

## NASIG Board Meeting Minutes

January 11, 2022 | 1 pm

### ***Executive Board:***

President: Ted Westervelt, 2021/22  
Vice President/President-Elect: Dana Sinclair, 2021/22  
Past President: Betsy Appleton, 2020/21  
Secretary: Willa Tavernier, 2021/24  
Treasurer: Cris Ferguson, 2019/22  
Treasurer-in-Training: Shannon Keller

### ***Members at Large:***

Courtney McAllister 2020/2022

Treasa Bane, 2021/24  
Katy DiVittorio, 2020/23  
Moon Kim, 2021/24  
Mary Ann Jones, 2020/23

### ***Apologies***

Keondra Bailey, 2019/22  
Anu Moorthy, *Social Media & Marketing Coordinator*  
Steve Oberg, *Ex Officio (Social Media & Marketing Coordinator-in-Training)*

(Post currently vacant) (*Newsletter Editor*)

- 1.0 Welcome (***Ted***)
- 2.0 Board decisions by email (***Willa***):
  - 2.1 The CPC draft language on COVID & FAQ information was approved.
  - 2.2 The Board confirmed long-term support for E&I webinars as approved in the May 2021 meeting.
- 3.0 Update on CPC waiver language (***Mary-Ann***)
  - 3.1 Registration to open Saturday 15th and email to be sent out Monday 17th. The waiver will be set out at the beginning of the registration form and will be a click-through that folks will have to accept along with the Code of Conduct for registration.
  - 3.2 By end of tomorrow members are to comment on CPC waiver language provided by email.
- 4.0 Matters arising from the minutes
  - 4.1 Clarification on whether the Conference budget covers the M&SO budget request (***Mary-Ann, Betsy***) - Betsy advised that the budget request is withdrawn as this

will be part of the CPC budget. Mary Ann will send a note to CPC to send menus to Betsy who will then confirm the desired menu with CPC.

- 4.2 Organizational communication strategy
  - 4.2.1 Blog post honoring Dan Tonkery (*Ted*)
    - 4.2.1.1 Ted has contacted Steve and there should be a blog post ready for next month.
  - 4.2.2 Email to Kay (*Ted*)
    - 4.2.2.1 Ted has sent this email to Kay who suggested someone that Steve may want to talk to for writing the blog post.
  - 4.2.3 Update from CC (if any) (*Treasa*)
    - 4.2.3.1 There are no updates or questions yet regarding CC's Organizational Communication Strategy planning. CC is still working to set up first meeting. However, CC would like to [propose Google Workspace](#) before implementing this part into the strategy. CC would like input but this is not urgent.
    - 4.2.3.2 The proposal covers what it might look like if we moved our **internal** committee work over to this, but we can also move our listservs to achieve cost savings. We currently pay Wild Apricot for hosting, and Simplelists for the listservs. Google may be more effective or work better than Simplelists as some emails are still not going through at times.
    - 4.2.3.3 Willa & Shannon will consider this during their meeting on the 20th. Willa advised that we will need edit access to our website for verification in the Google workspace.
  - 4.2.4 Future of Newsletter
    - 4.2.4.1 For the time being we will be using the blog in lieu of the newsletter. After Newsletter and CC has a chance to talk we will have a clear idea of how to proceed.
    - 4.2.4.2 Mary Ann noted that currently, our newsletters are preserved at Clemson, so Newsletter/CC needs to keep the NASIG Archivist in the loop but he is part of CC so he will be involved.
- 5.0 Update on Proceedings - Michigan Publishing (*Ted*)
  - 5.1 We have 1 letter and expect to have the next one by the end of the week. Once we have this we can submit to Michigan and then we can start working out the practical aspects. Ted will email the board as soon as we get the next letter in place.
- 6.0 Committee updates (if any)
  - 6.1 CPC updates: The check-in time for the hotel is not until 4 o'clock. 1st timers reception will move to 5-6 pm and the Opening session will be held at 6:30

(previously the 1st timers reception was 3:30 to 4:30). CPC is working on switching over from Cafepress to some other kind of online sales platform. Lisa Baricella is taking charge of that and she is going to present 3 mockups to CPC which will be sent to the Board for a decision because we have found Cafepress merchandise not to be the best quality. Now that we have the NASIG standard logo instead of conference logos, this may be a good time to promote members updating their NASIG swag. Drew Balduff (CPC) is resigning and moving to a non-library job so he will not be involved with NASIG anymore, so Jamie Carlstone has stepped up.

- 6.2 There is a new PPC co-chair as Heidi Card stepped down because of a new job. Jennifer Zuccaro has stepped up as a new co-chair. Cris Ferguson is in the process of getting Jennifer administrative access to the website.
- 6.3 CEC committee - Courtney has been working with the co-chairs for updates on our Skilltype partnership. Past chair Adele advised that some of the OA NASIG webinars were loaded to Skilltype and Courtney has reached out to see usage and engagement statistics. Once those are received Courtney will circle back to the Board about adding visibility to select NASIG content.
- 7.0 The Proposal for restructured Conference Schedule discussion.
- 8.0 Reports-
  - 8.1 [A&R 4th Quarter Report](#)
- 9.0 [Treasurer's Report \(Cris\)](#)-
  - 9.1 Staff movement at our accountant has delayed 2021 tax filing
  - 9.2 We are awaiting info about the IRS bill from our accountant
  - 9.3 Premier Global services invoices appear to be legitimate charges (for conference calls prior to zoom). Apparently, these got lost in the transition to [treasurer@nasig.org](mailto:treasurer@nasig.org) account from [nasigtreasurer@gmail.com](mailto:nasigtreasurer@gmail.com) account.
  - 9.4 Duke University Press has come on as a sponsor so we will be invoicing them next week (this will also be saved in Wild Apricot).
  - 9.5 What sponsorship options are there for vendors who are not able to attend the conference in person?
    - 9.5.1 CPC would like to get a sponsor for sustainable name tags so that we don't have to do badge holders or throw away paper name tags. The quote was about \$400 (for the seed paper).
    - 9.5.2 We can also offer a Zoom 15-minute break with their name on the slide.
    - 9.5.3 Other suggestions are virtual lightning talks and virtual vendor booths with the vendor providing their own zoom link or scheduling link.
    - 9.5.4 Cris will take this back to Nicole to see what vendors might be interested in.
- 10.0 Secretary's Report (*Willa*) - No report - I would like us to review the action items

10.1  NASIG BOARD ACTION ITEMS TRACKING review

11.0 The meeting was adjourned at 2:30 pm.