

NASIG Board Meeting Agenda  
February 14, 2023 | 1-2:30 pm

***Executive Board:***

President: Dana Sinclair, 2022/23  
Past President: Ted Westervelt, 2022  
Secretary: Willa Tavernier, 2021/24  
Treasurer: Shannon Keller, 2022/24

***Members at Large:***

Mary Ann Jones, 2020/23  
Tresa Bane, 2021/24  
Moon Kim, 2021/24  
Sonali Sugrim, 2022/23  
Ilda Cardenas, 2022/25

***Ex Officio***

(Post currently vacant) (*Newsletter Editor*)

***Apologies***

Steve Oberg, (*Social Media & Marketing Coordinator*)  
Xiaoyan Song, 2022/2025

1. Welcome (*President Dana*)
  - a. The meeting was called to order at 1:04 pm
2. Minutes & Board decisions by mail (*Secretary*)
  - a. Minutes were approved with 7 votes in favor
  - b. Board decided by consensus that the Marketing Task Force should invite someone from the Newsletter committee, e.g. Kurt Blythe, to join
3. Chair responsibilities for A&R (*Ilda*)
  - a. The chair is spending a lot of time making edits to the pages in Wild Apricot to the awards pages and to the blog, including html edits, and suggests that the chair make the content edits in a document and pass to CC to update in Wild Apricot.
  - b. The chair requests an external email account for Awards on the public side because it made creating the Google forms for applications a lot harder and things were not all in one place
    - i. Tresa indicated that the chair should use [awards@nasig.org](mailto:awards@nasig.org)
  - c. Institutional memory and attendance of committee members. The Chair needs more support. She also reaches out to the former chair often with questions about chair responsibilities
    - i. **Action items:**

1. Willa will send the A&R manual link to Ilda and move the manual over to the nasiginternal drive.
  2. Ilda will work with A&R to ensure documents are kept in the nasiginternal drive for ongoing institutional memory.
- d. Liaison responsibilities - what to bring to the Board?
    - i. Budgetary/spending matters
    - ii. Matters involving other committees
    - iii. Where there are no applicants for an award
    - iv. The Committee can deal with operational issues internally
  - e. The chair queries whether money that would usually go to the Julia Tuttle award or the Mexican student award can be moved to other awards?

**Discussion & Decision** After thoughtful discussion Board members agreed that we will not move funds for additional recipients at this time

4. Amendment to Bylaws to Disband Committees - rewording recommended by Bylaws (*Sonali*)
  - a. **Discussion** Board members discussed how the current proposal came to be made and having the amendment not be overly restrictive
  - b. **Decision** - the Board agreed by consensus to incorporate the proposed amendment by the Bylaws Committee as additional (not replacement) wording so that the amendment would provide for disbanding a committee on request by a committee or in consultation with a committee.
5. DPC Committee - Preserving NASIG Digital Resources (*Ted*)
  - a. The committee sees the need for a policy on digital preservation of
    - i. public facing documents and resources we create
    - ii. internal documentation
    - iii. Proceedings
  - b. The committee also suggested that the Board review the role of the Archivist when originally designed focused on physical content but we no longer create physical content

**Discussion** Members noted

- This is timely as Communications has identified a few historic pages that need to be updated: <https://nasig.org/History>, <https://nasig.org/NASIG-History-Committees>. It appears that once the pandemic started these pages were no longer updated.
- The Internet Archive is a low stakes method of preserving web content

**Decision** - DPC should reach out to Communications to come up with a plan

6. Communications Committee - clarification about blog digest for NASIG-L and other board recommendations from previous meeting (Treaasa).

**Discussion & Decision**

- a. Treaasa showed the page that CC has created on nasig.org (not yet live). Board members were in agreement with the content with one suggestion that it be made explicit that members can post issues questions etc. directly to nasig-l and there is no need to route these through the communications committee.
- b. The digest should include the titles of all the month's blog posts plus a short, perhaps 1 sentence blurb summarizing content.

7. Treasurer's Report

- a. Digitization of NASIG Treasurer Documents.

**Discussion & Decision**

Board members discussed and agreed that

- i. Black and White digitization is okay
- ii. The originals can be destroyed once digitized

- b. NASIG Credit Card

**Discussion** Board members discussed the available options to switch from Chase (which requires an individual personal guarantor)

- i. Shannon will compile our regular monthly expenses, and annual expenses, and credit card bill averages each month and what would be a good balance to keep in the checking account
- ii. We should establish thresholds of what we keep in checking, savings, and investment

**Action item:** Shannon will circulate expenses and threshold proposals by email to the Board.

- c. Tax returns - Shannon advised that
  - i. We have moved to Quickbooks online.
  - ii. Good progress is being made on the 2020 and 2021 taxes since we have hired the new accountant.

- d. The SurveyMonkey account will expire in September. Do we need a data migration plan?

**i. Discussion** Members raised the following questions-

1. Will we need any more than the raw data?
2. We need to know how big the data is and how much time it will take to export it?
3. If it is feasible we can store on nasiginternal.info drive and check with the archivist.
4. There should never be any personally identifiable data included.

5. Should we set a time limit e.g. we probably need no more than 5 years of conference evaluation data

**Decision**

- We will not need anything other than the raw data
- Shannon will check on the other questions and bring the matter back to the Board
- Liaisons should touch base with their committees and let them know that from September survey monkey will no longer be available and Google Forms will be preferred
- Queries etc. should be directed to [treasurer@nasig.org](mailto:treasurer@nasig.org). When necessary Shannon will pass along to the E&A Committee

- e. Strategic Affiliates
    - i. Determining the best committee liaisons for certain organizations:
      1. IFLA nominations for Health & Biosciences, and Serials & Other Continuing Resources have been made.
      2. There are 2 possible paths for other strategic affiliates. Members should review the document provided by Shannon and discuss it for the next meeting.
8. Treasurer's report
    - a. We are still getting conference sponsors. 2 new sponsors this year are JOVE and LYRASIS.
  9. Conference
    - a. Mary Ann reported that we have 44 registrations to date and a preliminary schedule has been added to the conference webpage.
    - b. Willa suggested that we send out conference reminders every 2 weeks - Treasa will pass on this information to CC/Steve Oberg
    - c. E&I met for the first time this year. For the Vision Panel that E&I usually organizes, Moon will liaise with PPC to see if it has been scheduled.
  10. Secretary's report: The Board reviewed membership numbers relative to conference plans

**Discussion** - Board members discussed how we might adjust our in person conferences and concluded that we should revisit this after the Pittsburgh conference.

11. President Dana called the meeting to a close at 2:29 pm