NASIG-L listserv, seconded by Stamison. All voted in favor.

The Board will take a vote on the budget via email later this week after reviewing the documentation provided at the meeting.

16.0 Contingency Planning Discussion (All) / EXECUTIVE SESSION

17.0 Other Business (All)

ACTION ITEM: All Board Liaisons will notify their committees that conference calls need to be scheduled through the NASIG Treasurer.

We need to ask ECC to update links on the website. Some of the links lead to information that is fairly out of date.

Action Item: Chamberlain will ask ECC to review the website to correct broken or outdated links.

Someone asked about the level of traffic on our website.

Action Item: Blackwell will ask Abigail Bordeaux to investigate website usage statistics to determine whether it is worth fixing some of the lesser-used sections of the website.

The *Newsletter* has lost a committee member and would like to roll responsibility for soliciting reports from other conferences in with the calendar editor. The Board approved this idea.

Shadle made motion to adjourn, seconded by Kelley. All voted in favor.

The meeting adjourned at 4:54 p.m.

Minutes submitted by:
Carol Ann Borchert
Secretary, NASIG Executive Board
November 18, 2010

REVISED: December 13, 2010

Minutes approved by the NASIG Executive Board on December 15, 2010.