

NASIG Board Meeting Minutes
December 14, 2021 | 1 pm

Executive Board:

President: Ted Westervelt, 2021/22
Vice President/President-Elect: Dana Sinclair, 2021/22
Secretary: Willa Tavernier, 2021/24
Treasurer: Cris Ferguson, 2019/22
Treasurer-in-Training: Shannon Keller

Members at Large:

Courtney McAllister 2020/2022
Keondra Bailey, 2019/22
Tresa Bane, 2021/24
Katy DiVittorio, 2020/23
Moon Kim, 2021/24
Mary Ann Jones, 2020/23

Ex Officio

Anu Moorthy, *Social Media & Marketing Coordinator*
Steve Oberg, *Ex Officio (Social Media & Marketing Coordinator-in-Training)*
(Post currently vacant) *(Newsletter Editor)*

Apologies

Past President: Betsy Appleton, 2020/21

The meeting was called to order at 1:01 pm

- 1.0 Welcome (***Ted***)

- 2.0 Board decisions by email (***Willa***):
 - 2.1 A&R should proceed to let UKSG know they can send their delegate to NASIG 2022 although NASIG will not be opening up Merriman (sending a delegate to UKSG) in 2022.
 - 2.2 PPC should organize a committee breakfast for outgoing and incoming chairs and board liaisons during NASIG 2022.
 - 2.3 There will be free registration for the virtual conference for students, and those experiencing financial hardship.

- 3.0 Update on call with UKSG (***Ted***)
 - 3.1 Andy is cycling off as President of UKSG. Andy expressed some concern over not having the 2022 Merriman award, and whether that signified NASIG was cutting ties. Ted assured him it did not, but the circumstances of the past few

years and travel restrictions still existing was the reason for the Merriman decision. There is a tradition of each President attending the other conference. UKSG is scheduled for March 2022. This sounds like it is funded by NASIG. The Board confirmed that this is an important relationship and there were no objections to Ted's travel to UKSG.

4.0 Organizational communication strategy (*Ted*)

4.1 Concerns about organizational communication have come to the attention of the Board from a number of different angles. The Newsletter is still on hiatus. We need a sustainable communication plan that meets the needs of members and the organization. Ted suggested that Newsletter and CC would be the groups that have the most expertise possibly with insight from Membership, and Mentoring & Student Outreach.

4.1.1 The Board agreed that a holistic communication plan for NASIG is needed. Treasa indicated that CC is willing to take the lead on developing this plan and pull in input from the other committees as needed.

4.1.2 Courtney clarified that this is to provide both internal and external consistency for communication. Shannon indicated that she and Willa were charged with looking at internal knowledge management and it may be useful for them to sit in on a CC meeting at some point, and queried whether the Social Media co-ordinator post be a voting member of the Executive - this would need a change to the bylaws.

4.1.3 Draft email response to Kay - members should look at this and respond to Ted by end of day Thursday, so that Ted can send this off before the end of the week.

4.1.4 Treasa confirmed that a member of CC is on the strategic planning task force.

4.1.5 Steve noted that the *ex officio* position of the Social Media Coordinator on the board was to elevate this role precisely for coordinating communication.

5.0 Fall Reports & Budget Requests (*Willa, liaisons*)

5.1 [A&R Fall Report](#) (no budget request)

5.2 [Bylaws Fall Report](#) (no budget request)

5.2.1 Any appointments and extensions to be forwarded to the President who can appoint with approval of the board.

- 5.3 [Communications Fall Report](#) (no budget request)
- 5.4 [CEC Fall Report](#) (no budget request)
 - 5.4.1 Core Competencies review process - Courtney will follow up with CEC to get an idea of whether the changes are major or minor. It may be we need to look at reformulating a group and perhaps including the original drafters if substantive changes are needed.
 - 5.4.2 Communications can look at the review schedule
 - 5.4.3 No budget request
- 5.5 [CPC Fall Report](#)
 - 5.5.1 Additional clarification: Do PPC members also get the 50% discount? Historically it is CPC/PPC co-chairs get free registration, and CPC members get a 50% discount.
 - 5.5.1.1 Are we expecting PPC members to help manage the virtual conference?
 - 5.5.1.2 PPC & CPC chairs met. PPC members expect to man the virtual conference but have 26 submissions most of which are requesting to be virtual.
 - 5.5.1.3 By consensus, the Board agreed that the 50% discount extends to PPC and PPC is expected to man the virtual conference
 - 5.5.2 We welcome feedback on the budget at this point
 - 5.5.3 **Concern:** “staffing” virtual conference, people available to help troubleshoot, tech support, etc. - see 5.5
 - 5.5.4 Have there been any updates regarding NASIG Newsletter’s switch to publishing on the NASIG blog? - see 4.1
 - 5.5.5 Addendum: Concern: how will contact tracing be implemented? How will we handle potential exposure? Suggestion: <https://covidlink.maryland.gov/content/mdcovidalert/> benefits of the app--you don't have to have the contact information for every person you meet/talk to/have meals with.
 - 5.5.5.1 A task force is being organized to deal with these questions.
 - 5.5.6 What is the honorarium for local speakers at the opening reception?
 - 5.5.6.1 *Previously decided as \$200.00*
 - 5.5.7 **CPC budget request 21-22** CPC needs clarification on whether these should be folded into the conference budget. CPC also asked whether free/discounted registration for members needs to be included in their budget request (*Note - free registration for CPC & PPC chairs and co-chairs and a 50% discount on the member rate for CPC & PPC committee members was approved at our November 9 meeting.*)
 - 5.5.7.1 These are conference budget expenses and Mary Ann will communicate this to CPC

- 5.6 [Digital Preservation Fall Report](#)
 - 5.6.1 The only budget request is for the \$50 gift card for respondents to the Model License draft, previously approved by the Board.
- 5.7 E&I - awaiting report.
- 5.8 [E&A Annual Report](#) - does not submit a Fall Report.
 - 5.8.1 Budget request: \$50 for conference survey prize drawing.
 - 5.8.1.1 The Board agrees to this but would like committees to
 - 5.8.1.1.1 get in touch with Cris Ferguson to be able to use NASIG credit card points for this and
 - 5.8.1.1.2 to provide gift cards to independent bookstores (e.g. https://bookshop.org/gift_cards) where possible.
- 5.9 [Membership Fall Report](#)
 - 5.9.1 Cris will advise the Committee that the committee information is on the website
- 5.10 [Mentoring & Student Outreach Fall Report](#)
 - 5.10.1 Students can serve on committees as long as they are members of NASIG
 - 5.10.2 Membership can organize the virtual visits without the need for board approval
 - 5.10.3 Budget Request: In terms of the Annual Budget Request, we would like to request \$500 for beverages and snacks, room and AV equipment for the Conference, and \$50 for the gift card that we can use to run a survey in the spring.
 - 5.10.3.1 This should be part of the conference budget. Willa will send a follow up to Betsy after the meeting
 - 5.10.3.2 For the gift card, the Board agrees to this but would like committees to
 - 5.10.3.2.1 get in touch with Cris Ferguson to be able to use NASIG credit card points for this and
 - 5.10.3.2.2 to provide gift cards to independent bookstores (e.g. https://bookshop.org/gift_cards) where possible
- 5.11 [N&E Fall Report](#) (no budget request)
- 5.12 Newsletter (on hiatus)

- 5.13 [Open Initiatives Fall Report](#) (no budget request)
 - 5.13.1 OIC should decide on how they prioritize the remaining items in their charge.
 - 5.13.2 Courtney will discuss this with OIC and let the Board know what they plan to prioritize.


- 5.14 [PPC Fall Report](#)
 - 5.14.1 No budget request but want to confirm that costs for ProposalSpace and Sched fall under the conference budget.
 - 5.14.1.1 Yes, no separate budget request is needed.
 - 5.14.2 Discussion/User Groups -- do we want to formalize these in time slots?
 - 5.14.2.1 This should be placed on the agenda, but for the time slots PPC can decide on these.
 - 5.14.3 Need to confirm two levels of registration: discussed optional “virtual” sessions – not mentioned in CfP, but optional for PPC to decide on using if there are many good proposals and we can use some as “pre-recorded” and those speakers can get some kind of lesser discount to live session
 - 5.14.3.1 This can be revisited if PPC wishes, after the extended period for submissions which ends Jan 3, 2022
 - 5.14.4 How many vendor sessions? Expo? Lightning Talks? One of each? Also, will Expo happen during a scheduled lunch (as was done at Pittsburgh)?
 - 5.14.4.1 PPC should plan for 2 vendor sessions as we expect to pick up more sponsors in the New Year if it follows the same pattern as it did last year.
 - 5.14.4.2 Lightning talks would depend on the submissions received.
 - 5.14.4.3 For the Expo PPC should confer with CPC
 - 5.14.5 Will there be a speaker’s breakfast/committee breakfast?
 - 5.14.5.1 This was decided over email - see item 2.2 above
 - 5.14.6 Confirm AV needs: how many streaming sessions? (suggested: Opening session; vision speakers; members forum). NOTE: member’s forum could take place via Discord.
 - 5.14.6.1 PPC should consult with CPC

- 5.15 [Proceedings Fall Report](#)
 - 5.15.1 Budget request - Costs for each of the Proceedings Editors, and the Production Editor (total \$3,000) for Conference attendance. (*Note that this was approved at our meeting of November 9, 2021*)

- 5.16 [Standards Fall Report](#)
 - 5.16.1 Budget Request: The Standards Committee is requesting a \$200 budget for a committee member to attend a standards-related webinar if the opportunity arises. The member would report back to the committee after attending.
 - 5.16.1.1 Standards committee to confirm what webinar a member attended last year.

- 6.0 E&I Discussion for long term sponsorship of DEI speakers (*Moon*)
 - 6.1 Tabled until the January meeting

- 7.0 [Treasurer's Report](#) (*Cris*)

- 8.0 [Secretary's Report](#) (*Willa*)
 - 8.1  NASIG BOARD ACTION ITEMS TRACKING review. Members should check this spreadsheet and mark items complete as needed.

- 9.0 Starting in January Board meeting will be scheduled for 1.5 hours

- 10.0 The meeting was adjourned at 2:26 pm.