NASIG Board Meeting Minutes
May 17, 2021

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

Members at Large:
Keondra Bailey
Katy DiVittorio
Michael Fernandez
Mary Ann Jones
Shannon Keller
Courtney McAllister

Chris Bulock, *Ex Officio*
Anu Moorthy, *Ex Officio*

Guests: Treasa Bane (Incoming Member at Large), Nancy Bennett (Conference Planning), Heidi Card (Program Planning), Anna Creech (Conference Coordinator), Yael Fitzpatrick (Digital Preservation), Megan Kilb (Program Planning), Lisa Martincik (Conference Planning), Jeremy Morse (Digital Preservation), Corrine Noirot (Digital Preservation), James Phillpotts (Digital Preservation), Michelle Polchow (Digital Preservation), Jennifer Regala (Digital Preservation), Dana Sinclair (Incoming Vice-President/President-Elect), Heather Staines (Digital Preservation), Willia Tavernier (Digital Preservation/Incoming Secretary)

Regrets: Angela Dresselhaus, *Ex Officio*

1.0   Welcome

The meeting was called to order at 10:00 am Eastern.

2.0   Digital Preservation Committee - Model Digital Preservation Policy Draft -
The Model Policy Draft Document is a collaboration with the Society of Scholarly Publishing and the Library Publishing Coalition on model policy language regarding digital preservation.

The NASIG Model Digital Policy Working Group asked the board for feedback on the policy and approval for initial distribution to NASIG membership, LPC membership, and SSP membership for feedback over the summer with an eye towards presenting and publishing the final document at NASIG 2022.

The working group also asked for additional group members because some members have had to drop the committee due to other commitments. Working group leader Willa Tavernier presented the document to the board along with fellow working group members. The executive summary includes how the model policy working group came about after survey results showed a need for guidance on digital preservation projects and policies. Some parts of the model policy include sample language that users could directly lift for their own policy, but in other cases the individual user needs would vary so greatly that instead of sample language there are guidelines to consider in order to write your own policy language. Each section provides an introduction to the section, section guidelines and/or sample text, and sources (if any). Sections include Introduction, Scope (what the institution will and won't preserve and why), Strategies (procedures, tools, and techniques to implement the policy), Principles (broader concepts and functions), Roles and Responsibilities (details units and positions that play a function in digital preservation), Framework administration and review cycle (how the framework will be updated in the future), Collaboration (how you will work with other institutions), Related documents and a Glossary with citations.

The Board was very impressed with the draft and is excited to see what feedback NASIG, LPC, and SSP members will have for the working group. The working group will send the draft out to the memberships of NASIG, LPC, SSP in summer/fall and then send it out more widely after the member feedback has been received. The board agreed that the names of the members of the working group should appear as authors of the document as long as that is okay with the working group members. Willa will have a working group meeting to make sure everyone is okay with having their name on the draft and work with Evaluation and Assessment to put together the feedback mechanism. Heather Staines, Digital Preservation Committee co-chair and Jeremy Morse recognized the work that Willa did to lead the group and Heather's work to get the group going.

3.0   CPC Conference Update & PPC Conference Update

Conference Planning co-chair Lisa Martincik reported that the conference welcome email with links to all the Zoom rooms went out today and attendees are already signing up for the Discord forum. Daily emails and short announcements in Zoom room 1 at the beginning of each day should handle any necessary housekeeping. Betsy Appleton will read the land acknowledgement on day one as part of the welcome and will share the slides with Megan Kilb for the break time slide show. Megan will follow-up with Mary Ann Jones about their logo needs for Sched and Zoom. Megan will also coordinate an announcement tomorrow for pre-recorded sessions already available on YouTube. Panelist invites will come out today for speakers, hosts and technical support. More tech support role slots are open to act as backup for making sure all speakers are present as panelists and just in case people are having trouble logging on to sessions. Fobazzi's

recording is coming for us to stream on Friday. Lisa is offering Discord training for board members as they will be identified on Discord should people need to report code of conduct violations. Beth Ashmore will schedule a Discord training session prior to the first timers meetup on Tuesday. Mary Ann shared that we have over 679 total registrations including 35 group registrations with 321 attendees and 60 free registrations with a total income of $26,110 before refunds.

4.0   Conference Volunteer Benefits
Kristen Wilson confirmed with the board that going forward our policy will be that volunteers can attend non-food events on the day that they volunteer at the conference and the conference planning committee is encouraged to schedule volunteers for a single day to cut down on the number of people volunteering in lieu of attending the whole conference. The board agreed.

MOTION: Kristen Wilson moved to make it a policy that volunteers can attend non-food events on the day that they volunteer at the conference and the conference planning committee is encouraged to schedule volunteers for a single day to cut down on the number of people volunteering in lieu of attending the whole conference. Ted Westervelt seconded. 9 votes in favor.

5.0   Committee Annual Reports

5.1   Awards & Recognition
Action Required by the board: Appoint a Chair and Vice Chair and recruit additional members. There are only 2 current members continuing.
Questions for Board: The Marcia Tuttle award wasn't announced this year with the other awards because of the difficulty in planning international travel. We had planned on advertising it at the conference and opening it up for applications soon after. However, given how uncertain international travel remains, this doesn't seem realistic. Do we still want to make an award in 2021 or hold off until 2022?
Recommendations to Board: Continue to advertise/open application for Capstone award separately, even though this year we didn't receive any nominations. Continue to remain flexible about number of awards for each category based on pool of applicants since sometimes we don't have any candidates for an award (s). This was definitely the case this year but the virtual nature of the conference was most likely a contributing factor.

Ted is sending out emails to confirm new members and leadership for the 2021-2022 committees. A&R and N&E are low on new members so any suggestions are welcome. The board recommended that A&R skip awarding Marcia Tuttle for 2021 and advertise for 2022.

5.2   Bylaws

Recommendations to Board: *We would recommend that a specific style manual for NASIG documents be considered to bring consistency to all NASIG documents.*

The board discussed that Chicago has been the de facto style manual as it is used by Proceedings along with an additional Proceedings Style Guide. Keondra Bailey will report back to Bylaws the Chicago is our style manual and ask them to share this information with the other committees.

5.3   Conference Proceedings

Action(s) Required by Board: The Board should work through outstanding issues surrounding the publication of the proceedings.

The board is working with the open initiatives committee to map out the transition to open proceedings. Betsy has not received the updated Taylor & Francis contract for the 2021 proceedings yet, but she expects to see it soon with clarifications on personal use at which point she will sign it.

5.4   Equity & Inclusion

Questions for Board: *The group has a few broad questions for the Board that it may make sense to revisit after membership of various groups shifts July 1 and as the new strategic plan is created.*

1. *What does the Board hope to see from the E&I committee? Are there specific activities that the Board thinks would strengthen NASIG?*
2. *Are there opportunities for E&I activities to be more organically integrated into areas of NASIG other than just the committee proper?*
3. *Is the Board open to the committee tweaking our charter annually? There were a lot of lessons learned this year, and we want to make sure our goals reflect that as well as NASIG's overall strategic plan.*

The board discussed that they are open to E&I revising their charge as the committee's work continues to develop. The board would welcome the committee's help with bringing E&I work to the larger organization and to the committees.

Recommendations to Board: *The E&I committee has several suggestions to share, some of which are ongoing, others of which are new.*

1. *We raised the idea of making future E&I related webinars free and still advocate for that.*
2. *If webinar revenue is important, it might be worthwhile to see if we could find a corporate or library sponsor for a mini E&I webinar series. E&I could collaborate with the other relevant committees on this project.*

3. *E&I related webinars should not be recorded. This is for a few reasons, but the most important one is that panelists for these topics, especially BIPOC presenters, are already put at risk when they talk about white supremacy or other items publically on the internet. This comes in the form of harassment from strangers, and it can also threaten their careers. We've had speakers push back against recordings both in the case of the standalone webinar in the spring and in a last minute request for the Equity & Inclusion session at the annual conference. In both instances, the panelists mentioned having to pull out/and or entirely change the content of their presentation if a recording took place.*
4. *We would like to collaborate with the CEC about how to better integrate E&I into NASIG's other ongoing education efforts. The first E&I webinar in spring of 2021 had somewhat of a bumpy start because of logistics issues and last minute speaker substitutions, but it would be interesting to see if there is a way we could improve on these for the future. Having one webinar in the fall and one in the spring with confirmed dates far in advance would be one possibility.*
5. *More broadly speaking, if the Board is open to it, it could be useful for the E&I committee to collaborate with several of the other committees to create a set of standards about how NASIG handles certain items. This could include land acknowledgements, how to approach E&I webinars/sessions, and any other number of other pain points.*

The board discussed how to keep EDI webinars free including sponsorship, sliding scale registration fees and donation options. The cost of each webinar would be around $500 including stipends for panelists and additional Zoom costs if registration is above 100. The board also discussed including an option to become a member of NASIG along with registration.

MOTION: Mary Ann Jones moved to commit to supporting E&I webinars at least 3 times a year with a budget of $500 per webinar. Cris Ferguson seconded. Motion passes 9 in favor. 0 opposed 0 abstentions

The board discussed whether or not to record E&I webinars including the session at the upcoming conference. For the reasons cited by E&I the board agreed that these sessions should not be recorded. CPC and PPC will take steps to make it clear to conference attendees that this session will not be available via recording after the conference. Betsy will also add this to her opening remarks. The board encourages E&I to work more closely with Continuing Education on webinars and all of the committees on sharing EDI practices throughout the NASIG community and make us more proactive rather than reactive.

5.5   Mentoring & Student Outreach

Recommendations to Board: *We recommend assigning a vice-chair to take over the following year. There has been some confusion over who takes over and who is responsible for certain duties. The board should also decide who is sending out Student Snap-Shot calls for the conference. There was confusion this year about whether the PPC or Mentoring and Student Outreach should send out the call; this resulted in no call being sent this year. Also recommend a smaller committee, limited to three to five people.*

Ted has a vice chair on his list of appointments for 2021-2022 and there are five members. The board will reach out to PPC to define that they can let Mentoring know the deadlines for program planning, but Mentoring can feel free to send out the call for the snapshot sessions.

5.6   Nomination & Elections

Questions for Board: *For the past several years, especially this year due to the pandemic, the N&E committee has had a difficult time recruiting sufficient willing candidates for VP/PE. Strategies for recruitment have included direct outreach to the Executive Board, committee chairs, and known individuals, as well as opening a second call for nominations. This challenge puts pressure on the Nominations & Elections Committee to solve an issue that is truly organization-wide. Does the Board have any suggestions for additional recruitment strategies, or a bigger-picture vision for how NASIG might develop and mentor leaders from within?*

This board agrees that this is a perennial problem. The board discussed holding a webinar for those interested in leadership opportunities to address questions and any concerns that individuals may have about running. The board also discussed including in the call for nominations statements from past board members. The board will ask Continuing Education and Nominations & Elections to partner on a webinar with past presidents and board members.

5.7   Open Initiatives

Action(s) Required by Board: *Review Price Quotes statistics and report provided by the committee and provide relevant decisions and/or feedback (forthcoming in May 2021)*
Questions for Board: *After OIC provides recommendations for the best Open Access platform option(s) for the Proceedings, what priorities should the committee focus on? Will OIC be involved at all in the migration process of the Proceedings to the selected OA platform, or should OIC shift its focus to another part of its charge?*

The board would like OIC to be involved with the eventual migration to open proceedings. Once that process is complete the committee will be able to make suggestions to the board on what open initiatives they believe NASIG and the committee should pursue.

5.8   Social Media & Marketing

Action(s) Required by Board: *We currently have staggered terms for this position, allowing the outgoing person (Chris is in this case) to train the incoming person (Anu). So we should be sure to appoint an incoming Marketing and Social Media Coordinator for the 2021/2022 to assist Anu and learn about the position.*

Ted is working on recruiting a coordinator-in-training to work with Anu, including looking for someone in a different time zone since that has worked well for Anu and Chris.

5.9   Vendor & Publisher Engagement

Recommendations to Board: *After having met for the two years, the first year getting off to a slow start and the second starting in the midst of a Global Pandemic, the VPETF recommends discontinuing the Task Force and integrating the work of the task force within other committees.*

With a successful end to the Task Force, increasing vendor participation with 6 new vendors totaling, $26,000 more in revenue, there is currently not enough work or time to create a full fledged committee but the Task Force puts forth these recommendations for the future:

- ***Sponsorships recommendation:*** *Vendors should cover the entire cost of the Award(s) they sponsor. Then dependent on the total cost they are permitted conference attendance within the Tier that the amount covers. This will allow for NASIG to take less of a hit on the cost of the attendance for the award winners.*
- ***Online/Hybrid Conferences*** *could lead to better accessibility for both vendors and attendees with little or no budget.*
    - *It could also allow lower cost awards for smaller vendors to sponsor.*
- ***Considerations*** *must be made for the smaller vendors who wish to participate but do not have the staffing to cover booths or lightning talks.*
    - *Also consider reaching out to the list of vendors that have yet to attend NASIG and give them the reasons why they should attend. (via listserv or list that Nicole A. maintains).*
    - *Consider keeping the "fun" sponsorship activities for the hybrid conferences, such as the ice cream social, Happy Hour… etc.*

The board agreed with the task force's plan to wrap up their work with this report. Kristen Wilson provided additional recommendations regarding reallocating the vendor lightning talk benefit to tier 3 and moving the vendor expo to tier 2. This may make it easier for smaller publishers to take part in NASIG as the vendor expo represents more of a commitment/cost than participating in the lightning talks. The board discussed that now is a good time to reestablish sponsorship opportunities as we look to planning an in-person conference in 2022. The board discussed making the past president the liaison to the fundraising coordinator to create a more

direct connection between this role and the board. Kristen will debrief with Betsy, Nicole and Ted on sponsorships.

6.0   **Treasurer's Report**

Working on
- Mail requested from UPS Store on 5/3/2021 and 5/17/2021 - still waiting
- Getting the cost of the total value of the awards we are awarding this year from A&R
- Still waiting on some of the sponsors that may be checks that are in the mail
- There will be a few post-conference refunds for individuals who registered and then their institution registered as an organization

Account Balances as of 5/11/2021
- Checking Account - $88,022.42
- Savings Account - $11,597.52
- Investment Accounts - $309,651.40 as of February statement

Recent Expenses - charged via credit card
- BeeNet - $500.00
- WordPress - $75.04
- Zoom - $90.13
- Zoom - $87.50
- Zoom - $245.00
- Zoom - $42.00
- Zoom - $56.00

Upcoming Expenses
- $1039.67 Credit Card Payment (see above)
- $2300.00 in speaker honoraria

Confirmed 2021 Conference Sponsors

Tier 1 - $2500
- AIP
- ACS
- Springer Nature
- Duke University Press
- Unsub
- EBSCO
- JAMA Network
- DeGruyter

Tier 2 - $1500
- Bloomsbury
- Wiley
- IOP Publishing
- OCLC
- Digitalia

- Oxford University Press

Tier 3 - $500
- Brill
- WT Cox

Equity & Inclusion Scholarship
- Harrassowitz (x2)

John Riddick Student Grant
- Michigan Publishing

7.0 **Adjourn**

The meeting was adjourned at 12:00 pm Eastern. Minutes submitted by: Beth Ashmore, Secretary, NASIG Executive Board.