

NASIG Board Meeting Minutes
January 12, 2021

Executive Board:

Kristen Wilson, *Past President*
Betsy Appleton, *President*
Ted Westervelt, *Vice President/President-Elect*
Beth Ashmore, *Secretary*
Cris Ferguson, *Treasurer*

Members at Large:

Keondra Bailey
Katy DiVittorio
Michael Fernandez
Mary Ann Jones
Courtney McAllister
Shannon Keller

Angela Dresselhau, *Ex Officio*

Regrets:, Anu Moorthy, *Ex Officio*, Chris Bullock, *Ex Officio*

1.0 Welcome

The meeting was called to order at 1:03 pm Eastern.

2.0 Hotel Negotiations Update

2.1 Status of Hotel Negotiations

Cris Ferguson sent the \$25,000 check to cancel the conference at the Wisconsin Conference Hotel. The check was received at the hotel's address on 1/11/2021. Cris will let the board know when it has been cashed.

2.2 Notifying Committees, Membership and Potential Attendees

Betsy Appleton and Mary Ann Jones will work on an announcement the 2021 NASIG conference will be exclusively online. The NASIG 2021 conference website homepage should be ready by Thursday afternoon. The program planning committee will wait until that announcement comes out before they announce that they will be extending the program proposal deadline another week.

3.0 NISO Renewal Update

Cris shared that there is no update from NISO yet.

4.0 Conference/NASIG Logo

The board discussed what specifications we should share with the graphic designer who will make this year's conference logo knowing that we would like to use this logo for conferences in the future and possibly more generally for NASIG. The board also discussed what the budget for the logo should be since we are looking for a more general use logo. In the past, we have paid \$500 for a conference logo, but the board would consider spending \$1,000 or \$1,500 for a logo that we could use for multiple conferences and one the NASIG website and social media.

ACTION ITEM: Cris Ferguson and Beth Ashmore will look for information about how much we paid for the last NASIG logo redesign.

The board discussed sharing with the designer that we are looking for a logo that can be both round and square and that would work on our various social media platforms. We would like to have original files of the logo in multiple formats, image qualities, and sizes. The board isn't tied to the previously used NASIG colors, but they can be used as a starting point. Mary Ann will work on a statement of work to give the graphic designer. Michael Fernandez will touch base with Communications to see what kind of color and image specifications Wild Apricot might require.

5.0 Statement about the DC riot

The board reviewed the statement about the DC Riot that Katy DiVittorio, Betsy Appleton and Ted Westervelt had worked on and shared via the board list. There were a few changes to the wording of the statement.

VOTE: Ted Westervelt moved to approve the revised statement and share it via NASIG media channels. Kristen Wilson seconded. 11 votes in favor, 0 against, 0 abstentions.

6.0 Questions from Committees

Courtney McAllister shared questions from the open initiatives committee and their request to present at the next board meeting and discuss their proposals and findings.

ACTION ITEM: Beth will add the committee and Paul Moeller to the appointment and agenda for the February board meeting.

Courtney shared questions from the continuing education committee about the possibility of increasing the NASIG Zoom webinar license since their upcoming free webinar (*Streamlining Content Platform Migrations: What do librarians need to know and what you can do to help.*

January 21, 2021, 1:00 PM – 2:00 PM) is close to the limit of 100 attendees. The board discussed capping the Zoom registration at 100, but also live-streaming to YouTube for anyone who was not able to register, in addition to people being able to watch it later on our YouTube channel. The board also discussed the committee's criteria for which webinars are entirely free and which require payment. Courtney will ask the committee how they make those determinations.

Michael shared a question from the communications committee about whether or not committees were using the committee webspace on the old website platform. No one was aware of any committees that used that space and agreed that there is no need to replicate it on the Wild Apricot or maintain the documentation for the old platform.

7.0 Treasurer's Report

Recently completed work

- Liquidated \$25,000 in funds from investment accounts and had it transferred to NASIG's checking account
- Wrote check to Madison Concourse Hotel and put in mail - USPS tracking verifies the package as delivered on January 11, 2021
- Finalized payment processing via Wild Apricot; Have verified that transactions are successfully being processed through Wild Apricot
- Sent updated I-9 to Taylor & Francis

Account Balances as of 12/8/2020

- Checking Account - \$52,623.95
- Savings Account - \$11,596.76
- Investment Accounts - approximately \$323,000 prior to liquidating \$25,000 in funds

Recent Expenses

- Accountant fees - \$3750.00
- PaymentTech Fees - \$354.94
- AmericanExpress Fees - \$5.79
- BeeNet - \$500 - This is billed monthly. Should be cancelled as soon as we are sure SimpleLists is handling our email lists in the way we want.
- Zoom - \$42
- SimpleLists - \$856.95 - This is an annual invoice, and it includes the billing for moving our email addresses to SimpleLists.

Upcoming Expenses

- \$25,000 payment to Madison Concourse Hotel for conference cancellation fee
- \$1,411.95 Credit Card Payment

Confirmed 2021 Conference Sponsors

Tier 1 - \$2500

- AIP
- ACS
- Springer Nature
- Duke University Press

Tier 2 - \$1500

- Bloomsbury
- Wiley

Cris also provided information from Chase bank regarding investment strategies for NASIG's investment accounts with 45% of funds in an equity-based account and 55% of funds in a growth account of stocks and bonds with a moderate to aggressive investment strategy. The board discussed if we have ever had to dip into investment funds before. It does not appear that it has ever been necessary before. We have not yet received an invoice from the attorneys for the consultation and letter as part of our negotiations with the Madison conference hotel. Betsy will reach out to the attorneys and ask for an invoice. Cris will continue conversations with Chase about our investments

8.0 Secretary's Report

Beth asked the board if it would be okay to forego winter committee reports this year since we extended the deadline for fall committee reports and the annual committee report deadline will be earlier this year due to the conference being held in May rather than June. Beth will communicate this decision to the committee chairs.

9.0 Adjourn

The meeting was adjourned at 2:00 pm Eastern. Minutes submitted by: Beth Ashmore, Secretary, NASIG Executive Board.