North American Serials Interest Group

NASIG Newsletter

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Executive Board Minutes

June 2010 Meeting

Carol Ann Borchert, NASIG Secretary

Date: June 3, 2010
Place: Rancho Las Palmas Hotel, Palm Springs, California

Attending:
Rick Anderson, President
Katy Ginanni, Vice-President/President-Elect
Jill Emery, Past President
Carol Ann Borchert, Secretary
Peter Whiting, Treasurer
Lisa Blackwell, Treasurer-Elect

Members At-Large:
Bob Boissy
Patrick Carr
Steve Kelley
Christine Stamison
Virginia Taffurelli
Sarah George Wessel

Ex Officio:
Kathryn Wesley

Guests:
Anne Mitchell and Morag Boyd, *PPC co-chairs*
Cory Tucker and Mike Markwith, *CPC co-chairs*
Joyce Tenney, *Site Selection*
Steve Shadle, incoming Vice President
Clint Chamberlain, incoming member-at-large
Buddy Pennington, incoming member-at-large
Jenni Wilson, incoming member-at-large
Angela Dresselhaus, incoming *ex-officio*

1.0 Welcome (Anderson)

The meeting was called to order at 8:07 a.m.

2.0 Secretary's Report (Borchert)

2.1 Approval of May 12, 2010 Minutes

Taffurelli made a motion to approve the May 12 conference call minutes. Blackwell seconded. All voted in favor.

2.2 Approval of Board Activity Report Since the May Conference Call

Anderson made a motion to approve the following Board Activity Report for addition to the current minutes. Kelley seconded. All voted in favor.

5/10 **VOTE:** Anderson made a motion that NASIG be a sponsor for the OVGTSL (Ohio Valley Group of Technical Services Librarians) conference in 2010. This involved a mention of NASIG in the program, brochures for attendee packets and display of the NASIG banner. Motion was seconded by Ginanni. 10 votes in favor, 2 abstentions.

5/10 The Board selected the following topic for the NASIG Business Meeting on June 4: Presentation of results of the ECC survey on NASIG communications followed by a brainstorming session of optimal methods of communication between NASIG and its membership.

5/10 **VOTE:** Anderson made a motion to alter Joyce Tenney's charge for Site Selection to include authority to negotiate and make arrangements for the 2013 NASIG Annual Conference facilities. Whiting seconded the motion. All members voted unanimously in favor of this motion.

5/10 The Board approved the idea of selling extra sets of the 25th Anniversary commemorative coasters. One set needs to go to the archives.

5/10 The Board agreed to continue the practice of drawing a name from the folks filling out the evaluation form to award a free registration for the 2011 conference.

5/10 The Board discussed a question from the Telecommunications Task Force about the use of Skype for committee conference calls. Because some institutions will not allow members to download additional software for security reasons, using Skype might also include the need to pay for Skype-to-landline calls. The cost of these calls is $0.021 per minute. Given the low cost, the Board encourages committees to use this option at their discretion and agreed that we can set up a NASIG ID in order to bill NASIG for the cost of these calls.

2.3 Action Items Outstanding

Following is a list of action items still outstanding as of June 3, 2010, with completed actions from previous reports listed below.

Not Done/In Progress

ACTION ITEM: Anderson will ask FDC and/or will work with the *Newsletter* editors to set up guidelines regarding sizes of ads and length of time ads will run. This should be in the form of a brochure with information and contact information for the Past-President to include when sending conference sponsorship information.

ACTION ITEM: Blackwell will work with D&*D* to put procedures in place for handling organizational memberships. She will also have them work with ECC to have the link put on the Join Now page to send interested organizations to D&D for membership processing.

ACTION ITEM: Boissy and Carr will draft a document outlining and defining organizational membership and listing the benefits. They will send this to the Board for discussion.

ACTION ITEM: Borchert and ECC will work with the Archivist on web presence and other archives issues.

ACTION ITEM: Emery will work with N&E over the course of this year to insure that the manual is complete and posted on the website. ONGOING

ACTION ITEM: Ginanni will have instructions for setting up a conference call and a note to use Skype if desired or possible to the committee chairs manual. IN PROCESS

ACTION ITEM: Ginanni will find an advertising coordinator for the *Newsletter* during 2010/2011 appointments.

ACTION ITEM: Stamison will ask A&R to submit a formal proposal outlining their suggestions for how to handle the Mexican Student Award. IN PROCESS

Completed Action Items

- All Board Liaisons will notify committee chairs that manuals will be posted publicly. If there is a compelling reason not to post a committee manual for public availability, the committee chair needs to let the Board Liaison know and the Board will discuss it.
- Carr and Boissy will work with CEC and PPR to create a proposal for better ways to promote the contributions of NASIG's membership in continuing education programs and also to share the content of these contributions with the membership as a whole.

- Ginanni will ask committee chairs to solicit committee feedback for the contingency planning session, to be sent to Borchert by May 17.
- Ginanni will find a replacement for the Web Liaison.
- Anderson will send a list to Mark by May 20th of conditions we believe are functionally permanent to which we need to adjust and for which we need to plan. This will be based on feedback from committee chairs.

2.4 Working Calendar Updates-Which Committees Did You Not Hear from?

No working calendar additions were reported.

3.0 Treasurer's Report (Blackwell/Whiting)

3.1 Overview 2010 Budget and Expenditures to Date

Whiting reported $412,526.26 in the NASIG checking account. We currently have $51,336.18 in the Charles Schwab account. Next year we will move that from the cash fund to a money market.

ACTION ITEM: Anderson will ask FDC to determine how much money we should have in the checking and savings account.

3.2 Donations Update

So far, members have donated $168. This is lower than last year and may be due to economic factors. It might help to publicize how we used donation money.

ACTION ITEM: Anderson will add it to the President's Manual to send a handwritten thank you note each year to those who donate.

ACTION ITEM: Borchert will add an item for the *Newsletter* calendar to ask the Treasurer for donation information at the end of each year to report on donations in the *Newsletter*.

6.0 Member "Demographic" Survey for Potential Sponsors (Anderson/Emery)

The purpose of this survey would be to provide information regarding a breakdown of our membership for sponsors. In other words, how many people with decision-making power are attending NASIG? We should be able to glean some information from the conference evaluations. There is also information in ArcStone that we can use to run reports. We need to poll vendors to see what information they need in order to make an informed decision regarding sponsorship, the vendor expo, or other forms of participation. We need to put together a task force with E&A and MDC representation. Emery will be on the task force; Wilson will be the head.

ACTION ITEM: Ginanni and Wilson will select members for a task force to write a proposal to poll vendors for information about what information they need in order to make an informed decision regarding sponsorship, the vendor expo, or other forms of participation. The proposal will include cost estimates and will be sent to the Board.

7.0 NASIG Historian—Archivist or ECC? (Borchert/Boissy)

The NASIG Historian will help select, upload, and maintain photos for the NASIG website. If this is set up as a wiki, other people can help tag the photos. We could add this person to ECC, and he/she would consult with the Archivist to determine what to keep. Alternatively, the Historian could work with the Archivist and consult with ECC on placement of information on the website. The Secretary could be the Board Liaison to this position as she is for the Archivist, rather than this person working under the Archivist.

ACTION ITEM: Ginanni will draft a charge and job description for the NASIG Historian, run it by the Board, and then appoint a Historian.

8.0 CPC (Wessel, Tucker, Markwith)

8.1 Final Conference Registration

There are 366 registrants for the conference, 3 of which were walk-ins, and two new pre-conference registrants. Our break-even point was 425 registrants, but we were okay because of the sponsorship money.

8.2 Conference Budget

Conference budget is on-target.

8.3 Event Planning Update

The resort has been very accommodating. There will be a looping PowerPoint presentation about sponsoring vendors before the sessions. Attendees get 15% off at the resort shops and special spa pricing, and the $100 gift card drawing for early registrants will be at the opening session.

9.0 PPC (Kelley, Mitchell, Boyd)

There has been one no-show speaker so far. This year, there was a lot of difficulty communicating with vision speakers. PPC recommends using a speaker's bureau rather than having the committee members continue to do this.

User and discussion groups were combined for the first time in the same time slot. There are no lightning talks this year in favor of a no-conflict time this year for committees. PPC will evaluate that for next year.

We are trying to limit the size of panel presentations. One idea is to have the names of all presenters at the time of the proposal, rather than having people added after the proposal is accepted. Sometimes we end up with the same speaker in several different programs. Perhaps we should allow an individual to speak in a maximum of two sessions (not including pre-conferences) as a co-presenter, but only one presentation as a solo presenter. PPC can add this to their manual. So far, there has been no feedback on the 3-person panel limit.

PPC suggests doing a call for proposals next year instead of a call for proposals or program ideas. Perhaps the first call could just be for proposals, the second call could be for proposals and ideas, and the third call could list some of the ideas in the call for proposals. This way, PPC does not have to hunt for presenters based on the ideas that were submitted.

For discussion groups, PPC suggests having folks sign up at the registration desk next year and let it be more organic and spontaneous. This takes the planning for discussion groups out of PPC's hands. The User Groups, on the other hand, often have audiovisual needs, so this should be arranged through PPC ahead of time. PPC will still make sure there is a time slot for discussion groups and will coordinate with CPC for managing that. CPC and PPC can evaluate the rooms on-site at our fall Board meeting.

PPC suggests one keynote speaker instead of three vision session speakers, and we could move the time slot for that. PPC will put a proposal together for vision sessions.

For conference publicity, PPC recommends designating a PPC person to feed information to the Publicist. Alternatively, should the Publicist be writing the copy as well as distributing it? They also need to hit social networking sites. The Board may need to revisit the Publicist position.

ACTION ITEM: Kelley and Boissy will rewrite the job description for the Publicist and bring it to the Board.

The official NASIG Facebook page was originally set up by MDC, and should be managed by NASIG.

ACTION ITEM: Ginanni will discuss the NASIG Facebook page with Mykie Howard.

The Twitter account is handled by ECC and feeds into the *Newsletter*. LinkedIn can be handed over to PPR

and should include a monthly news blast from the What's New part of the NASIG site. Should Facebook also be handled by PPR?

ACTION ITEM: Chamberlain will ask ECC to add it into their manual that they will take management of the social networking outlets for NASIG. ECC can manage the committee posting rights.

10.0 Site Selection Report (Anderson/Tenney)

2011 and 2012 contracts have been signed. We will go ahead and post the 2012 site information on the NASIG website. Because we are still able to negotiate well in this economic climate, we will go ahead and start searching for the 2013 site.

11.0 Implementing Organizational Memberships (Blackwell/Boissy)

The organizational contact will be the person who makes payment for the memberships and registration. There can be 3 full members attached to the organizational membership. Organizational members will be on the same calendar as individual members. Organizations will need to be able to change who the 3 members are mid-year if people leave or are promoted. Once the organizational membership goes live, we'll need to fix the multiple places on the NASIG website that state we only accept individual members, and we will have to add references to organizational members.

ACTION ITEM: Ginanni will ask ECC and the Web Liaison to review the website for references to individual memberships that need to be removed and to determine where references to organizational memberships need to be added.

12.0 NASIG Responsibility for Merriman Award Winner in Event of Travel Delays or Emergency Situations (Emery)

Given the recent volcanic activity and how it impacted this year's Merriman Award winner, the Board discussed how to better plan for such an emergency. A&R should recommend that the award winner use part of their stipend to purchase a temporary international phone and have the NASIG President's phone number on hand, since the President will also be at UKSG. We should know where they will be staying in case we need to contact them, and/or they should have a computer with Skype loaded on it. The President should take the NASIG credit card to UKSG in case we need to pick up additional hotel or other expenses for the award winner. It was suggested that the President and Merriman winner should be reimbursed for the additional costs they incurred as a result of their travel delays. Anderson declined for himself, since his institution had already covered his costs.

ACTION ITEM: Anderson will check with this year's Merriman Award winner to see what additional reimbursement she might need retroactively as a result of travel delays.

ACTION ITEM: Anderson and Whiting will add information to the President's and Treasurer's manual indicating that the Board may approve additional funding for the Merriman Award winner and the NASIG President to account for emergency situations.

ACTION ITEM: Anderson will ask FDC to formulate language to add to the existing reimbursement policy to include contingency funding to cover emergencies.

ACTION ITEM: Stamison will ask A&R to add it to their manual regarding the Merriman Award winner, that contingency funding will be made available in case of emergency.

Kelley made a motion to cover expenses, pending Board approval on a case by case basis, according to the reimbursement policy in cases of emergency. Whiting seconded, and all members voted in favor.

13.0 Advertising Coordinator—*Newsletter* or FDC? (Ginanni)

There will be one person on each committee to handle advertising. The FDC member will procure advertisements, and the *Newsletter* person will receive copy and add into the *Newsletter*.

ACTION ITEM: Anderson will work with FDC to get a pricing list for advertisements.

ACTION ITEM: Ginanni will appoint or select members on FDC and the *Newsletter* to work with advertisements.

14.0 CEC-PPR Proposal (Carr/Boissy)

Many Board members had not had a chance to review the proposal yet. NASIG members could be encouraged to post notice on non-NASIG presentations in the *Newsletter* and to the Publicist.

ACTION ITEM: All Board Members will review the CEC-PPR proposal and discuss.

15.0 NASIG Internships (Carr)

We could set up a NASIG internship as a project for a library science student. We could divert money from the student grant award, or encourage schools to count this as a fieldwork for credit. Ideas for projects included some of the duties for the NASIG administrative position that was never filled, creating a NASIG Guide, helping to set up an un-conference, or working on the member demographic survey. During the course of this discussion, it was noted that many programs are no longer "library schools," and this term has become outdated.

Anderson made a motion to change the name of the Library School Outreach Committee to the Student Outreach Committee. Ginanni seconded. All voted in favor.

ACTION ITEM: Ginanni will work with the Student Outreach Committee to create a formal proposal for the internship program.

16.0 *Newsletter* Moving to Open Access Model (Borchert)

The *Newsletter* would like to move to an open access model, which will help them manage layouts for the PDF version of the *Newsletter*. A question arose regarding why this was different from the *NASIG Proceedings*, since the Board had decided not to make the *Proceedings* open access at this time. The *Proceedings* are more like a book than a newsletter, and we receive funding from Taylor & Francis for them to publish the *Proceedings* on our behalf. Another question arose about advertisements. Although Utah State University has not hosted advertisements in their other OA publications, they are okay with us doing so. The PDF will be posted as a single file with advertisements embedded.

Ginanni made a motion to approve the proposal to have Utah State University publish the *NASIG Newsletter* via bepress as an open access document. Stamison seconded. All voted in favor.

17.0 Other Business (All)

The documents for the contingency planning session held on June 2 will be distributed for discussion among the Board at a later date.

ACTION ITEM: Ginanni will send a copy of the raw documentation to the outgoing Board members and all attendees of the contingency planning meeting when that information is available from Mark Lane.

ACTION ITEM: All Board members will discuss how to turn the contingency planning documentation into a public document for distribution and discussion among the NASIG membership.

Ginanni made a motion to adjourn the meeting, seconded by Boissy. All voted in favor by leaping from

their chairs and preparing to leave the room. The meeting adjourned at 12:01 p.m.

Minutes submitted by:
Carol Ann Borchert
NASIG Secretary
June 13, 2010

Minutes approved by NASIG Executive Board July 23, 2010.