

NASIG Board Meeting Minutes
May 9, 2023 | 1:00 - 2:30 pm

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
Moon Kim, 2021/24
Sonali Sugrim, 2022/23
Xiaoyan Song, 2022/2025

Ex Officio

(Post currently vacant) (*Newsletter Editor*)

Guests

Anna Creech

Apologies

President: Dana Sinclair, 2022/23
Tresa Bane, 2021/24
Steve Oberg, (*Social Media & Marketing Coordinator*)
Ilda Cardenas, 2022/25

1. Welcome (*VP Courtney*) convened the meeting at 1:04 pm
2. Minutes & Board decisions by email (*Secretary*)
3. Call for Volunteers/Committees update (*Courtney*)
 - a. Steve sent out the call and we have a great response to the call
 - b. Courtney is organizing assignments
 - c. Willa and Courtney will meet on Friday

Discussion

Xiuyan advised that the current co-chair of CEC Amy Carlson is interested in continuing to serve as a regular member for Continuing Ed. Her co-chair term ends 2023. Courtney undertook to check term limits, noting that Amy is also on the virtual conference committee. Courtney will check in on her to make sure she is comfortable

with serving on 2 committees. Ted noted that usually service as a chair is a reason for extension, and Courtney agreed that it's always good for institutional memory for a former chair to stay on a committee. While we have had a good response we don't have more volunteers than spots so we can recruit for the committee. Ted added that if we shift to the new Google Workspace this coming year, institutional memory on the committee will be a good idea. Xioyan added that in CEC some documents are owned by individuals so it has been time consuming to create copies to be able to move them over to the new Google Workspace.

4. Conference updates (*Anna, Mary Ann, Courtney*)
 - a. Discord update and circulation to Board members, CPC & PPC-
 - i. Anna advised that the Discord setup is in process and invitations will be sent out shortly
 - ii. A/V
 1. A/V is lower than Baltimore
 2. We are asking Speakers who are in concurrent sessions not in the main ballroom are asked to bring their own laptops so we are not renting laptops except for the complicated ballroom setup
 3. We are not doing any streaming or recording (The Vision Speaker requested that they not be recorded or streamed).
 - iii. Signing of award certificates
 1. Courtney notes that Dana should be available to sign electronically as they had a meeting earlier today
 - iv. Room block commitment
 1. Anna - We need 171 nights to be filled but that is still lower than Baltimore unfilled nights. We recently identified 19 rooms that had not been accounted for that have now been included.
 - v. F&B and
 1. Mary Ann advised that Steve Kelly (CPC co-chair) finished the F&B list and we have met our commitment. We added a bartender for the opening reception (cash bar).

Discussion

Shannon asked whether Discord should be used for internal communication in lieu of sharing all cell phone numbers, and Courtney confirmed this, adding that she has been working with Maria and CPC to get admin rights for the Discord server and rebuild it for our purposes this year. Attendees will not be using it, it is for internal communication, troubleshooting etc. Access links for Board, PPC, CPC and outline of how to use it should be available by early next week.

- b. Land acknowledgement statement

- i. Mary Ann advised that CPC is working on that. Last year we tried a statement that was broader so we would not have to update it significantly each year. She queried whether a donation is being made this year. Ted stated that he is in favor of the donation. Last year's land acknowledgement prompted highly positive feedback. Willa advised that the donation is on the agenda for the pre-conference Board meeting scheduled for 5/22 but it would be better to discuss now. The American Indian Library Association - AILA was the recipient last year's donation
- ii. Moon noted that the donation was \$500 toward the AILA library school fund and that last year she asked that it be budgeted each year so it should have been. Mary-Ann noted that this may already be in the CPC budget, and Shannon noted that it is included in the Treasurer's spreadsheet of annual expenditure, so there should have been a resolution for this to be a standing line item
- iii. Moon requested that we clarify who should make the request, and Shannon advised that the Treasurer can do it. Mary Ann undertook to make sure that CPC adds it to the manual so that it gets into the CPC budget every year. Moon will let E&I know that they don't need to request it but can reach out to CPC for annual confirmation.

Action item

Willa - will check for resolution and if not we can make the resolution at the pre-conference board meeting.

- c. Follow up on session shepherd question/assignments: (Courtney)
 - i. These persons check on tech working, Code of Conduct, presenters are on time. Last year CPC had to take on too much of this but this year PPC has all but 1 session covered.
 - ii. The Electronic serials cataloging workshop needs a shepherd.
 - 1. Shannon volunteered as she was already attending
 - iii. Courtney has created a spreadsheet of all administrative roles that need a backup in addition to Dana's duties (as Dana will not be attending).
 - 1. **Action item** - All members to review and identify any gaps or provide any suggestions.
 - iv. Next year's CPC co-chairs should give the talk about Spokane.
 - v. Willa requested the conference attendee list to cross-reference with volunteers so we can organize an informal meetup.
- d. Vendor emails to conference attendees (Courtney) We don't have an opt-in/opt-out for registrants and one of the benefits of Tier 1 sponsorship is

access to the attendee list. Nicole noted that one vendor has asked to send a blast email.

- i. MaryAnn stated that this should be allowed as this has been done in the past
- ii. Willa added that this is fairly standard for conferences, and attendees can just delete if they are not interested.

Action item

Mary Ann will pull the attendee list from Wild Apricot email attendee list to Courtney and Willa

5. Expanding Mentoring program (*Ted Westervelt*)
 - a. Committee wants to expand scope beyond LIS students to early career professionals

Discussion

Yan, Shannon and MaryAnn noted their support. Willa added support and noted that the charge, goals etc need to be updated. Courtney added that after graduating is very much a limbo phase and this expansion makes very good sense. There were no objections from other Board members

Action item

Ted will ask the committee to revise and send back to the board for a resolution and approval at the pre-conference board meeting.

6. Strategic Plan Review - Willa noted that this was an item requested at the last meeting, but suggested that we do this at a point when the new board is in place e.g. at one of the conference board meetings.

Discussion

Ted & Mary Ann both agreed that the board who will implement it going forward should have input. There were no objections to tabling this for one of the conference board meetings.

Ted was excused from the remainder of the meeting as he needed to attend another meeting.

7. Treasurer's Report (*Shannon*)
 - a. Both Nicole and Paul incoming Treasurer in Training and incoming VP live near to a US Bank branch and can apply for the new credit card
 - b. Both Shannon and Courtney have debit cards and will both be onsite and can do reimbursements as needed
 - c. Recognition gifts are being purchased

- d. Sponsors
 - i. Health Affairs increased their sponsorship to Tier 2
 - ii. We have exceeded the amount raised for the 2022 conference
 - e. The tax deadline for non-profits is May 15 and we expect to efile before the deadline.
8. Virtual Conference Registration Fees (*Mary Ann*)
- a. We need to relook the planned virtual conference registration fees as the content provided in the virtual conference is very useful and we should not devalue this. We may not be valuing ourselves enough if we do a really inexpensive virtual conference. It should not be so cheap that people think they are not getting a good value for their money. We can look at comparable rates for virtual conferences from ER&L and Charleston. It is also an opportunity to make up some of the deficit for the annual conference but don't want to price people out of the conference.

Discussion

- Courtney - VCC has not fixed an amount yet and will be open to the board. She agreed that an increase is warranted but should be moderate as we are a non-profit and our priority should be to cover expenses. We should also have free registration for furloughed employees or those facing financial hardship.
- Members discussed the pros and cons of grant funding for a strategic overhaul
- Shannon asked when we should decide on the rate and MaryAnn responded that we need to do this asap. Courtney queried whether speakers would be free or discounted, and Xioyan asked whether there would be differentiated rates for members, non-members, students, groups etc.
- MaryAnn advised that we should have differentiated rates, and Anna added that it is possible to offer free registration for speakers since the overhead of a virtual conference isn't the same as in-person, where we can't offer free registration for speakers because of food and a/v costs - there are no food costs for virtual, and tech is relatively inexpensive.
- Members discussed possible differential rates.

Motion

Willa moved that the rates for the virtual conference be set at \$120 for members and \$170 for non members, amended to include that we retain the other discounted groups with those rates to be decided at a follow up meeting.

Moon - seconded the motion subject to retaining the other discounted groups (furloughed employees etc.) with those rates to be decided at a follow up meeting.

Vote

The motion passed with 7 votes in favor, no abstentions, and none opposed.

Action item

Willa - will add this item to the agenda for a meeting when the new board is constituted, to decide other differentiated rates

9. Social Media Coordinator appointment terms (*Courtney/Steve*) - documentation his term ends with this year but he thought he had another year to serve with Matt Ragucci shadowing him as SMC in training for the coming year. Can we extend by a year to facilitate that overlap. Members agreed by consensus to extend Steve's term by 1 year
10. Secretary's report
 - a. Committee Reports
 - i. A&R report (did not come in time for Mid-Year reports review)
 - ii. E&A Mid-Year Report
 - b. Expectations for new board members

Discussion

1. Members had no objection to having orientation for Committee Chairs as part of the June 2023 Board meeting if the rosters are finalized in time
2. Expectations (not requirements) for committee members/chair for attending in person conference are for:
 - a. Board members
 - b. CPC
 - c. PPC
3. Committees with business at the conference
 - a. (A&R Chair)
 - b. Proceedings Editors
4. Mary-Ann added that with freedom of travel post-pandemic we should emphasize this expectation more.
5. Shannon - Proceedings get a stipend but she has not heard from them.

Action items

- **Moon will reach out to Proceedings Editors**
- **Willa will send out a Poll for all board members to set the meeting time for 2023-2024**

Courtney adjourned the meeting at 2:31 pm