

NASIG Board Meeting Minutes
September 12, 2023 | 12:30 - 2 pm

[Shared drive - NASIG Board 2023-2024](#) [Action items](#) [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:

Moon Kim, 2021/24
Ilda Cardenas, 2022/25
Xiaoyan Song, 2022/25
Chris Burris, 2023/2025

Ex Officio

Steve Oberg (*Social Media & Marketing Coordinator*)
Matthew Ragucci (*Social Media & Marketing Coordinator in training*)
Nicole Ameduri (*Treasurer in training*)

Apologies

Mary Ann Jones (*Newsletter Editor*)
Heather Staines, 2023/2025
Tresa Bane, 2021/24

12:30 pm

- 1.0 Welcome & Call to Order (***Courtney***)
 - President Courtney called the meeting to order at 12:31 pm EST and handed over to Shannon Keller to discuss the Treasurer's Report

- 2.0 Treasurer's Report - Shannon gave the following report:
 - Our bankers have updated the NASIG account NAICS code so the account is fully functional again.
 - Survey Monkey will be maintained for another year to allow for time to archive data out of Survey Monkey. Committees should start transitioning to Google Forms using the nasiginternal.info domain - request an email account from Shannon or Willa to get this done.
 - Susan Davis had copies of NASIG incorporation documents!! These are now available in the nasiginternal.info Treasurer shared drive.

- 2020 and 2021 NASIG taxes filed but not 2022. Accountant not responding since July.
- We need 2022 tax year returns to apply for new NASIG credit card
- Spokane 2024
 - We negotiated the contract down a night but increased the room rate by \$10 per night
 - After discussion with Nicole, we are proposing that NASIG hold off on any awards that are not sponsored.

Discussion

Members discussed the following points:

- There are some outstanding commitments for awards deferred from previous years which will be honored
 - CPC will have to try to get F&B as close to the minimum as possible ~\$38,000
 - We can open awards to other sponsors
 - Our Investment Fund balance which has decreased after the costs of Baltimore and Pittsburgh
 - We need a conversation with A&R and to consider the awards we exchange with UKSG (Merriman, comp registration for UKSG Merriman, complimentary room and registration for UKSG President)
 - We need a conversation with Marketing & communications for how to frame the messaging about the awards and include education for membership about funding and our approach to this
 - Members also discussed about messaging, transparency and post-Covid good fiscal stewardship
- Shannon moved that for the 2024 conference in Spokane NASIG suspend offering awards unless we get sponsorship for them (save that we will honor deferred awards) and we will have further discussion about how to communicate this to the NASIG Community. This was seconded by President Courtney who then called for further discussion.

Further Discussion

- Ilda, A&R liaison queried how to raise this with A&R and whether any Board members should attend at the next Committee Meeting on Thursday September 14 at 9 am Pacific. Nicole Ameduri offered to attend as Treasurer in Training.

Decision

The motion passed with 8 in favor, none against, and 1 abstention.

- 3.0 Vice-President Paul noted that no conference page was up yet for Spokane 2024. Chris Burris, liaison to CPC, advised the meeting that the first CPC meeting will be on Tuesday, September 19. Nicole Ameduri, Fundraiser and Treasurer-in-Training advised that the conference page deadline is October 2 as this is when information goes out to Sponsors. Other members noted that it would also be useful to have a downloadable invoice as this is a recurring request that we deal with and NASIG members often have to submit their budget requests for professional development for the entire year by a specific deadline. Members agreed that CPC should start working on this so it can be ready to go for October 2.
- 4.0 Virtual Conference Update: President Courtney provided the following update:
- There are 31 proposals for the single track conference
 - We will be able to accommodate pre-recorded sessions
 - A cost for Sched \$300 needs to be approved for the conference schedule

Discussion & decision

Board members' consensus is that this is a necessary and expected expense and a Board vote is not needed.

- Next steps: proposal acceptances, MOUs, open registration, draft schedule, Zoom logistics
- Note: for Pre-Recorded session acceptances, we'll include verbiage to signal boost PPC's forthcoming call for in-person
- Question for the future: Should we combine these calls, and just have separate form fields for in-person and virtual? Members discussed the following:
 - A single call is ok if it's crystal clear
 - Alternatively we can have the calls and registration periods back to back between in-person and virtual to maintain momentum year to year
 - Another idea is to offer a bundle option as part of registration. Combining the administration of both makes sense in terms of efficiency but it also

may help drive more income. Many persons are expected to outline total spend or request for funding at one time and bundling might make that easier.

- The Member's Forum is to be held during the Virtual Conference but is open to all NASIG members regardless of whether they are attending the conference. The Agenda must be circulated 30 days before the date of the Forum. Member's Forum Agenda
 - https://docs.google.com/document/d/1IcjM-BbYSaApXpbdAGhEi7O_0KrGDz4WKB6yAqziUt4/edit?usp=sharing
 - Members are asked to provide feedback by Thursday

5.0 Standards Committee Budget question (*Willa for Heather*)

- Heather circulated a query via email from the Standards Committee. The Committee has asked whether the budget that the committee has received must be spent on webinars or whether they could spend it on other professional development opportunities (like supplies for a talk/presentation, or other ideas they might brainstorm on).

Discussion

- Ilda added that this came out of the great response from the Standards Quiz Show and wondered if this could be reprised but also offer prizes e.g. NASIG Swag.
 - Nicole Ameduri offered to provide some generic swag - about 15-20 items.
 - President Courtney noted that her understanding is that the budget is for professional development for Standards Committee members but we need to confirm that the Committee has the same understanding.
 - Other than this a budget request would need to be made in one of the Committee's 2 annual reports to be voted on by the Board.
 - Ilda clarified that this is for the in-person conference in 2024. Standards Committee does not have the bandwidth to organize an online event in between conferences.

6.0 Vote on Reimbursement Policy (*Moon, Shannon*)

- Pre-reading [NASIG Compensation and Reimbursement Policy Updates - Google Docs](#)
 - Shannon raised a question regarding the meaning of the section on Continuing Education Speakers which had not been previously discussed. The section reads-

“Continuing Education Speakers: Each continuing education speaker receives a waiver for the continuing education event fee, regardless of NASIG membership status. Direct expenses not covered by the organization where the continuing education speaker is employed may be reimbursed by NASIG with prior approval by the NASIG Treasurer.

If NASIG supplies a speaker for a continuing education event for another conference, that conference is responsible for waiving the registration fee.”

Discussion

Members had differing views on what this referred to. These ranged from simply referring to webinars, referring to NASIG in-person conferences, other in-person conferences, or the joint NASIG-SSP conference that was held in the past.

Decision

Since we are not clear on the meaning of this section Shannon will circulate comments on this section by email for input and then an online vote will be arranged

7.0 Fall Board Meeting scheduling - (*Willa*)

- This is usually a full day meeting. Since we have decided on a virtual meeting can we schedule 2 half days? Ideally this would be after the Virtual Conference. Our next meeting time is November 13 12:30pm to 2 pm.

Decision

After discussion members agreed that Willa should circulate a poll for the Fall Board Meeting

8.0 Secretary’s Matters

- Removal of inactive committee members
 - Sheri Edwards Florida Atlantic University
 - Elizabeth Goode Texas A&M University Kingsville
 - *Moon advised Courtney & Willa that neither have responded in any way or taken part in E&I since appointed. Willa reached out May 19 to both and neither have responded.*

Decision

President Courtney proposed that she action this by sending removal letters but that in the future we should have a procedure for removing inactive members. There were no objections from members.

9.0 President Courtney adjourned the meeting at 2:01 pm.