

NASIG Board Conference Call Minutes
May 27, 2020

Executive Board:

Kristen Wilson, *President*
Betsy Appleton, *Vice President/President-Elect*
Beth Ashmore, *Secretary*
Jessica Ireland, *Treasurer*
Cris Ferguson, *Treasurer-in-Training*

Members at Large:

Keondra Bailey
Michael Fernandez
Shannon Keller
Lisa Martincik
Marsha Seamans
Steve Shadle

Eugenia Beh, *Ex Officio*
Chris Bullock, *Ex Officio*
Lori Duggan, *Ex Officio*

Guests: Lisa Barricella (*CPC*), Katy Divittorio (*incoming member at large*), Adele Fitzgerald (*CEC*), Mary Ann Jones (*incoming member at large*), Megan Kilb (*PPC*), Courtney McAllister, (*incoming member at large*), Jennifer Pate (*CEC*), Wendy Robertson (*PPC*), Sion Romaine (*CPC*), Ted Westervelt (*incoming VP/President-elect*)

Regrets:

Angela Dresselhaus, *Past President*

1.0 Welcome

The meeting was called to order at 3:00 pm Eastern.

2.0 Online Conference Update

Wendy Robertson reported that the first pre-recorded session for the online conference was recorded today. It may require a little editing to make sure all the sponsors are listed but that shouldn't be a problem. Most of the pre-recorded sessions have been scheduled for recording next week and the program planning committee (PPC) is working on finalizing the instructions for hosting the live sessions as well. Wendy is working on getting sign ups for hosting and providing tech support for the live session and Megan Kilb is working with vendors to sign up

for their slots in the lightning sessions as well as updating Sched to reflect the vendor line-up as they get scheduled. PPC was also able to reschedule the last session of the day on Tuesday to make room for the additional lightning session.

In the live sessions, Beth Ashmore will be running the transcription through Otter.ai and Wendy will be in the host role behind the scenes and designating co-hosts and panelists as necessary. Kristen Wilson will handle the Q&A for the vision session since she will already be introducing and doing the welcome. Wendy will share the sign up sheet for hosting and tech support duties with the Board after PPC and Continuing Education Committee (CEC) members have had a chance to sign up. We could also ask Communications to monitor other channels like Twitter for people reporting trouble. The Board discussed where to send people for tech support. Jennifer Pate offered that CEC uses a Slack channel that could have a 2020 conference sub-channel added for problems. The board discussed if there is a contingency if Zoom goes down. Our only alternative is probably to try to reschedule any sessions that are affected as it would likely be too costly to have a backup platform in place.

The Board discussed that we should have sent confirmation emails after people registered as there has been a lot of confusion about whether people are registered or not. The registration list can be uploaded to Zoom and Zoom can send out the credentials for each day as well as send out reminders 24 hours before the conference day begins.

ACTION ITEM: Mary Ann Jones, Keondra Bailey and Lisa Barricella are going to work on a registration confirmation message outside of Zoom to send to everyone who has registered to let them know when to expect the Zoom information and how to get help.

Since we are at 1,900 registered users, the board discussed upgrading to the 3,000 participant Zoom webinar plan at the rate of \$990/month. The board discussed whether the sponsoring funding can support the upgrade.

VOTE: Lisa Martincik moved to upgrade the Zoom webinar plan to 3,000 participants for \$990 for NASIG 2020 conference online. Betsy Appleton seconded. 11 votes in favor, 0 votes against, 0 abstentions

ACTION ITEM: Beth Ashmore will upgrade the Zoom webinar plan to the 3,000 participant level.

The board discussed setting a deadline for registration as well as capping registration at 2,900 with the information that anyone who can't register can view via the YouTube live stream.

ACTION ITEM: Mary Ann, Keondra, and Lisa will also work on sending out a message to listservs and the NASIG membership about the registration deadline of June 5th and the registration cap at 2,900.

3.0 Adjourn

The meeting was adjourned at 4:03 pm Eastern. Minutes submitted by: Beth Ashmore, Secretary, NASIG Executive Board.