

Executive Board Minutes

NASIG Board Meeting Minutes July 23, 2024

Executive Board:

Paul Moeller, President
Jaqueline Brellenthin, Vice President/President-Elect
Courtney McAllister, Past-President
Madeline Kelly, Secretary
Nicole Ameduri, Treasurer

Members at Large:

Ilda Cardenas
Xiaoyan Song
Christian Burris
Matt Jabaily
Matthew Ragucci

Ex-Officio:

Matthew Ragucci, Social Media and Marketing
Coordinator
CJ Garcia, Social Media and Marketing Coordinator in
Training

Regrets:

Heather Staines

Welcome and Call to Order (Paul)

Paul called the meeting to order at 12:32 pm EDT and facilitated introductions by all attendees.

Board Decisions By email (Madeline)

There were no email votes this month.

Treasurer's Update (Nicole)

- Account balances are currently low; Nicole stressed the need to stop discretionary spending, including use of the NASIG Fedex account.
- This year's NASIG Annual garnered the most sponsorships the conference has ever had, as well as just under \$50K in registration fees. In spite of these revenues, the next cost to NASIG was still \$87K. We will need to continue to find ways to reduce costs or increase revenues.
- Our accountant has filed an extension on NASIG's taxes while we undergo the process of registering as a charity in New York.
- One investment fund in NASIG's portfolio has been losing money. Nicole will meet with a financial advisor to discuss what other options we may have as a non-profit and bring this item to the next board call for discussion
- Nicole recommends against NASIG providing programs or services for free, given the need for new revenues.

Discussion

- Multiple committees have access to the Fedex account. Liaisons should ensure their committee(s) know not to spend any funds while account balances are so low
- Courtney, Jacqueline, and Nicole shared comparisons among recent conferences. The Spokane conference cost more than Pittsburgh but less than Baltimore, while also being a day longer–

and subject to a higher tax rate—than other recent conferences.

- Xiaoyan raised a question about speaker honoraria. Will we be able to pay speakers moving forward? Nicole confirmed that we cannot currently pay speakers, especially for webinars delivered for free. It may be possible to organize publisher-sponsored webinars.
- There was a brief discussion about the potential difficulty of securing sponsorships in 2026 after hosting a virtual conference in 2025. Can we secure sponsors for a virtual conference? Some companies won't sponsor virtual events or, if they do, only at a greatly reduced rate.
- The NASIG Treasurer email is currently unable to receive messages from Chase. Nicole will add her personal email address to the account for the time being while this issue is sorted out.

NASIG Autumn Update (Courtney)

- The call for proposals has gone out. The window is timed to capitalize on Charleston Conference decisions.
- The NASIG Autumn Conference Committee is coordinating with the Program Planning Committee. They have cleared three prospective vision speakers with the Program Planning Committee and are working on approaching the speakers.
- The committee has been discussing tools and systems, hoping to keep the event low-budget so that it can generate profit. For context, last year's NASIG Autumn made over \$13,000.
- The committee has developed a strategy for evaluating proposals and has scheduled a review meeting. In the meantime, they are working on MOUs [memorandum of understanding], coordinating with the Communications Committee, and undertaking other preliminary work.
- Courtney is co-chairing the committee with Steve Kelley. They ask that board members boost the call for proposals if possible. Speakers will receive free registration and have three options for presentation length.

Chairs Orientation Update (Madeline)

Madeline and Nicole will be co-facilitating the committee chair orientation on August 8 at 12:30pm EDT. The session will be recorded for those who cannot attend.

A board member asked whether information about the NASIG Google Drive will be shared during the orientation. The orientation will include this information, as well as a quick tour of the Drive.

New Charge for Conference Planning Committee (Christian)

Christian presented a proposed revision of the current Conference Planning Committee charge. The proposed new charge slightly expands the Conference Planning Committee role compared to what it is now. One example change includes focusing on a digital (rather than printed) conference packet and brochure.

The board asked whether the Site Selection Committee should be referenced in addition to the Conference Coordinator. Depending on the complexity of the conference site (e.g., college campus vs. hotel) the Site Selection Committee may need to be more involved. The board added some possible wording to the draft document. Christian will share the suggested change with the Conference Planning Committee and does not anticipate any objections.

The board discussed whether a vote would be necessary to authorize the revisions to the charge. Courtney shared that committees are empowered to make reasonable changes to their charges, as long as there is no impact on budget or other resource expenditure. The Conference Planning Committee changes represent a codification of practice and do not require a board vote.

Question for Board (Christian, Jacque)

Should/how often should Program Planning Committee and Conference Planning Chairs attend NASIG Board Meetings?

In the past, Program Planning Committee and Conference Planning Committee chairs have attended board meetings on a bimonthly basis (unless needed more frequently). Madeline will add the chairs starting with the September 2024 board meeting.

Mentoring and Student Outreach Request for Feedback (Matthew)

The board began by discussing the proposed Criteria for Mentee Selection and Mentor/Mentee Matching. Last year there were more mentees than mentors, which posed a stress on mentors. This year, there are 15 mentors and 40+ mentees interested.

The board encouraged the committee to send out another call for mentors, including any areas of specific need (e.g., scholarly communications) if known. Courtney suggested including verbiage specifically encouraging mid-career people to resist imposter syndrome and volunteer as mentors; mid-career members may not immediately identify as “mentors” and imposter syndrome can hamper peer-to-peer learning. Board members can also potentially reach out to individuals and encourage them to volunteer. Ideally, mentors should be members of NASIG.

The board also discussed Mentoring Program Contingency Plans. Last year, several mentor-mentee pairs dropped each other without notifying anyone. The committee learned some lessons about how to manage pairings and hopes to build on that.

The committee has begun early conversations to explore peer mentoring/networking opportunities for people who fall between mentor and mentee.

Scheduling for Fall Board Meeting (Madeline)

The board discussed the modality for the Fall Board Meeting and agreed on a virtual meeting. Late October might be best—after NASIG Autumn but before Charleston and the November holidays. Holding the meeting as two multi-hour sessions is preferred over a single, long day. Madeline will organize a Doodle poll to identify specific dates and times.

Review of NASIG Webinar Rates Policy (Paul)

Following a discussion about webinar rates at the Spokane meeting, Paul drafted this document for board discussion. Xiaoyan suggested being more definitive regarding equity and inclusion webinars, stating that they “will” be free, rather than “may” be free. The board also discussed giving committees the discretion to grant students free webinar attendance. Following the board discussion, Paul will revise the policy and share it via email.

Review the Digital Preservation Policy Proposal (Matthew)

Matthew Ragucci led the discussion in Heather’s absence. This proposal emerged from work of the Communications Committee and the Digital Preservation Task Force. The goal was to identify records that need to be preserved, divide them into categories, and prioritize them for preservation. Two major options emerged for preservation platforms: Zenodo and Merritt. Ultimately, the group proposed using Zenodo, because it meets NASIG’s needs (DOIs, versioning, etc.) and is low cost (free), while Merritt has ongoing costs and includes features that exceed our needs. The group was seeking a board endorsement to adopt Zenodo.

Records not included in the proposal include NASIG proceedings, since they are preserved elsewhere. The newsletter is listed in the proposal but may not need preservation, depending on current newsletter practices and workflows.

Courtney asked if there is any kind of licensing agreement or contract required for Zenodo. CJ shared that the only agreements are individual user agreements when setting up individual accounts.

There were no objections to moving forward with Zenodo. Matthew will let the Communications Committee know that they can move forward with the work.

Name Change for Virtual Conference Committee to NASIG Autumn Committee (Paul)

The name “Virtual Conference Committee” can be awkward, given that NASIG Annual can also be a virtual event. The board is in support of renaming the committee, “NASIG Autumn Committee.”

Review of Committees (Paul)

Paul requested that all board members reach out to their committees to make sure they have the information and access to the accounts they need to do their work. Liaisons should also ensure their committees are represented on the website. Committee chairs should be prepared to attend the committee chair orientation in August with informed questions.

Liaisons and chairs should make sure all committee members are current NASIG members. Madeline will make sure this information is included explicitly in the orientation

Website Update Policy (Matthew)

There are guidelines in place for updating NASIG website content. However, the Communications Committee is interested in making more significant, navigational changes. Does the board need to be consulted in advance?

The board agreed that being notified after the fact (and having the opportunity to give feedback) is sufficient.

The Communications Committee will also communicate with any impacted committees.

Equity and Inclusion Charge and Other Questions (Xiaoyan)

The Equity and Inclusion Committee includes entirely new members, so Xiaoyan was seeking help in locating past Equity and Inclusion documentation and arranging access for the committee.

Xiaoyan asked if we can share the Committee Google Drive with all committee members (not just chairs). Individual committee folders can be shared with committee members as needed for the work of the committee. If liaisons don't currently have access or sharing permissions, they can contact Madeline for help. We can also sort out individual permissions after the Committee Chairs Orientation, as needed.

Can we share the NASIG internal site with all committee members (not just chairs)? Madeline was unsure, since the site is described as a resource for chairs

Adjourn

Paul adjourned the meeting at 1:58 pm EDT.

Minutes submitted by:

Madeline Kelly

Secretary, NASIG Executive Board