

NASIG Board Conference Call Minutes
June 26, 2020

Executive Board:

Kristen Wilson, President
Betsy Appleton, Vice President/President-Elect
Angela Dresselhaus, Past President
Beth Ashmore, Secretary
Cris Ferguson, Treasurer-in-Training

Members at Large:

Michael Fernandez
Shannon Keller
Lisa Martincik
Marsha Seamans
Steve Shadle

Eugenia Beh, Ex Officio

Guests:

Ted Westervelt, Incoming Vice President-Elect, Katy Divittorio, Incoming member at large, Mary Ann Jones, Incoming member at large, Courtney McAllister, incoming member at large, Adele Fitzgerald, CEC co-chair, Jennifer Pate, CEC co-chair, Megan Kilb, PPC, co-chair, Wendy Robertson, PPC co-chair, Lisa Barricella, CPC co-chair

Regrets:

Jessica Ireland, *Treasurer*, Sion Romaine, CPC co-chair, Keondra Bailey, member at large, Chris Bulock, Ex Officio, Lori Duggan, Ex Officio

1.0 Welcome

The meeting was called to order at 4:00 pm Eastern.

2.0 PPC Report & CPC Report

The board and guests agreed that everything went really well during the NASIG online conference. Katy Divittorio reported that while evaluations for the conference are still coming in so far the response has been good. Some common suggestions included scheduling a lunch break and having more preparation for speakers on how to use Zoom. Wendy Robertson reported that Program Planning had a non-mandatory session for speakers to practice with Zoom, but there may have been some confusion between the features of Zoom meetings and Zoom webinars that had some speakers confused. The board and guests discussed the possibility of including more

video of speakers in the future as it made presentations more personal even if it might have been difficult for viewers with bandwidth issues.

The board and guests discussed what a hybrid in-person/online conference might look like in 2021 since we have more time to plan. Potentially there could be a Zoom meetings component that would include more discussion between online participants and/or breakout activities. Pre-recorded sessions have received good responses as well.

The board and guests discussed how much the success of the conference was due to the fact that it was free and how we might build upon that. Some proposals included continuing to have free online content as part an in-person conference or having online content free to members at the time of the conference and freely available to everyone later. If we think there will potentially be an online component, Program Planning will want to ask potential presenters upfront their preferences for presenting online and in-person, including if presenters would be willing to pre-record presentations for an online component prior to presenting in-person at the conference. It will be key that any online component that is a part of the in-person conference not drive down in-person attendance.

The board discussed how to economically record or live stream in-person sessions. Would it be possible to use Zoom ourselves rather than going through the hotel/conference AV? Some of the issues would be getting adequate sound and video for the presentation and not asking the presenters to have to do more additional work. Charleston Conference records a lot of their sessions and Code4Lib streams everything on YouTube so we could talk to planners at both conferences about how they run AV and the associated costs.

The board and guests talked about staying abreast of travel restrictions, funding restrictions, and interest in in-person conferences as we move forward, including focusing on speakers who would like to present, but may not be able to attend. The board could put out an initial statement about how we are monitoring the situation and asking for feedback including what would be necessary for people to be able to present and/or attend and/or interest in an in-person, hybrid, or fully online conference. Moving forward we should broadly plan for all three possibilities: in-person, hybrid, or fully-online conference and we should resurvey the membership on these issues in the fall.

The board and guests discussed the Conference Planning committee looking at options for a smaller in-person conference. This could include boxed meals instead of buffets and a smaller room block. The board also discussed what kind of penalties there might be for canceling with the hotel. The current contract includes a \$90,000 penalty if we cancel by June 30th, \$120,000 penalty for cancellations between July 1st and December 31st and a \$150,000 penalty for cancelling after January 1st. For the main three nights of the conference, the current room block is 250 rooms. The contract includes the ability to reduce the room block by 20% up to 30 days

before the conference and if we can get at least 50 attendees to come, a very rough estimate suggests we would owe the hotel around \$120,000 so anything over 50 attendees would cost us less than cancelling by the end of 2020. Food and beverage minimums are easy to meet because the prices are high. We don't have a lot of flexibility with moving the conference date because we have contracts through 2024. The board discussed when to begin talks with the hotel about any changes we might need. Any penalties for cancellation or fees for not meeting the room block would need to come out of NASIG's investments because we do not have enough funds in savings and checking to cover them. We will also need to keep checking with the membership as to any travel restrictions or funding reductions for travel that they might be experiencing.

The board and guests discussed what the call for proposals should include since we are recruiting for a conference that may be in-person and/or online. We would want to look for presentations that could work well both online and in-person as well as potentially looking at conferences like Timberline that have fewer attendees. We could potentially have fewer sessions altogether for a smaller in-person conference. Planning for a both in-person and online represents a lot more work for Program Planning. Adele Fitzgerald and Jennifer Pate volunteered the Continuing Education committee to help with planning. The board and guests discussed creating a team spanning Program Planning, Continuing Education and Conference Planning committees to work on planning as things change over the year.

3.0 Treasurer's Report & Conference Financials

Cris Ferguson reported that she is waiting on the latest quickbooks report for the full final conference financials. Cris will do a more comprehensive treasurer's report at the next board meeting.

4.0 NASIG Slack space

As a 503(c), NASIG can get a free Slack premium account and offer it to committees if they want to use it. Continuing Education is okay with the board taking the account that they had created for NASIG to upgrade for the whole organization. Kristen Wilson will work on getting this setup as she has experience in setting up 503(c) accounts in Slack.

5.0 Planning for 2021 Conference

Betsy Appleton suggested that we table decisions about a statement to the membership, setting the conference rate and setting the sponsorship opportunities for the next board meeting.

6.0 Adjourn

The meeting was adjourned at 5:00 pm Eastern. Minutes submitted by: Beth Ashmore, Secretary, NASIG Executive Board.