

NASIG Board Meeting Agenda

July 10, 2023 | 12:30 - 2 pm

<https://us02web.zoom.us/j/87811937763?pwd=blITOFhQanFJYnVTZ0luZDk2ODZxQT09>

Shared Drive - [NASIG Board 2023-2024](#)

[Information for Committee Chairs](#)

Executive Board:

President: Courtney McAllister, 2023/24

Vice President/President-Elect: Paul Moeller, 2023/2024

Past President: Dana Sinclair, 2023/24

Secretary: Willa Tavernier, 2021/24

Treasurer: Shannon Keller, 2022/24

Members at Large:

Treasa Bane, 2021/24

Moon Kim, 2021/24

Ilda Cardenas, 2022/25

Xiaoyan Song, 2022/25

Heather Staines, 2023/2025

Chris Burris, 2023/2025

Ex Officio

Matthew Ragucci (*Social Media & Marketing Coordinator in training*)

Nicole Ameduri (*Treasurer in training*)

(Mary Ann Jones) (*Newsletter Editor*)

Guests

Caitlin Harrington (*Proceedings*)

Rachel Scott (*Proceedings*)

Karen Brunsting (*Proceedings*)

Jacqueline Brellenthin (*CPC*)

Apologies

Steve Oberg (*Social Media & Marketing Coordinator*)

1.0 Welcome (***Courtney***)

- The meeting was called to order at 12:31 PM Eastern time. The board expressed gratitude to Willa and Shannon for leading the committee chair orientation last week.

2.0 Vote on the minutes of June 6 (Willa)

- The minutes have been approved with 7 affirmative votes. The minutes were confirmed and closed.

- 3.0 Update from Virtual Conference Committee (*Courtney*)
- Courtney raised the issue of the virtual conference committee roster, which was not readily available, and undertook to transfer this information to the 2023-2024 committees roster. Willa sent invitations to Courtney and Amy Carlson and asked if it could be forwarded, but it was not confirmed. The agenda item was shifted to the next meeting.
 - Courtney gave a brief update. The conference was agreed to be held in mid or late October, during three half-days from 2 PM to 5 PM Eastern time, and approved rates were confirmed by Google Forms vote-
 - i. members/non-members \$120/\$170
 - ii. Support staff, furloughed retired - \$75
 - iii. Students - \$10
 - iv. Financial hardship - Free. Include financial hardship language on registration page
 - v. Speaker discount - Free
- 4.0 Discussion with Proceedings Committee - Transition to Michigan Publishing Services for Proceedings
- The proceedings committee, led by Caitlyn, brought up several concerns:
 - i. The transition from Taylor and Francis to Michigan Publishing Services led to difficulties in building the proceedings website, which was not part of their original charge.
 - ii. There was uncertainty about the proceedings committee's involvement in the virtual conference proceedings, as they were already occupied with the May-June conference proceedings.
 - iii. The availability of recorders for the conferences was becoming a challenge, and they suggested only guaranteeing recorders for vision sessions and allowing other recorders based on availability.
 - iv. The author agreement needed review as there were discrepancies between the MOU and the actual agreement.
 - v. The board also recognized the potential integrity issues with bundling virtual and in-person conference proceedings and agreed to treat them separately, potentially having two issues a year under the same Michigan umbrella.
 - vi. The board members discussed the representation of virtual conference content and its integration with the proceedings. The following points were raised during the discussion:
 - vii. The possibility of having two issues of proceedings per year to accommodate both in-person and virtual conference content separately.
 - viii. Considering the virtual conference content as a special issue within the proceedings to maintain its distinction.

- ix. The need for a larger discussion about how to represent virtual conference content in light of industry trends and the prevalence of virtual conferences.
- x. The importance of not overtaxing the proceedings committee while still including virtual conference content in the scholarly record.
- xi. The consideration of expenses involved in producing additional proceedings with the University of Michigan Publishing.

The board acknowledged the challenges faced by the proceedings committee and expressed appreciation for their efforts in handling the proceedings despite the issues.

Action items for Proceedings:

- Courtney and Caitlyn would review the MOUs and author agreements to align them with expectations and work with PPC for any changes.
- Caitlyn would forward the current author agreement to Courtney.
- Moon would forward the Michigan contract to the board for review.
- Willa will remind Ted of writing content for the proceedings website explaining the shift to Michigan Publishing Services.

Action Items for Virtual Conference Proceedings:

- Proceedings will review the contract with the University of Michigan Publishing to understand how proceedings are charged (article per page basis or other criteria).
- The liaisons for Proceedings and VCC will arrange for a larger discussion to explore the representation of virtual conference content in proceedings and its alignment with the NASIG website.
- Proceedings should evaluate the workload and responsibilities of the proceedings committee to ensure sustainability and clear role assignments for future committee members and make proposals to the Board in one of its 2 annual reports..
- Proceedings will coordinate with the NASIG website maintainers to ensure consistency between the proceedings website and the NASIG website.

Decisions

Regarding the virtual conference proceedings, the board agreed that presenters should be asked to submit papers if they want to be included in the 2024 proceedings, reducing the burden on the proceedings committee.

The board members expressed their gratitude to the proceedings committee for their hard work and valuable insights

5.0 Implementation of [w NASIG STRATEGIC PLAN 2022_1.docx](#) (*Willa*)

- [Strategic Plan Review](#) The board members discussed the implementation of the strategic plan. The following points were raised during the discussion:
 - i. Review of the strategic plan and its progress on engaging membership and providing professional development around information resources.
 - ii. Renewed focus on providing value to members and ensuring that the work of various committees aligns with the strategic plan.
 - iii. Consideration of how to incorporate Equity and Inclusion (E&I) into committee charges and work.

Action Items:

- Invite committees to review their charges and find ways to incorporate E&I into their work. Provide support and assistance as needed without compromising their autonomy.
- Recognize and acknowledge the ongoing efforts of committees in promoting E&I and identify areas where E&I can be explicitly included in committee reports. *Liaisons*
- Develop a cohesive statement on Diversity, Equity, and Inclusion (DEI) to serve as an organizational-level support document for committees' E&I efforts. *Board*
- Add a section for E&I to the committee report template to enhance accountability metrics and monitor progress in committees' activities related to E&I. *Willa*
- Explore ways to increase diversity in membership on committees and the board by actively engaging with other organizations, such as C4Disc, and developing strategic partnerships. *E&I*
- Identification of existing committees and areas where the strategic plan can be implemented via a spreadsheet to map out strategic plan accountabilities and identify committees or areas where the work can be distributed. *Willa, Liaisons, Committees*
- Prioritize strategic directions, focusing on financial sustainability and membership growth as top priorities. *Treasurer, Treasurer-in-Training, Membership Committee*

6.0 Treasurer's Report:

- Pittsburgh Expenses:
 - i. The cost to NASIG was significantly less than last year's conference at Baltimore. This year the AV was significantly less than Baltimore, however we did have 214 nights room attrition to pay to the hotel, which is a significant expense.

- ii. As a reminder, this contract was negotiated in pre pandemic days. That's why we have some of the room attrition costs, and it's on the agenda to discuss planning for Spokane. Spokane is also a pre pandemic contract as well.
 - iii. The hotel nights that are covered by NASIG, amounted to just over \$10,000 on hotel nights for award winners speakers, the vision speakers, and any nights that are covered by Board, CPC, PPC, and the Registrar.
- Other Updates
 - i. For the NASIG credit card move from Chase to US Bank, Shannon is working on pulling together all of the documents that Paul will need to take with him to the bank to apply for the credit card in person.
 - ii. The IRS assessed a fee for filing taxes late, but our accountant is contesting that. The accountant's bill will be approximately about \$6,000 for the filing of the 2020. 2021, 2022 taxes. That's a forthcoming expense.
 - iii. We're not going to renew the survey monkey account in September. Shannon will do a standard data export to Google Drive. If anyone has any special requests for data capture e.g. the Evaluation & Assessment Committee, these should be communicated to Shannon.
- 7.0 Updates on Spokane 2024 (Jacque & Courtney)
- Chair of the Spokane 2024 CPC Jacque provided updates on the contract negotiations with the hotel for the conference. The following points were discussed during the meeting:
 - i. Updates on changes in the contract, including the removal of 200 rooms from the room block, the extension of the conference by one day, increased food and beverage costs, and the addition of an amenity fee.
 - ii. Discussion on AV requirements and cost estimates, with the assumption that presenters would provide their own laptops.
 - iii. Clarification on the number of hotel nights to be covered by the organization and the importance of meeting the 80% room block requirement.
 - iv. Suggestions to curtail expenses, including shorter conference days and avoiding AV usage on some days to reduce costs.
 - v. Consideration of messaging and outreach to encourage attendees to stay at the conference hotel and book within the room block.
 - vi. Questions regarding the eligibility of staying a few days early or late to be included in the room block. Jacque noted that the hotel does not recognize government rates.

Action Items:

- Jacquie will clarify with the hotel regarding eligibility of staying a few days early or using government rates to be included in the room block.
- Jacquie will inquire about the amenity fee and request confirmation that it will not be charged for rooms not used.

The board members expressed appreciation for the updates and efforts to negotiate the contract in the best interest of the organization. Further discussions and decisions will be made via email communication.

The meeting was adjourned at 2:02 pm.