NASIG Board Meeting Agenda
August 10, 2021 | 1 pm

***Executive Board:***
Ted Westervelt, *President*
Dana Sinclair, *Vice President/President-Elect*
Betsy Appleton, *Past President*
Willa Tavernier, *Secretary*

***Members at Large:***
Treasa Bane
Katy DiVittorio
Mary Ann Jones
Courtney McAllister

*Apologies from* Angela Dresselhaus, *Ex Officio (Newsletter Editor), Moon Kim, Member -at-Large,* Cris Ferguson*, Treasurer,* Shannon Keller, *Treasurer-Elect*

*Absences* Keondra Bailey, *Member-at-Large,* Anu Moorthy, *Ex Officio (Social Media & Marketing Coordinator),* Steve Oberg, *Ex Officio (Social Media & Marketing Coordinator-in-Training)*

1.0    Welcome
2.0    Housekeeping - Meetings will be recorded for those who may miss them.
3.0    Invite CEC and E&I representatives to discuss the logistics for future E&I webinars
    3.1    It was decided by consensus that we will invite them to the September meeting to discuss size, and how to set them up since they are supposed to be free.
    **3.2    Action item:** send invitation to CEC and E&I chairs to meeting on September
4.0    Award/scholarship sponsorship
    4.1    A&R Recommendations voting results - The Recommendations were approved by the required 8 votes in favor.
    4.2    Aligning with tiers - The proposal is to provide award sponsors with the benefits of the closest sponsorship tier.
    4.3    **Voting:** MaryAnn Jones moved that we accept the recommendation and Betsy seconded. All 8 votes were in favor of the motion.
    4.4    **Action item** - Willa Tavernier will communicate this to Moon Kim.
5.0    Discounted/Free registration for sponsor company representatives
    5.1    From Nicole, our fundraiser: As I was putting together the 2022 sponsorship form, I was wondering if we could offer free instead of discounted registration for the sponsor company representatives.  If not, what is the discounted registration

amount?

    5.1.1    In the past we have done a 50% discount for on-site registration Tier 1 gets 2 discounted registrations and Tier 2 gets 1 discounted registration (those numbers to be confirmed by Ted). According to the spreadsheet from the last time we had an in-person conference in  2019, we had 15 people register at the discounted rate of $200.00 for a total of $3,000.00. In 2020 with the virtual conference price was $10 so we had many more sponsor representatives register. We can provide a 50% discount for in person and free virtual. The hope is that this will attract a few more sponsors and create a greater sense of goodwill. It makes sense to look at this every year to ensure we are being attractive while remaining inclusive.

    5.2    **Voting:** MaryAnn Jones moved that we give Tier 1 and 2 sponsors 2 free registrations each. Betsy requested an amendment for Tier 2 to get 1 free registration. Dana seconded the motion. All 8 votes were in favor of the motion.

    5.3    **Action Item**: Ted Westervelt will send an email to Nicole copying, Dana, Betsy & the Registrar.

6.0    Fall Board Meeting

    6.1    [Doodle Poll](#) - October 18 is the only day that everyone (14 persons) can attend. 13 participants can attend on October 19, then on each of October 25 & 28 there are 12 confirmations with 1 tentative yes.

    6.2    Next steps?

        6.2.1    **Action items** Ted Westervelt will have Anna Creech contact hotel

            6.2.1.1 to see what dates work best for the hotel.

            6.2.1.2 to find out how many rooms we are required to book for the Fall Board Meeting

7.0    Annual Reports & Updates

    7.1    [CPC](#) given by MaryAnn Jones. Revenue ~$26,000.00. The figures are not in yet for the virtual meeting profit/loss because not all expense figures have been organized. What will virtual look like in Baltimore (live or recorded)? Also what would folks prefer between Slack or Discord. For A/V we might consider suggesting to CPC to have presenters submit post-recordings i.e. record their presentation after they have presented live. We will have to consider whether or how to incorporate the audience Q&A e.g. transcribe, or use electronic Q&A even for live sessions. Recommendations from CPC are:

        7.1.1    The reduced pricing tier was a big selling point while still allowing us to pull a profit for a completely virtual conference.

        7.1.2    New Fiber Arts sessions seemed well-liked, though small in scope as virtual attendance.  We recommend trying again in Baltimore to see if

face-2-face increases participation as well as offering another good activity, along with puzzles, for those unable to participate in the NASIG Ramble.

- 7.1.3 We recommend going to an alternating virtual / in-person conference schedule once our hotel commitments are complete.

7.2 We have time to decide on the recommendations. We could possibly emphasize NASIG as a member "owned" organization that runs the conference as a break-even event for its members (i.e., not run as a for-profit conference). CPC can proceed to incorporate the Fiber Arts into the program. There is no need to decide today on alternating virtual/in person conference.

7.3 PPC - "Questions for Board

- 7.3.1 What feedback do you have about what went well that we can carry forward to an in-person format for 2022?
- 7.3.2 Do you have any general recommendations for planning and messaging around next year's conference as we begin planning?
- 7.3.3 What kinds of budget constraints do we need to keep in mind as we begin recruiting for programming and speakers who might not be able to attend in-person in Baltimore next year?
- 7.3.4 Will we have a tech setup that will allow vision speakers to present remotely?
- 7.3.5 Will any pre-conference spaces have a tech setup for remote speakers? If so, how many?
- 7.3.6 How many concurrent spaces can we afford to set up for remote speakers?
- 7.3.7 Do we need to set aside bandwidth to coordinate on-demand programming this year, or is the expectation that all sessions will happen in real-time during the conference? If this is a priority, are there other NASIG committees who can help us coordinate these logistics?
- 7.3.8 Are there any broad directions the board would like to see the program lean in for 2022?
- 7.3.9 If we offer a pre-recorded option, [*sic*]"

7.4 The audiovisual contract with the hotel is prohibitive of having a live virtual conference e.g. $60k just for computers and microphones for the vision sessions. For selected tracks where some sessions in each track are online is in the six figures. If we spend that level of money on A/V we will have to increase the cost of a virtual contract and drastically reduce inclusivity. No particular vision for the next conference other than to make it accessible and inclusive as broadly as possible.

7.5　　Newsletter - Moving to a blog format. We have received content for what would normally be the September Issue and will start sending content to the Blog, starting with Ted's submission next week.

8.0　　[Treasurer's Report](#)

9.0　　[Secretary's Report](#)

9.1　　Trello board - In one of our future meetings look at it and see what needs to be preserved.

10.0　　Strategic Plan Taskforce - We have volunteers from OIC, Communications, E&I, and possibly DPC. Ted will work on sending out the call to serve to membership.

11.0　　Survey results from OIC - Courtney will reach out with a view to discussing this at our September meeting.

12.0　　Adjourn at 2:03