

# NASIG Newsletter

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## Executive Board Minutes

### NASIG Board Conference Call December 12, 2012

#### Attending

Executive Board:

Bob Boissy, President

Steve Shadle, Past-President

Joyce Tenney, Vice President/President-Elect

Shana McDanold, Secretary

Jennifer Arnold, Secretary

Members at Large:

Chris Brady

Patrick Carr

Stephen Clark

Tim Hagan

Selden Lamoureux

Allyson Zellner

Ex Officio:

Angela Dresselhaus

Boissy called the meeting to order at 3:02pm.

#### 1.0 Review of the Recent Webinar (Shadle, Clark)

Shadle recently gave a webinar titled "Publisher Metadata in Library Systems and How It Helps the User". The consensus based on feedback from attendees (positive reviews) and the CEC is that it was successful. Shadle noted that the webinar was for publishers and content providers, not librarians, and it

covered what is largely considered "low hanging fruit" when it comes to metadata.

Arnold reported that revenue from the webinar is around \$1,000. The discount for NASIG members has been well received, and keeping price low was a plus. There were approximately 30 attendees, about 5 of which were vendor/content providers.

Clark reported that for the spring the CEC is planning on two webinars. In mid-Feb. they will have a webinar covering KualiOLE and in early May the topic will be visualization tools for statistics.

#### 2.0 Pre-conference Presenters Memorandum of Understanding (Carr, Lamoureux)

Carr explained that the basic issue is that we have different terms than previously. There have been many changes and confusion the past few years regarding the required registration quota and several questions related to multiple speakers.

Lamoureux suggested that everyone needs to sign the MOU in some way. There should be one contact person for each pre-conference, and any additional presenters sign the MOU via an addendum sheet.

The Board agreed to have one MOU document per pre-conference that all presenters sign. The MOU will be sent to the primary contact. It is the responsibility of the primary contact to collect the signatures from the other presenters and return the completed MOU to the PPC.

There were two edits regarding the wording and the quote in the MOU:

- Change the wording regarding submission of A/V requirements to "approximately 4 months"
- Establish 5 as the minimum number of registrations required for a pre-conference to be held

Tenney and Arnold asked about the pre-conference registration rate. The Board agreed to keep the rates the same for the full day and half-day registration until the early-bird registration closes, and then increase the price by \$50.

### **3.0 Use of RegOnline for Membership and ArcStone Implications (Shadle, Tenney, all)**

Arnold reported on using RegOnline for the recent webinar. Payments were made through Authorize (which worked seamlessly with RegOnline) and there were no problems with the registrations. The terminology used in RegOnline did create some confusion and that will be corrected (CEC has the clarification needed). Only one person asked for a refund due to issues.

Arnold explained that we could possibly run membership status through RegOnline, but that hasn't been tested and would need to explore how to link RegOnline and the membership database. D&D will need to work with a high-level tech person at RegOnline to make that connection.

There were some accidental double payments that were easily resolved. Arnold noted that the fees for registration via RegOnline on top of the fees for running the payments through Authorize do add up as you increase the number of registrations.

Arnold agreed that it is good for D&D to continue to explore RegOnline. Mary Bailey is the current D&D chair and knows ArcStone well since she was registrar in the past.

Shadle pointed out that we need to determine what functions are tied to the membership database in addition to registration.

Boissy asked what will make life easier for our volunteers.

RegOnline for WebEx – keep using it? Issue: having to check against membership database manually currently

**ACTION ITEM:** Continue to use ArcStone for conference registration for this year. (Zellner)

**ACTION ITEM:** Mary Bailey will work with RegOnline to explore how RegOnline would work with our membership database and report for Board in March. (Arnold)

**ACTION ITEM:** Continue to use RegOnline for webinars (Arnold, Clark)

### **4.0 Conference Logo Discussion (Zellner)**

Zellner summarized the recent discussion on the Board list regarding the proposed conference logo. The consensus from the Board is to not use Bflo, but spell out Buffalo. Otherwise, the banner is preferred. She has communicated the feedback to the CPC.

### **5.0 Newsletter Appointments (Dresselhaus)**

Dresselhaus reports that the applications look fine. It was noted that she has the freedom to appoint the editor in chief-in-training and the profiles editor.

She reported she needs copy-editors and submissions reviewers, and will pull names from the volunteer pool Tenney maintains.

It was confirmed that the conference editor is Betsy Gardner.

## **6.0 NASIG's Relationship with ER&L and Other Public Relations**

The Board discussed various rumors around NASIG and ER&L such as the merger as the two groups. One solution is to focus on publicity for the conference to dispel rumors and the need to get information out by the set deadlines.

**ACTION ITEM:** CPC liaison will remind CPC to consult working calendar regarding deadlines (Zellner)

## **7.0 Progress Report on Vendors/Exhibitors for Buffalo (Shadle)**

Shadle reports he is just now starting and has 3 requests for information to follow up on.

An update on his progress will be added to the January Board meeting as an agenda item.

## **8.0 Update on the Buffalo Conference Program in General (Carr)**

Carr reported that the PPC is on schedule. The roster of speakers has been approved, and the vision speakers are confirmed.

The Board agreed to start publicity based on the confirmed vision speakers and sessions immediately.

**ACTION ITEM:** CPC and PPC need to post information info to the website; the PPC should post roster and vision speaker information; liaisons will remind committees to fill in website ASAP (by Jan. 4, 2013) so publicity can begin (Zellner/Carr)

The focus of the publicity should be around the current program, pre-conferences and vision speakers. Registration rates/information will confirmed at the January Board meeting. Other areas of the website that can be populated now include Travel, Hotel, Tours, and Explore Buffalo.

## **9.0 Timing of Registration, Promotion and Other Details for the Conference (All)**

Registration will open in early-mid February. Registration rates will be determined at the January Board meeting.

## **10.0 Agenda Items for the January Board Meeting (All)**

Suggested Agenda items from the Board included:

Discussion of the Automation survey results

Shadle will create a list of functions in terms of our needs related to web services and add in the critical pieces for operational needs. We need to identify where we are currently. Mary Baily could find out how many of the functions could be done in RegOnline, which may not be helpful as it's really a registration/event management system and not a membership database. There is a question about how to make a distributed environment work (currently ArcStone combines many functions that could be distributed) and a follow up question if we need a Task Force to continue to research/explore our options.

**ACTION ITEM:** Shadle will send to Mary Baily a list of 10 key pieces to research what RegOnline can do.

**ACTION ITEM:** Shadle will distill survey results down to key pieces and report back to the Board.

Brady is looking for a location for the January Board meeting in Washington DC.

Boissy will put out the call for January meeting.

The Board was updated on the current site selection status for the 2015 conference.

Minutes submitted by:  
Shana McDanold  
Secretary, NASIG Executive Board