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NACIS BOARD MEETING

3 P.M., OCTOBER 20, 1999

RADISSON FORT MAGRUDER INN & CONFERENCE CENTER

WILLIAMSBURG, VA

Attendees: Mark Harrower, Liz Nelson, Michael Peterson, Dennis McClendon, Charlie Frye,

Jim Meacham, Ren Vasiliev, Greg Chu, Sona Andrews, Chris Baruth, Pat Gilmartin,

Cindy Brewer, Jim Anderson, Gordon Kennedy, Tom Patterson, Jim Minton,

Susan Peschel, Jeremy Crampton, Paige Andrew

President Cindy Brewer called the meeting to order at 3:12 p.m.

1. Approval of Board minutes from previous Board Meeting held in Chicago.

Jim Minton passed out copies of draft minutes from the Spring Board Meeting held in Chicago. Motion: After review by those present, and minor changes noted, Ren Vasiliev moved to accept the minutes as amended, Tom Patterson seconded, unanimously approved by voice vote.

2. President's Report (Cindy Brewer)

a. Cindy announced that this would be the last Board meeting for Jim Minton as Secretary and thanked him for a job well done.

b. Web Activity

1. New lists are being mounted at the NACIS website, existing ones revised. The Student

map Contest page is done and will be mounted. It is desirable to mount abstracts to each issue of *Cartographic Perspectives*.

2. It would be great if we could use the Website to assist us in the Spring with activities

related to planning and final work leading up to the Annual Meeting.

a. Chris Baruth was re-appointed Executive Director of NACIS for another 4-year term, to run through 2002.

b. Cindy brought a gift that is to be given to Ron Bolton for his retirement and in honor of all of his years of service to NACIS. A beautiful clock with an outline of the world on its face was passed around for all to see. Cindy designated this as the "NACIS Service Award" and had the plate on it engraved with that designation.

c. Membership--Tom Patterson, Dennis McClendon, and Cindy Brewer worked very hard on recruitment activities for NACIS. These activities included a letter that went out to all new members as part of a "welcome" package and a very successful advertisement for NACIS was placed in two ESRI publications that recruited potential new members to the Society.

d. *Cartographic Perspectives* update

1. Covers are now being done based on a yearly theme, thanks go to Steven Holloway for the excellent designs
2. At the August ICA Conference in Ottawa Cindy expressed to other leaders of "sister"

organizations the desire to have fewer journals for all of the cartographic societies in

order to avoid duplication and to cut costs. She advanced the idea to Roger Wheate of the CCA of marketing/merging the three association's publications (NACIS, CCA, ??) into a package that would be published twice per year. We met, but both sides had concerns on the need to retain publications.

a. **Joint Meetings with Other Associations**

CCA and CAGIS have expressed an interest in possibly doing joint meetings with us in the future.

- b. Cindy thanked Tom Patterson for running the March 1999 Board Meeting in her absence, for doing an outstanding job of Program Planning for this meeting, for setting up the Webpage for the Student Map Contest, and other contributions this past year.

3. **Executive Director's Report** (Chris Baruth)

a. **Election Results**

Incoming Board Members: John Krieger, Jan Miersey, Donna Schenstrom, Martin Van Wyss, Jeff Baldwin (Student Member)

Officers: Jeremy Crampton (President-Elect/President), Paige Andrew (Secretary),

Sona Andrews (Treasurer), Cynthia Brewer (Past President), Jim Patterson (President)

Continuing Board Members: Ren Vasiliev, Charlie Frye, Dennis McClendon, Gordon Kennedy

Board Members Leaving: Jim Meacham, Liz Nelson, Jeremy Crampton, Mark Harrower, Greg Chu

b. **Report on NACIS XIX**

70 first-time attendees!

159 registered as of this Board Meeting

facilities will be more than adequate for the Meeting

Labs are set for Saturday workshops, bus transportation has been arranged

c. **Membership Levels**

1997 = 292

1998 = 298

1999 = 347

This is great news for NACIS! Many folks are using the Website to join the Society and obviously the advertisements in ESRI's publications have really helped to make NACIS more widely known as THE cartographic society to belong to!

Additionally, a good number of registrations for this Meeting have come from the Website's online registration form.

d. NACIS 2000 and 2001 Update

NACIS 2000 will be held in Knoxville, Tennessee at the Knoxville Hilton, downtown, Oct. 11-14th. Jim Minton also shared some local information such as that there will be several

cartographic agencies that we could do tours with, tours of the UT Map Collection will be arranged, along with the Geography Building and the Library.

NACIS 2001 will be held in Portland, Oregon, hotel contract has been signed, and Jim

Meacham, Gordon Kennedy and others are busy planning local arrangements and programming.

4. Vice-President's Report (Tom Patterson)

Tom reported on the variety of duties and steps that he went through to get the Programs in place for this Annual Meeting over the past six months. The "Call for Papers" time was very stressful, up until 2 weeks before the deadline only one person had submitted a proposal. Judicious use of the telephone and email garnered an overwhelming demand over the next couple of weeks, in fact he eventually had to turn down a couple because particular programs had already been filled.

One new wrinkle that worked extremely well this year was that all abstracts were submitted electronically, making communication with the individuals very efficient and timely. On the downside, only about 25% of participants responded to his request to let him know about specific AV equipment needs.

Tom also noted that there were many problems in trying to identify a site for doing the Saturday workshops because of the need to have many networked computers in a given room. In fact, one workshop was quite overbooked, and another slightly overbooked. This led to discussion about what to do because it was too late to change workshop locations. The Board decided to announce at the Opening Session the situation so that anyone deciding to drop the workshop could do so early and be reimbursed for its cost.

Some changes to this year's programs include using three concurrent sessions on Friday instead of the usual two. Sessions are being run from 8:30-5:30, though some on Thursday will be run from

8-5. In summary: 48 papers will be given, 3 workshops given, and 60 Program participants.

5. Treasurer's Report (Sona Andrews)

After Sona handed out three budget documents she gave an overview of costs and budgets.

a. NACIS XIX Report (Projected Costs) -- bottom line is we should finish with about \$400 after

this meeting's expenses are paid out

- b. **1999 Budget -- we will finish the year in the black**
- c. **2000 Proposed Budget -- After reviewing this document it was noted by President Brewer that the line item for "Awards" was underfunded now that there are three awards given at \$500 each. Motion made by Gordon Kennedy to revise the amount from \$500 to \$1500 in the budget line for "Awards", seconded by Ren Vasiliev, the motion was carried unanimously by voice vote.**

6. **Report on *Cartographic Perspectives* (Michael Peterson and Jim Anderson)**

a. **Best Paper Contest -- The CP Editorial Board members vote on the best article from the previous year's issues, in this case issue numbers 31, 32, and 33. Award recipients will receive a monetary award and an announcement in *Cartographic Perspectives***

b. **Status of CP -- Technically we're on schedule though Number 34 will not be published until early 2000.**

c. **Year 2000 issues of CP -- Numbers 35, 36, and 37 will make up the year 2000 issues. Mark**

Monmonier will be the Guest Editor for Number 35, which will have as its theme a look at 20th century cartography.

d. **Book Reviews -- We are behind in this area. Paige Andrew announced that Joanne Perry,**

Book Review Editor, has a number of outstanding reviews and would like them turned in to her as soon as possible so that she can catch up.

e. **Other Columns -- All other columns are keeping current.**

f. **New Editor Needed -- Mike Peterson announced that this was the last year for his tenure as**

Editor of CP. A notice asking for volunteers to step forward and take on this important task for NACIS will go into the next issue of CP. The Editorial Board will also discuss this matter at their meeting on Friday.

g. **Costs -- Average cost per issue of CP is \$4000 for printing a 72-page issue, \$1000 for**

Production, and \$300 postage.

h. **Guest Editorship -- The use of Guest Editors has worked on a number of occasions in the past**

but is not always a positive outcome, depending on the individual and how well they can keep

others to tight deadlines. Issue number 33 ran into such a problem, so the "Call for Papers" will be moved forward in the publication schedule for this coming year to compensate.

i. **Questions from the Floor--**

Number of copies printed -- A question from the floor was how many copies are printed with

each issue? Answer is 600 copies.

Change mailing rates? -- Another question was posed from the floor. Would it be worthwhile to go up to 1st Class postage rate instead of continuing to use the Bulk Mail rate in order to get delivery times back on track, especially for our members outside of the U.S.? Sona Andrews suggested that this be investigated and a report given at the Spring Board meeting. Board members agreed that this was an acceptable move.

Must Board minutes be published in CP? -- Jim Minton asked if the Bylaws specify that NACIS Board minutes be published in CP and within a certain timeframe? A copy of the Bylaws could not be found to check on this, however, Chris Baruth volunteered to look into this and report back to the Board. The question was posed because so often Board minutes are not available to NACIS members for weeks or months after the fact and therefore members are not aware of decisions made that change the way NACIS operates.

6. Membership Committee Report (Tom Patterson)

a. Overall numbers -- (see the membership numbers above given in the Executive Director's Report).

b. Non-Member Presenters -- Tom worked with those Presenters during Program Planning for this Annual Meeting who were not NACIS members in terms of recruiting them to become members and will follow up at this conference.

c. Membership Recruitment -- Tom sent out mailings to approximately 40 individuals in the Washington, D.C. area over the summer to promote NACIS.

d. Student Map Contest -- Tom feels that the new Student Map Contest may have an indirect benefit in terms of membership in that more students may join NACIS either through participating in the contest or simply by going to the Website to see what the contest is about.

e. Membership Packet materials -- Sona Andrews proposed that we stop sending out a "generic"

Welcome letter, an issue of CP, and a copy of the Program from the previous Annual Meeting to new members as a "welcome" item. This has become a very labor-intensive task for the Executive Board

members, especially in that the "generic" welcome letter has to be re-worded to fit whomever it is to be mailed to (e.g. a student member vs. an associate member or a previous member renewing membership after it has lapsed).

Discussion of this idea from the floor brought other suggestions such as using a postcard instead of a letter with a tear-out membership card to keep. President Brewer and others suggested looking at the generic letter again as it was intended to be a letter that would work for all new members to NACIS and apparently has not worked out that way.

Motion: Ren Vasiliev moved that we simplify the "welcome" process by going to a true generic letter and to drop the practice of sending a conference Program. Jim Meacham seconded. After further discussion the motion was approved by voice vote. **Outcome:** President Brewer charged Tom Patterson to create a new generic letter.

f. **First Renewal Notice Process -- Currently First Renewal notices are sent to past-due members**

Via first-class mail. Sona Andrews suggested changing to sending First Renewal notices to past-due members using email since a strong majority of members do have email addresses, thus saving NACIS on postage costs relating to this part of the membership process. **Motion:** Sona moved and Ren Vasiliev seconded that the Board further explore using email instead of postal mail to send out First Renewal notices to past-due members, to be reported on at the Spring Board Meeting. Unanimously approved by voice vote.

President Brewer asked to move on to Item #10 on the Agenda, "Nominations Committee Report" because Pat Gilmartin needed to leave the meeting early. The Board approved this move.

10. **Nominations Committee Report (Patricia Gilmartin)**

Pat reported that finding candidates for the vacant positions in the previous year "was a pleasure" in that almost everyone contacted agreed to run, with the exception of the student position on the Board. In that case it is difficult to find a student who either had the time or was not so close to graduating that they would not be able to fulfill the complete term of the Board position.

Cindy Brewer, as part of her Past President's duties after the Business Meeting, will become Chair of the Nominations Committee for the upcoming year.

Due to a lack of time President Brewer asked to defer Agenda Item numbers 8 (Student Web Map Contest Committee Report), 9 (Website Committee Report), 11 (NACIS 20TH Anniversary Commemoration Discussion), 12 (NACIS 2002 Site Discussion) to the Friday Board Meeting. Board granted her request.

13. **Other Business**

None

14. **Adjournment**

Motion: To adjourn, so moved, seconded, and approved. Meeting adjourned at 5:30 p.m.

Respectfully Submitted by:

Paige Andrew

Secretary

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BUSINESS MEETING MINUTES

NORTH AMERICAN CARTOGRAPHIC INFORMATION SOCIETY

XIX ANNUAL MEETING, WILLIAMSBURG, VA

OCTOBER 21, 1999

Meeting brought to order by President Cindy Brewer at 12:50 p.m.

A. Minutes from Milwaukee Business Meeting

Donna Schenstrom moved to accept the minutes, ?? 2nd, unanimously approved by voice vote

B. Election Results (Christopher Baruth)

Incoming new Board Members: John Krieger, Jan Miersey, Donna Schenstrom, Martin Van Wyss,

Jeff Baldwin (Student Member)

Officers: Jeremy Crampton (President-Elect/President), Paige Andrew (Secretary),

Sona Andrews (Treasurer), Cynthia Brewer (Past President), Jim Patterson (President)

Continuing Board Members: Ren Vasiliev, Charlie Frye, Dennis McClendon, Gordon Kennedy

Board Members Leaving: Jim Meacham, Liz Nelson, Jeremy Crampton, Mark Harrower, Greg Chu

C. Treasurer's Report (Sona Andrews)

Sona reviewed the highlighted the following topics while going through the 1999 Treasurer Report and the 2000 Proposed Budget:

Revenue-Makers include Membership Dues and the Annual Meeting

Major Expenses include *Cartographic Perspectives* and associated expenses such as mailing costs/postage

It was moved to accept the Treasurer's Report as given, 2nd by Ren Vasiliev, unanimously approved by voice vote

D. Cartographic Perspectives Report (Mike Peterson)

CP 31 was guest edited by Trudy Suchan

CP 33 was guest edited by Patricia Gilmartin

Mike thanked Jim Anderson for all of his production skills and wizardry and helping to get the journal back on schedule.

Mike introduced all of the editors for the various columns/features in CP.

With the publication of Number 34 Mike will complete his tenure as Editor of CP, we are in need of a new Editor.

The award for the Best Article for the 1999 CP issues will be presented at the Banquet

E. Membership Report (Tom Patterson)

There are 70 first-time NACIS attendees at this meeting! They are easily identifiable by the little globe sticker found on each person's nametag. Tom reminded the rest of us to make each first-time attendee feel both welcome and comfortable.

NACIS experienced a 20% growth rate in the past year, thanks in part to an advertisement that was created and then placed in two ESRI publications (one in color, the other in black and white). In addition NACIS members did a great job of recruiting members at their institutions.

Tom thanked Cindy Brewer, NACIS President, for her great leadership this past year.

F. President's Report (Cynthia Brewer)

1. There will be several awards given at the Annual Banquet, including a new one for Best Student map on the Web and a new Service to NACIS Award
2. The NACIS Website has been up and running for nearly a year and is getting good traffic. The membership form is being used heavily, Cindy provided a list of custom cartographers that was mounted on the Website, and Jeremy Crampton is willing to accept new ideas and suggested changes/improvements
3. Cindy thanked Tom Patterson for the great job of Program Planning for the Williamsburg meeting and Jim Anderson for all of his hard work put into Local Arrangements
4. Cindy thanked the Executive Board; Chris Baruth, Susan Peschel, and Sona Andrews for once again making our Annual Meeting such an overwhelming success with all of their behind-the-scenes work. In addition Chris Baruth has accepted another 4-year appointment as the Executive Officer of NACIS.

G. Liaisons to Other Cartographic Associations and Societies Reports

Cartographic Users Advisory Council (CUAC) -- Dan Seldin introduced the purpose of CUAC and asked that any input as to the way federally-produced maps are distributed to libraries be directed to him.

Canadian Cartographic Association (CCA) -- Carolyn Weiss introduced herself and reported that the next CCA meeting will be in ?? 2000 at ???

American Association of Geographers (AAG) -- Charles Rader invited all to the next AAG meeting, to be held at ? ?? in ??? 2000

North East Map Organization (NEMO) -- Paige Andrew introduced himself as Captain NEMO and announced and welcomed NACIS members to attend the 13th Annual Meeting of the North East Map Organization, to be held at the University of Southern Maine on June 1-2, 2000.

Meeting was adjourned at 1:25 p.m.

Submitted by:

Secretary Paige Andrew

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Minutes for NACIS Board meeting 22 October 99 in Williamsburg, VA

Attendees: Frye, Kennedy, Patterson, Baruth, Peschel, Andrews Krygler, Peterson, Schenstrom, Crampton, Baldwin, McClendon, Minton (proxy secretary for Andrew)

Patterson called Board meeting to order at 3:37 p.m.

1. Approval of minutes of last Board meeting.

Minutes from the 20 October 99 Board meeting will be distributed for review and approval at the Spring Board meeting in Chicago 2000 by Secretary Paige Andrew.

2. President's Report

Patterson welcomed all new Board members (Von Weiss, Krygler, Schrenstrom, Janet ???, and Baldwin) and officers (Crampton and Andrew). Board members were introduced.

Patterson reflected on the 1999 conference indicating that he felt everything had gone smoothly and was happy with the hotel and meeting rooms. Brief discussion was held regarding concern for two Board meetings, concurrent paper sessions, and Board meeting conflicts with paper sessions. The annual Friday Board meeting could be scheduled from 5:30 until 6:30 to address this problem.

MOTION: Allow Crampton (program planner for 2000) and the local arrangements committee to suggest a time for the 2000 Friday Board meeting. Seconded, no discussion, approved.

Patterson led a discussion of registration waivers and reimbursement for workshop expenses. NACIS generally has several categories of waivers. Invited guest speakers who receive an honorarium receive waivers. There is a need however to make sure the name is submitted for registration and a name tag generated. Some Board members felt the criteria was not clearly defined.

MOTION: Allow the program chair to extend special guest invitations to a maximum of three presenters and waive their one-day registration fee. Seconded, no discussion, one nay vote, approved.

It was stated that all expenses for workshops must be approved beforehand. There are exceptions for photocopying. This can be done on site and will be covered. The question of refunds for workshops in case a registrant cannot attend or decides not to attend was discussed. Treasurer Andrews noted that NACIS policy has been to provide for full refund to registrants with legitimate reasons. NACIS officers will have already committed to meals, space, etc. and last-minute no-shows would be disruptive. Members may sell or swap their tickets to these events.

3. Executive Director's Report

Baruth reported that everything was ok and had encountered no problems with hotel, space, meals and service. Baruth reported a total of 170 registrants. One small issue over a larger projection screen did occur but was resolved. It was noted that last-minute changes in AV equipment requests can be costly. Hotels generally charge high prices for each additional piece of equipment and changes. Laser pointers and digital projectors were specially noted. Program planners should work closely with presenters to identify AV needs well in advance of the meetings. Some members noted that there needs to be adequate time between sessions to set up for presentations. If program planner knows well in advance, he/she can plan to have all needed AV equipment in the appropriate room and ready to go for each presenter. Board will review an AV assistant to help with digital projectors etc. for the 2000 meeting.

4. Treasurer's Report

Andrews stated that she doesn't have any figures on expenses for the 1999 meeting as of this Board meeting since all bills have not been received. Andrews noted that there will be a 2001 budget presented at the Spring Board meeting in Chicago.

5. CP Report

Peterson noted that a committee had selected the *Best CP Article* and the winner would be announced during the NACIS Banquet following this meeting. A letter will be sent to the recipient and a note made in a forthcoming issue of CP. Peterson indicated that a new editor will be needed to replace him next year. Peterson urged Board members to suggest names and plan to discuss at the Chicago 2000 meeting. A color issue of CP was discussed. All members approved of a color issue. Andrews noted that the Board had previously approved at least one color issue per year. The cost of a color issue would be approximately \$7500. One member suggested that certain color-required articles be "pushed" to the color issue. The middle CP would generally be the color issue. Peterson further stated that the problem of glue from the binder would be explored. Peterson also requested that lunch be provided CP Board members at their Friday meetings during the annual meeting.

MOTION: Provide the CP Editors lunch expenses for their regularly scheduled Friday meeting. Seconded, no discussion, approved.

6. Student Web Map Contest Committee Report

Frye noted that the NACIS Board had approved the establishment of the contest and he, Harrower, Patterson, and Brewer served as the committee. The process went quickly and smoothly. Committee submitted recommendations to Board via e-mail and all approved and the contest got underway in May 1999. The committee received eleven entries (only 2 of which were from NACIS members). The three judges used specific criteria and there were clear winners. Jacqueline Shinker ñ University of Oregon won \$500 for the interactive category and Nathaniel Vaughn Kelso won \$500 ñ Humbolt State University. Frye requested ideas for continuing the contest.

MOTION: To thank the committee for its great work on this project. Seconded, no discussion, approved.

7. Web Site Committee Report

Crampton started discussion with "It comes down to where we want to take it next." The committee currently consists of Crampton, Patterson, and Baruth. Crampton further elaborated on two elements of the web site: content and functionality. Content issues include biographical sketches of NACIS Board and officers, privacy issues, contents/abstracts of CP to increase readership by the community of cartographers, and indexes. Functionality issues: establish site-search capabilities (i.e., use EXCITE to look at NACIS.org, establish a site map, create real web forms, establish a check service (registration and bank related issue), and does NACIS have the "correct" IP address? The price for the site continues at \$24.95 per month and are paid through August 2000. Crampton seeks guidance and input and discussion at the Spring meeting. The site does contain an updated Small Business Panel section. Possible ideas: Establish a GeoData links page and refresh the design.

8. Spring Board Meeting Date and Place

Board members discussed alternatives. Chicago continues to be site most accessible by the NACIS Executive Director and staff (Milwaukee). McClendon offered to host meeting at his offices downtown Chicago but hotel space would be a problem. Someone questioned having the Spring meeting. Andrews

noted that many decisions re made during this meeting relating to a call for participation, program is roughly finalized, and hotel information discussed. Andrews also reminded Board members that reimbursement for travel to this meeting is \$300 for student member and up to \$200 for Board members who do not receive funding from their institutions. Patterson asked members about April 8th or 15th as a meeting date and requested that they respond within two weeks (i.e., early November).

9. NACIS 2002

Members continued discussing sites previously suggested.

MOTION: Choose Baltimore area as site for NACIS 2002 with an investigation for local arrangement support etc. Seconded, no discussion, approved. Note: Frye volunteered to download a list of members residing/working in the Baltimore area. Patterson will also request input from members at the Banquet tonight.

10. NACIS 2000 ñ 20TH Anniversary

Patterson led discussion of special events and a possible plenary session with founders, and perhaps a NACIS retrospective. Patterson will appoint a member to chair a committee to plan for these special events and explore pins and other commemorative items.

11. Nominations Discussion

Patterson requested all Board members to suggest names for Board elections and these should be forwarded to Brewer (chair of nominations).

12. New Business

Peterson mentioned that the ICA has a special project of *Maps and the Internet* and suggested that NACIS have a special program on Wednesday and Saturday as a pre-conference event. Board members were in favor of Peterson exploring this idea with Crampton and local arrangements.

A Small Business Cartography Roundtable was also suggested. Gordon Kennedy will serve as local arrangement chair for Portland 2001.

Board members: Please note: NACIS 2000 is scheduled for **KNOXVILLE!**

MOTION: To adjourn, approved. Adjournment at 6:02 p.m.