

NASIG Board Meeting Agenda
May 22, 2022 | 9 am - 3:30pm

Executive Board:

Vice President/President-Elect: Courtney McAllister 2020/2022

Past President: Ted Westervelt, 2022

Secretary: Willa Tavernier, 2021/24

Treasurer: Shannon Keller, 2022/24

Members at Large:

Mary Ann Jones, 2020/23

Treasa Bane, 2021/24

Moon Kim, 2021/24

Sonali Sugrim, 2022/23

Ilda Cardenas, 2022/25

Xiaoyan Song, 2022/2025

Ex Officio

Steve Oberg, *Social Media & Marketing Coordinator*

(Post currently vacant) (*Newsletter Editor*)

Apologies

President: Dana Sinclair, 2022/23

Steve Oberg, *Social Media & Marketing Coordinator* (*morning session*)

Guests

Paul Moeller, Incoming Vice President/President-Elect

Nicole Ameduri - Incoming Treasurer

Sara Denis

Jen Zuccaro

Matt Ragucci

9 am

1.0 Welcome (*Courney*)

2.0 Board decisions by email (*Willa*)

- There were no Board decisions by email since our meeting of May 9

3.0 Conference updates -

- CPC Update - there were no updates from CPC
- PPC Update (Sarah Dennis, Jenn Zuccarro)

- 3.0.1 With the virtual conference being separate planning was much easier
- 3.0.2 Workshops being part of the conference allowed PPC to be more selective with 1 hour seminars
- 3.0.3 We tried to be a lot more pro-active with getting information out. So there has been a lot fewer questions and less confusion.
- 3.0.4 Future plans for PPC - meet with people more often
- 3.0.5 Question: Should the second vision panel be rebranded as a DEI panel or should we make this part of the virtual conference rather than a second vision session at the in-person.
- 3.0.6 One area of concern is seeing how the student spotlight sessions go.

Discussion

- Willa noted that from the point of view of both a board member and speaker this year went much smoother than Baltimore while recognizing that Baltimore was the first conference after the pandemic and hybrid.
- Shannon noted that PPC did an excellent job with recruiting workshop speakers
- Courtney queried whether it would be beneficial to combine the student spotlight call to the general lightning session call. The PPC Co-chairs responded that
 - 3.0.1 Maybe sending them at the same time would work
 - 3.0.2 If we have them as one session instead of 2 instances we will have to figure out how many we can have, and adjust the time of each presentation

10:30-10:45 am Break

4.0 Treasurer's Report (Shannon)

- We will have a shortfall for the estimated hotel expenses, taking into account income (registrations, sponsorship) other costs (honorariums, awards etc); AV, F&B minimums, and room attrition costs. For room attrition we are still far under Baltimore expenses. We needed to hit 85% of 778 room nights = 661. As of May 19 we were at 455.
- Nicole, Paul, and Shannon are going to Chase at lunchtime to add Nicole and Paul on the Chase account.
- NASIG has now filed all outstanding tax returns so we are up to date and in no danger of losing our 501(c)(3). Taxes had not been filed since 2019. Our new accountant Melissa from Connecticut has been great. This was no fault of the previous treasurer - previous accountants just stopped responding and it was very difficult to find an accountant willing to do the taxes for a small non-profit like NASIG. Melissa's bill is expected to be around \$6,000.

- We have now moved to Quickbooks online and it is much easier to share the accounts with Melissa - we don't have to do an export. Quickbooks online also removes a lot of work that the Treasurer has to do manually.

Questions

Have we made the donation to the AILA?

- Not as yet. Will be done shortly. Also, the speaker Dan Law has asked that the honorarium be paid to the Andy Warhol Museum not to him personally.

5.0 Future In-Person Conferences

- Spokane and beyond (Anna Creech)
 - 5.0.1 June 2-8 2024 (3-6)
 - 5.0.2 2020 Contract
 - 5.0.3 This was when we had a longer conference and had dates on both ends of the conference for the discount rate
 - 5.0.4 Room commitment is 1200 nights (pre-pandemic with an expectation that we would be growing). We have been trying to get them to adjust this since Baltimore. Told them the Baltimore pickup was 361 but they said let us wait to see until Pittsburgh.
 - 5.0.5 We may be able to adjust the room rate and reduce the commitment
 - 5.0.6 We would like to drop some nights all-together, but since they did not charge us anything to defer the conference this may be a difficult ask
 - 5.0.7 The attrition cost will be a huge hit but less than cancellation costs
 - 5.0.8 Having the conference at a loss will likely lose \$50,000 less than cancellation.
- Landscape: Members discussed the following points for selecting locations, among others
 - 5.0.1 Fiscal affordability
 - 5.0.2 Cities that recognize our non-profit status
 - 5.0.3 Locations that are compatible with values of NASIG
- 2025 plans - Members discussed several options including
 - 5.0.1 Having a virtual year
 - 5.0.2 Booking further in advance to get better room rates and F&B commitments
 - 5.0.3 Members considered whether we need a task force to determine the way forward with in-person conferences
 - 5.0.3.1 Nicole volunteered for this and added that in her view it's important to have a 2025 in person conference. Many members agreed.

- 5.0.3.2 In person conferences are also important to maintain and further develop our sponsorship relationships - vendor experience during virtual conferences is a total loss
- 5.0.3.3 We should try to reduce conference costs and remember that not everyone is funded the same way and for paraprofessionals especially. Treasa noted that if she were to attend in person this year, even with the increased professional development budget at her new institution, NASIG would take up $\frac{3}{4}$ of her professional development budget.
- 5.0.3.4 it also gives the committees more time to sort out logistics if we're spacing the conferences out on a 2-year cycle (in-person and virtual)
- 5.0.3.5 We should talk to other conferences
- Members also noted that the conference field is more crowded - Repository, Digital Libraries, CORE, EFS, there's another NASIG
- Members again expressed the desire to deepen relationships with ALA Ethnic Affiliates, and smaller local conferences

Decision

We are tasking Site Selection (Conference Co-ordinator, President, VP) to look into these issues with the goal of an in-person 2025 and to loop in Nicole and Mary Ann as well with the following focus and report to the Board's November meeting

- 5.0.1 Places where we are tax exempt or lower their costs by that amount
- 5.0.2 Going beyond the California travel ban
- 5.0.3 Looking outside of the US to Canada and the US Caribbean territories
- 5.0.4 Ways to lower the cost of the conference registration
 - 5.0.4.1 Places that have i-schools that we can partner with
 - 5.0.4.2 Lowering F&B/other options for sponsors (meal breaks, reception noting that Some states have conflict laws and those at publicly funded institutions may self-opt out for vendor sponsored receptions/lunches/etc.)
- 5.0.5 Places that are diverse
- 5.0.6 Places that are accessible
- 5.0.7 Look at any recommendations from Marketing Task Force and Strategic Affiliates Board Sub-Committee

Action item - Willa to add check-ins for the Site Selection Committee on the Board agenda for August through October

If we are moving toward a cadence of in-person and virtual in the same year, this will happen in spring and fall - NASIG Autumn and NASIG Annual

6.0 Updated charge for Mentoring & Student Outreach (*Ted*)

- Proposal to update the Committee goals to include new librarians in the mentoring program.

Charge:

- 6.0.1 The Mentoring and Student Outreach Committee strives to foster strong relationships with library and information science programs and recruit and mentor the next generation of information professionals, as well as promoting the organization to the profession as a whole.

Committee goals:

- 6.0.2 Recruit and mentor new members to NASIG
- 6.0.3 Promote NASIG's awards, particularly the Student grants
- 6.0.4 Highlight membership benefits
- 6.0.5 Partner on Continuing Education opportunities offered by library and information science programs
- 6.0.6 Manage the Student and **New Librarian** Mentoring Program
- 6.0.7 Help make conference attendees feel more at ease
- 6.0.8 Create networking opportunities
- 6.0.9 Maintain list of ambassadors who follow a set of guidelines to facilitate relationships with library and information science program, and serve as liaisons to those ambassadors
- 6.0.10 Match first time conference attendees with mentors
- 6.0.11 In consultation with CPC, plan the First-Timers reception to take place at the beginning of the annual conference
- 6.0.12 In collaboration with PPC, review and select Student Snapshot sessions for the conference and work with presenters leading up to the conference

Discussion

Members discussed using more inclusive language than “librarians” to make it clear that we want to include people who may not have the words “librarian” in the title or works in

areas other than libraries e.g. members who work in vendor organizations. Members agreed that the committee should use the verbiage “information professionals” throughout the charge and goals.

Motion

Ted made the motion to update the Charge and Shannon seconded.

Further discussion

Willa queried whether the motion as made included the updated verbiage. Ted responded that it does noting that this only appears once in the goals

Vote

There were 8 voting members (Willa, Courtney, Mary Ann, Ilda, Ted, Shannon, Moon Treasa present at the vote). All 8 votes were in favor, none opposed, none abstained
The vote passed unanimously.

- 7.0 Secretary’s Report (*Willa*) Secretary's Report 2022-23
- **Action item - Cross reference conference attendee list with committee volunteer list and organize an informal meetup during breakfast Thursday**
 - **Committee breakfast should be added back to the Spokane agenda**
 - **Willa and Courtney should revamp the master calendar and think about who should have responsibility for sustaining it**
 - **We should pass on the following ideas to the Membership committee from Strategic Direction #2**
 - 7.0.1 Create a formal sharing platform that would allow members to share their work.
This is in process with NASIG Internal and we are also investigating how to leverage WildApricot for this.
 - 7.0.2 Utilize NASIG communication channels to have conversations with each other
We have sent out a reminder to nasig-l and revamped the website information for this.
 - 7. ○. 3 Revitalize NASIG pen pals to match members not working on a committee, and outside of the conference mentoring program in an effort to share interests and network.
 - 7.0.4 Work with Steve and Shannon to create dashboard

12:00 -2:00 Lunch

Shannon re-convened the meeting at 2:15 pm

- 8.0 Members agreed that the Post-conference board meeting should be moved to Zoom
- 9.0 Review of NASIG Committees (*Willa*)
 - How might we (a) give committees more guidance? (b) Have committees tie work to strategic plan?

Discussion

The following points and suggestions were discussed

- 9.0.1 Having a set meeting during the year where the Board focuses on committees/committee reports and gives them direction via Chairs/Liaisons
- 9.0.2 May depend on the personality of the Committee chairs
- 9.0.3 Knowledge management will help
- 9.0.4 Remembering NASIG is an all volunteer organization
- 9.0.5 One of the things that tied committees year to year was committee meetings on site and on-site chair orientation. We do not need to insist on this but we do need to find a substitute. There are committees that don't ever meet. There are committees that meet monthly. Some meet weekly.
- 9.0.6 Provide a checklist to get started.
- 9.0.7 Some committees work asynchronously - it varies based on the work the committee is doing. Providing more structure for getting started would help.
- 9.0.8 Also provide guidance on "if I don't know how to do something who do I ask?" This already exists in the new Google Workspace and the committee chairs orientation document. We need an introduction to Google Workspace session for all committee members not just committee chairs.
- 9.0.9 Greater clarity between the role of the Board Liaison vs Committee chairs has become blurred. Liaison is the conduit between the committee and the Board, but sometimes the Board Liaison takes a more active role on the committee that should be the role of a chair or co-chair
- 9.0.10 Many things that are within the purview of the chairs and co-chairs come to the Board as questions. Board Liaisons can make this clear to chairs and co-chairs
- 9.0.11 A checklist and more structure and support is needed, something supplementing in person committee meetings. communications very recently received questions from the membership committee we didn't know how to answer e.g. policy on lapsed members and deactivation.
- 9.0.12 We need to make it clear that only needs to come to the Board if it involves money, or goes outside of their charge, or contravenes the

Bylaws. If there is nothing in the Bylaws or existing policy the committee can decide

9.0.13 Can we also consider an orientation for new board members? For example, responsibilities, meetings expectation, and relationship with liaison committees?

9.0.13.1 This is done at the Post-conference Board Meeting

10.0 Marketing Task Force Report - (*Nicole Ameduri & Matthew Ragucci*)

- The Marketing Task Force Report was well received. The Task Force created a brand positioning document rather than a marketing plan as this was a necessary preliminary step. Board members were unanimously in favor of the positioning document.
- The next steps are to create a marketing plan, and solicit feedback from members for quotes to be used in recruiting.
- The initial term for the task force was 1 year. Board members had no objection to amending the term for 1 more year but can disband before - to let the Board know if new members or other shifts are needed.

11.0 Discussion of the future of the Newsletter

- The Marketing Task force recommended that the newsletter be restarted as it serves an irreplaceable communication and archival function.
- MaryAnn volunteered to be the Newsletter Editor
- The first edition should go out in September, ahead of NASIG Autumn

12.0 Any other Business

- Shannon advised that the donation has now been made to the American Indian Library Association..

Shannon adjourned the meeting at 3:25 pm.