

## NASIG Board Meeting Minutes

June 6, 2023 | 3-4 pm

<https://us02web.zoom.us/j/81331664592?pwd=d3d6Z1FaRkg4ajZRRTBwZ2J0ZHNadz09>

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

Secretary: Willa Tavernier, 2021/24

Treasurer: Shannon Keller, 2022/24

### ***Members at Large:***

Treasa Bane, 2021/24

Moon Kim, 2021/24

Xiaoyan Song, 2022/25

Heather Staines, 2023/2025

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*)

(Mary Ann Jones) (*Newsletter Editor*)

### ***Guests***

#### **Anna Creech**

Sarah Dennis - Outgoing CPC co-chair

Steve Kelley - Outgoing CPC co-chair

Jacqueline Brellenthin - CPC co-chair for Baltimore, Conference Co-ordinator in training

### **Apologies**

Ilda Cardenas, 2022/25

Past President: Dana Sinclair, 2023/24

### **12:30 pm**

#### 1.0 Welcome (*Courtney*)

- Courtney called the meeting to order at 3:01 pm and noted that this meeting normally takes place immediately at the end of the conference in person.
- All in attendance introduced themselves

#### 2.0 Conference recap (*Courtney-PPC/Mary-Ann-CPC/Anna*)

- PPC Sarah Dennis -

- 2.0.1 Jenn Zuccaro and Michelle Welch will be co-chair for next year. PPC wants to work with Mentoring Committee to align calls for workshops, encourage students to submit posters. For the awards PPC wants to confirm who would be required to present at the opening session and to open up the snapshot session to new award winners.
- 2.0.2 Powerpoint did not go well for snapshots or vendors. We may need to have an earlier deadline for submission of presentations for these sessions. We also need to ask presenters to provide flash drives.
- 2.0.3 1 poster presenter dropped out the day before NASIG but other than that the sessions and workshops went well.
- What went well
  - 2.0.1 Workshops being included in the conference for no additional cost generated positive responses during the conference; Anna noted that first timers she spoke to all cited the inclusion of the workshops as reasons for attending NASIG this year. Other members noted similar responses during conversations.
- CPC - Steve Kelley.
  - 2.0.1 Multiple budget streams with some being handled by Conference Co-ordinator needs better co-ordination.
  - 2.0.2 It would be beneficial if communications went better. Mary-Ann did a fine job as liaison however, we had zero support from the board. Were not invited to a board meeting, were not asked for a single report, nor invited to post conference board meeting. We felt that we were operating on our own in a vacuum. Did not get the roster or know who co-chair was until September/told by Mary Ann. CPC does not need hand holding but a little attention and quarterly attendance at board meetings. In the past the liaisons to CPC and PPC were President Elect, President, Past-President.
  - 2.0.3 Courtney suggested that the Treasurer can be co-liaison as this can help with the budgetary pieces. Chris Burris has accepted the liaison assignment and as the most recent CPC co-chair his expertise would be helpful. Shannon stated that in the final months leading up to the conference it almost feels like the Treasurer should be ex-officio on CPC. Courtney suggested that we move the discussion to email to make a decision on the liaison assignment for CPC.
  - 2.0.4 Chris added that a direct channel to the Board through regular meetings to keep everyone on the same page and give CPC the support that it needs in order to do its work, would be very helpful as the Conference is NASIG's bread and butter, and it will take a lot to get a conference up and running for a year from now.

- 2.0.5 The Board thanked Steve and Chris for leading CPC to a successful conference and complimented their professionalism as none of these issues were apparent at the conference.
- Anna spoke about conference locations and that Pittsburgh seems to be a great city to have the conference in but the hotel is not the most appropriate. The different conference activities were a little spread out. The exhibit hall is too far removed from the conference level. This is something that we should be thinking about more as we go forward.
- MaryAnn noted that accessibility was a real problem at that hotel. There were areas where stairs were the only navigation option.
- Steve Oberg added that it is important to continue having the SMC ex-officio on CPC and PPC, and now on VCC.
- 3.0 Expectations for new Board members (*Willa*)
  - Meetings
    - 3.0.1 Meeting scheduling-
      - 3.0.1.1 We will meet on the 2nd Monday of each month from 12:30-2pm EST
      - 3.0.1.2 Invitations will be sent to VCC for July through September meetings
      - 3.0.1.3 Invitations will be sent to CPC Quarterly
    - Liaison assignments
      - 3.0.1 Knowledge Management - <https://sites.google.com/nasiginternal.info/nasig-internal/committee-chairs> we don't want individual ownership of any documents. We need committees to move documents from 2020 forward into the new shared drive.
      - 3.0.2 Reports - We'd like to remind committees to follow the reporting schedule and note that only 2 reports are needed annually instead of 3
    - Conference attendance
- 4.0 Updates from Treasurer (*Shannon*)
  - Treasurer Shared Drive Update
  - Conference Expenses
  - Shannon congratulated Courtney on taking on a lot of unexpected additional duties

Courtney called the meeting to a close at 4 pm EST.