<div align="center">

NASIG Board Meeting Minutes
November 9, 2021 | 1 pm

</div>

Executive Board:

Ted Westervelt, *President*
Dana Sinclair, *Vice President/President-Elect*
Betsy Appleton, *Past President*
Willa Tavernier, *Secretary*
Cris Ferguson, *Treasurer*
Shannon Keller, *Treasurer-Elect*

Members at Large:

Keondra Bailey
Treasa Bane
Katy DiVittorio
Mary Ann Jones
Moon Kim
Courtney McAllister

Other attendees

Steve Oberg, *Ex Officio (Social Media & Marketing Coordinator-in-Training)*

1.0   The meeting was called to order at 1:03 pm.
2.0   Approval of the 📄 2021_10_19 Fall Board Meeting Minutes (Willa)
      2.1   There were no amendments to the Minutes
      2.2   Cris Ferguson made a motion to approve the Minutes, and Mary Ann Jones seconded. There was no further discussion.
      2.3   The motion passed with 12 votes in favor, no abstentions and none opposed.
3.0   CPC (Mary-Ann)
      3.1   Questions
            3.1.1   Does CPC need board approval to get a $400 sponsor for sustainable name tags?

Discussion

Attendee names will be printed on seed paper. Printing will be provided by a committee member's library so the paper will be the only cost. Members were not in favor of tasking Nicole with finding another sponsor. Several members suggested that CPC can put this in their budget request. Usual costs in this regard are for name tags, lanyards, and badge holders. Springer will provide Springer lanyards as a donation. For those who work for vendors having a competitor's logo on a name tag might be problematic.

Decision

CPC should put this in their budget and not look for a sponsor.

3.1.2   Is there a set honorarium for local speakers? We had budgeted for $200 based on past budgets but given the discussion at the Board meeting re: vision speakers we wanted to confirm.

Decision

By consensus, the Board agreed to keep this at $200.

3.1.3   Will the Board officially require vaccination and/or negative test within 72 hours of travel? This is something that we need to know as we continue planning and begin the PR process.

Discussion

Attendees will have booked their registration far in advance. At Charleston, attendees were required to show proof of vaccination or negative Covid test to collect registration materials. If these were not produced there were directions to the closest local place to get a rapid test. There was a lot of messaging at registration. Masks were required. The testing requirement was 72 hours. Many persons may not want to attend in person without some kind of requirement. Charleston attendance was 11% in-person and 89% online, so we need to be prepared for that. NASIG online conferences saw much higher attendance in the past 2 years than for previous in-person conferences. Given that NASIG is in the summer and with Baltimore's pandemic response, this could favor in-person attendance. We should also make this easiest for CPC to monitor and have extra masks available onsite. We also have to consider whether the hotel will refund the hotel stay. In the event of a positive test result received on site, we should also be prepared to refund the difference between registration and virtual registration and allow the person to attend virtually from their hotel room, as they are unlikely to get a hotel or airfare refund. This will be difficult to monitor for NASIG social events where persons do not wear name badges. We should also have a very clear waiver at the point of registration. We already have a click-through for the Code of Conduct. We can also have this as a click-through when they hit register which would be easier for CPC. The waiver should also cover the possibility of contracting COVID at the conference.

Decision

By consensus, the Board agreed that NASIG 2022 attendees will be required to show proof of vaccination or a negative COVID test within 72 hours of the start of the conference with a click-through waiver on registration, and a decision will be made on a mask requirement closer to the date of the conference.

Action items

- Mary Ann will work with CPC to come up with wording for a waiver and circulate this for Board approval.

- Cris will email Leah Hinds to inquire about the headcount for in-person attendance.
- Treasa will organize a meeting between Communications Committee and CPC to get a communications plan.

3.1.4   Will we open registration before we have a program?

Decision

By consensus, the Board decided that registration should be open as soon as possible, and links to previous conference programs can be provided by way of example of the type of content usually presented.

3.1.5   CPC/PPC - will we retain free registration for chairs/co-chairs and a 50% discount on the member rate for committee members?

3.1.6   Recommend replacing Early-Bird/Regular Registration with Registration/Late Registration.

3.2   Recommendation to the Board on pricing for virtual conference

3.2.1 $225/300 is recommended. This is a lower rate than Charleston and ERL, and going any lower would signal that this conference is not as valuable.

3.2.2   CPC also recommends doing away with the group rate

Discussion on 3.1.5, 3.1.6, and 3.2

We can indicate that as a non-profit organization we can offer more reasonable rates than other conferences. Members felt that this is not too low and we can trust CPC's recommendation. In relation to committee member discounts, CPC/PPC members are likely to have more to do for the 2022 conference. In relation to the group rate, 2020 was the first time we used the group rate. We had several large libraries pay the group rate and register 15-20 people. To try to cap the number accessing the conference under a group rate introduces too much complexity. The genesis of the group rate was to provide for where a library may have a large group of technical services personnel who may not have the chance to attend a conference. There is no distinction between international and domestic students for the student rate.

Motion

Willa moved that the Board accept the recommendations of CPC for:

a) a virtual conference rate of $225 for members and $300 for non-members and elimination of the group rate;

b) free registration for CPC & PPC chairs and co-chairs and a 50% discount on the member rate for CPC & PPC committee members;

c) moving to a Registration & Late Registration registration pricing structure, rather than Early-Bird Registration & Registration.

Shannon Keller seconded the motion.

Further discussion

With regard to moderators, the speaker discount will apply.

Votes

The motion passed with10 votes in favor, 2 abstentions, and none opposed

4.0 The Proposal for restructured Conference Schedule -
📅 Pittsburgh 2023 Program Mock-up - item was skipped

5.0 E&I webinars allocation of budgeted $1,500 (Moon)
Discussion
Cris confirmed that there are no other administrative/technical costs needed to support the webinars so E&I would like the entire amount raised to go to honoraria. Courtney advised that last year we were adjusting our Zoom account to allow for the webinars. That has now been sorted. Cris advised as long as these webinars do not exceed 500 participants there will be no additional costs. If they exceed this we will need to upgrade - for example, we will need to do this for the conference. E&I and NASIG members acting as moderators or speaking will not receive honoraria, only outside speakers.
Decision
By consensus, the Board decided that if there are no other costs, the entire amount can go to honoraria, and we should cap attendance at 500 to ensure no additional costs are incurred. If we need to revisit this we can.

6.0 Proceedings (Ted)
6.1 Next steps with Michigan -
6.2 Do we reach out to Clemson?
Discussion
We need to form a committee to go over the Michigan requirements. We also need to ensure we are not compromising the timeline so we need to move forward with Michigan even if we have OIC talk to Clemson. The primary drawback is that they are migrating to a different platform giving issues for sustainability and future-proofing. We may be doing a similar exercise in 2 years finding out how to make our proceedings discoverable and also being fragmented. However with information-seeking behavior being granular and the assignment of dois, as well as established procedures for content migration this is

unlikely to pose much of a problem. Mary Ann volunteered to serve on the committee to review Michigan requirements & complete documents.

Decision

We will move forward with Michigan so as not to compromise the timeline, but Ted will also meet with Clemson to see if their requirements make the process easier.

Action items

Ted will set up the committee asap.

Courtney will reach out to OIC to set up a meeting with Clemson.

6.3   Confirmation of support for Proceedings Editors conference attendance

Discussion

In the past this has been 2 people $1000 and free registration for the conference. There is a question of whether we will need more editors. These costs are part of the trade-off for making the Proceedings Open Access.

Decision

By consensus, the Board decided to not change the practice.

7.0   The remaining agenda items can be discussed at a later meeting and if there are any urgent questions they should be circulated via email.

8.0   The meeting was adjourned at 2:05 pm