

NASIG Board Meeting Minutes

October 9, 2023 | 12:30 - 2 pm

<https://us02web.zoom.us/j/87811937763?pwd=blITOFhQanFJYnVTZ0luZDk2ODZxQT09>

[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

Members at Large:

Treasa Bane, 2021/24

Ilda Cardenas, 2022/25

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*)

Guests

Sonali Sugrim (co-chair CPC)

Karen Spence (co-chair CPC)

Apologies

(Mary Ann Jones) (*Newsletter Editor*)

Treasurer: Shannon Keller, 2022/24

Moon Kim, 2021/24

12:30 pm

1.0 Welcome & Call to Order (***Courtney***) 12:32 pm

2.0 CPC Update - Sonali Sugrim and Karen Spence

- The CPC has met once as a committee and co-chairs Karen and Sonali have met a few times. CPC has scheduled a meeting with PPC to figure out coordination needed for the next NASIG Annual. First meeting with the PPC co-chairs will be Tuesday, October 14th.

- CPC will reach out to potential opening speakers after the PPC meeting
- A meeting with the Conference co-ordinator is also planned. The co-chairs also plan to schedule a meeting with Treasurer Shannon to discuss budget and financial matters. A budget report is in progress.
- The basic webpage for the conference is up - <https://www.nasig.org/Conference>.
- CPC would like a single email for external and internal communications and will add that to the Manual. Also, CPC will add to the manual that the email will not change.
 - There were no concerns from the Board.
- NASIG Conference titles will be standardized as “Year NASIG NN Annual Conference”
- A Blog post has been drafted and is waiting for review from Mary Ann and Steve
- Volunteers for various tasks are being sought - [CPC Working Calendar](#). Jen Leffler volunteered to be Karen Spence’s back up as co-chair if needed.
- CPC has checked in with vendor liaison about sponsorships
- CPC is working to improve activities based on feedback from survey - more in future reports

3.0 PPC Update (*Paul*) [15 minutes]

- Workshops & Program - The major query is whether the board is okay with up to six workshops? The thinking behind this is to provide a quality program and attract more attendees. However, workshops come at a cost because workshop presenters are paid. There are currently 4 strong options and PPC is confident they can get 6. Steve Schadle may do a basic serials cataloging workshops that would cover two of the timeslots.

Discussion

Board members discussed the following

- We can seek sponsors for an additional cost of \$400 for presenters.
- Whether vendors also run workshops and waive the fee as a means of sponsorship. Members noted that an Alma workshop is likely to have a lot of uptake but it is not clear what the engagement of Ex Libris is with NASIG. We will have to be careful that it does not become a sales pitch - and how we would enforce that. Members decided that we should have an exploratory conversation with Nicole for her thoughts on Vendor workshops after Paul takes this back to PPC. This should be ok as all NASIG members can propose a workshop.
- If you have suggestions for a good vision speaker or workshop leader please reach out to Jenn and Michelle.
- In response to questions about concurrent sessions and the vision speakers, Paul advised that

3.○.■.1 The number of concurrent sessions not known. There are 6 slots and if there are 3 per slot this could be 18.

3.○.■.2 no decision on vision speakers yet

- Paul also raised the issue of when the call for proposals could be sent out-

3.○.■.1 Courtney stated that she is happy for them to start next Thursday as soon as the virtual conference is over.

3.○.■.2 Willa suggested that it may be better to start with opening of virtual conference

3.○.■.3 Board members agreed that PPC should start the call for proposals on Monday October 16 with the start of the virtual conference.

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Action items

- Paul should discuss vendor workshops with PPC
- If PPC gives the go-ahead the Board will have an exploratory conversation with Nicole (in her capacity as Fundraiser) about Vendor workshops or Vendor sponsored workshops.

4.0 Treasurer's Report (*Courtney*)

- President Courtney presented the [Treasurer's Report](#) which had been prepared by Shannon. This covered the account balances and recent expenses. Shannon has identified a new firm to finalize the last outstanding year of NASIG taxes and is gathering information needed for Paul to make the credit card application.

5.0 Update from Virtual Conference Committee

Courtney advised the meeting that

- Sched is Available: <https://nasigautumn2023.sched.com/>
 - Registration is open
 - A message will be mid-week to remind folks to register and mention that the Keynote speaker who will be Abeni Wickham
- The current registration details are as follows
 - ~68 registrations so far including international, students etc., about evenly split between NASIG members and non-members
 - ~\$3,000 revenue. Past conferences were free
 - Post event-access will be provided via unlisted NASIG Youtube for all registrants. Not sure if it will be publicly available later.
- We have not received any virtual conference sponsors but our introductory slides usually have a list of sponsors, so it may be beneficial to include NASIG 2023 or 2024 sponsors for the in person conferences as an additional benefit
- We would like to offer a \$50 gift card incentive for VC post-event survey - no objections,

Discussion

- Regarding sponsors
 - Nicole advised that this would not be possible as it was not part of our contracts. In addition, some vendors are explicitly prohibited from sponsoring virtual conferences so listing them as sponsors without their permission could jeopardize future sponsorships.
 - Members agreed that instead we can use this space to list our strategic affiliates. This would be a good way to make sure that institutional partners are clear of the benefits of NASIG affiliations. Cementing those relationships should be a priority. Members also agreed that employees of strategic partners/institutional partners can get the member rate for the virtual conference.

- Regarding future virtual conferences
 - We will make a decision on whether there will be a virtual conference in 2024 based on the outcome of the first NASIG Autumn. However, members noted that we don't see the need for virtual going away and we can't afford hybrid and it is more affordable for both the organization and members. We-will need follow up conversations

- Members' Forum -
 - Board members had no objection to non-member conference attendees being present at the Member's Forum
 - 5.○.■.1 If there is a vote we will defer to after the meeting
 - 5.○.■.2 Ilda will be Parliamentarian
 - <https://us02web.zoom.us/j/82858050560?pwd=N3lnR2xqOVIZR2lQZGd1Zm9SalVndz09>

Action items

- Willa will look for minutes of prior approval of \$50 gift card for post-event surveys
- Pre-recorded presenters - Willa to create a folder for speakers to upload
- Opening slides to highlight strategic partners
 - 5.○.■.1 Willa to check MoUs to see if they are all up to date to make sure nothing has lapsed
 - 5.○.■.2 Willa to reach out to Shannon for list of institutional members

6.0 Awards Language

- Agree on verbiage and timing of announcement
- Verbiage - shorter version preferred

Discussion

Members had various sentiments as described below

- Transparency is a priority for our membership which would favor the longer draft.
- We need to be mindful of our sponsors and Nicole knows them best so would defer to her.
- The best place to address this in detail for membership will be during the financial reporting during the member's Forum
- We don't want to over promise so the shorter draft may be better. We would really like to bring back the First Timer's award.
- We may want to internally prioritize the awards to seek sponsorship for/bring back
- Stewardship & sustainability should be emphasized during the Member's Forum
- We should not update the awards page just yet as we will be seeking sponsors for more awards
- Timing & messaging?
 - Early 2024
- Members were in agreement that we should look for other ways to recognize the membership besides financial awards.

Decision

We will use the shorter version with a view to distribution when we know what the position is in January 2024.

Action items

All Board members should review the shortened version

E & A will contact Kurt Blythe for NASIG "Doings" as a way to recognize the membership besides financial awards.

7.0 Question from CEC regarding Zoom recordings

Xioyan advised the meeting that

- Regarding the webinar recordings on zoom and limited zoom space, all recordings are migrated to Youtube before sharing with attendees. So there is no need to keep them in zoom.
- We need input from the Board on when to remove zoom recordings
- CEC has an update on the INVEST Webinar

Discussion

CEC moves recordings to YouTube and is happy to delete these as soon as they are archived. CEC will touch base with the Digital Preservation Committee to see if there are any concerns from that end.

- Board members are happy for CEC to decide as to what makes the most sense for them
- Digital preservation and a Communications Committee subgroup will probably touch on this at some point in the near future. The Communications Committee just started discussing digital preservation of NASIG content
- We can move Board meeting recordings to NASIG internal
- INVEST Webinar went really well and CEC will be sending out a feedback form

8.0 Vote on Reimbursement Policy (*Moon, Shannon*) - this item was tabled for the next meeting

9.0 Develop a cohesive statement on Diversity, Equity, and Inclusion (DEI) to serve as an organizational-level support document for committees' E&I efforts (*Action item for the Board from the July minutes*) - this item was tabled for the next meeting

10.0 Secretary's Matters
None

11.0 Any other Business
○ None

The meeting was adjourned at 1:58 pm