

NASIG Board Meeting Minutes  
February 8, 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  
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*)

***Apologies***

Keondra Bailey, 2019/22  
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***):
  - The Board members approved the [CPC waiver language](#).
  - The Board approved the CPC attendance and refund policy-
    - Guests will be allowed at the Opening Reception for a \$100 charge but need to provide a negative Covid test within the previous 72 hours
    - Registrants may cancel attendance for the in-person conference with proof of a positive COVID test and receive a refund of the difference between the in-person and virtual conference. This refund will be available right up to the conference.
    - Board approval will be necessary for full refunds.
- 3.0 Update from CPC (***Jacque & Maria***)
  - \$600 added to the budget to cover some masks, and a few rapid COVID tests
  - We need 182 people to hit our food and beverage minimum (about 2/3 of Pittsburgh attendance), or we can have more expensive food in which case we will have a lower minimum
  - Board Feedback on [film for Opening Session](#)

- It will not be possible to screen this as part of the opening session as there needs to be time for CPC and PPC announcements and the awards ceremony. After discussion, it was suggested that CPC reach out to ask if they are willing to give a 15-minute talk and trailer at the opening session and screen the film as part of the conference as an evening event. We will be flexible with what the producers want.
      - CPC will reach out and has backup options.
    - Combined CPC/PPC questions
      - Vendors want to know if there would be a virtual component to the Vendor Expo and CPC/PPC wants to know whether we can ask Vendors to record their lightning talks so that they can be shared
        - We were in favor of this at the last meeting as well as Vendors sharing a scheduling button for the program
        - **Action item:** Willa to email minutes to Jacque and Maria
    - Will we still require on-site speakers if we don't have the registration numbers? How will we get presenters to engage with attendees if in-person attendance is low? Will we ask speakers to get on Discord?
      - After discussion, it was agreed that although this may change as things develop over the next few months, we should plan to have a PPC volunteer in the room to transmit questions from Discord to the live speaker
      - Sarah - PPC will look for volunteers
    - 2022 Registrar Report 1.31.22.xlsx
- 4.0 Update from PPC - (*Sarah Dennis*)
  - Working Draft of Schedule.xlsx There are 34 session slots and 32 proposals, 2 of which asked to be virtual. Of the remaining 30, 12 were contacted to make improvements and feedback was positive. There will be empty slots and PPC is thinking of using these for communities of practice.
    - The Board discussed ideas for having communities of practice suggested by the community on the fly, but also having some prepped questions, putting together some for attendees involved in scholarly communication, persons who have recently been involved in job searches, and people who have published recently. There would also be a space for a third vendor session (in addition to the Vendor Expo and lightning talks session)
    - Cris asked about vendors - we have 9 sponsors at Tier 1 and Tier 2 which includes vendor lightning sessions, and 3 at Tier 3.
    - CPC and PPC meet this Friday
    - **Action item:** Send any additional ideas to CPC/PPC before Friday, February 11th
- 5.0 Proceedings - estimate for the number of articles

- Ted asked whether presenters expect to be published as part of the proceedings
- Sarah advised that acceptance letters have not been sent out and so we can change that language
- Getting published in the NASIG proceedings is a perk of presenting.
- Recorders also provide an opportunity for early career folks to be involved in a publication - they would get credit as recorder not author but the citation will count.
- Recorders can be virtual and will have access to the pre-recorded talks. Presenters will read the recorder's paper ahead of time so that if anything changes on site they can edit appropriately
- **Decision:** After discussion members decided by consensus that we should proceed as if NASIG will publish all the presentations unless the speakers opt out.
- **Action items:**
  - Ted will reach out to Michigan publishing with the expected number of proceedings.
  - Willa to ask Dana to touch base with Proceedings to open up the call for recorders and cc Sarah Dennis

#### 6.0 CC update (*Treasa*)

- CC intends to use the membership feedback survey to inform the Communications strategy
- For now, CC is prioritizing how to work together with the Newsletter committee and will update the Board on any new changes or decisions
  - “Title Changes” and “Checking In” will have a new space/banner on the NASIG blog
  - Ads from vendors: CC will discuss image specifications and whether or not it is appropriate to move these to the blog or to NASIG social media
- Part of the communications strategy will be to use existing tools better by use of email campaign or orientation of NASIG's communication tools and encourage/empower all committees to post to lists
- CC doesn't have the capacity to switch to Google Workspace after the 2022 conference—will return to this in the 2023 year.
- CC will work on/prioritize writing up the current state of communications;
- Because CC does not have experience as a visionary committee, and there are various restrictions on members' time right now, ideas and strategies for a future communications strategy will be considered at a later time
- **Discussion**
  - Cris advised that the ads in the newsletter were part of the vendor conference sponsorship package. The newsletter editor would work with the vendor on what issue of the newsletter that it would show up in. We

should loop in Nicole to see if this is still valuable for vendors. Cris will forward Nicole's sponsorship sheet she sends out to vendors.

- Members also discussed how to promote the changed focus of the blog, but this will be part of the discussions going forward after the 2022 conference. Ideas included email to nasig-list, blast to all NASIG members notifications each time a new blog is posted, notifications just to subscribers, and digest emails e.g. monthly round-up of published posts\
- Kudosboard for Steve Oberg - (cost is \$5) to open up to membership  
**Decision:** Treasa will email membership about Kudosboard for Steve Oberg.

#### 7.0 Document storage & management recommendation (*Shannon & Willa*)

- Treasa Bane moved to use Google Workspace for document management and transition email management and Cris Ferguson seconded the motion, to be managed by the Secretary & Treasurer.
- The discussion involved rolling this out at Chair orientation, designating a member other than a committee chair to ensure documents are within the Google Workspace, however if there is someone other than the chairs things may fall through the cracks, documentation \*could\* be a thing a chair could delegate, but consider it carefully. This will be a good thing because at the beginning of the term the Chair can grant access to all members and remove them at the end of the term.
- 10 in favor, 1 abstention, no opposition
- Cris noted that this will make it easier to deal with current print documents which sorted and then shredded or digitized and uploaded to Google workspace
- **Action item:** Willa & Shannon should take this forward in time to orient chairs at the conference in June 2022


#### 8.0 Skilltype update (*Courtney McAllister*)

After evaluating the sparse usage data, CEC does not wish to commit further resources to the Skilltype partnership at this time. It may come up again in the future, based on needs identified by the Strategic Plan.

**Board decision** The Board agreed by consensus that as the MOU has expired that it is within CECs remit to proceed in this matter, and the partnership can be reconsidered after we have a new Strategic Plan.

#### 9.0 Treasurer's Report (*Cris*)

- A review of the sponsor sheet shows that every sponsor Tiers 1-3 get to speak in the vendor lightning session this year and Cris has sent this information to Sarah Dennis.

- 10.0 Secretary's Report (*Willa*) -  NASIG BOARD ACTION ITEMS TRACKING review
- 11.0 Adjourn 2:33 pm