

**NACIS SPRING BOARD MEETING
SHERATON GATEWAY SUITES
CHICAGO O'HARE AIRPORT
CHICAGO, ILL.
APRIL 28, 2001**

Attending: Jeremy Crampton, James Meacham, Paige G. Andrew, Susan Peschel, Thomas Patterson, Christopher Baruth, Jenny Marie Johnson, John B. Krygier, Donna Schenstrom, Jeannine Schonta, Erik Steiner, Trudy Suchan, Alex Tait, Martin von Wyss, Scott Freunds Schuh

Not Present: Janet Mersey

President **Crampton** called the meeting to order at 9:20 a.m.

A. Approval of Minutes of Last Board Meeting

Board reviewed minutes of the October 11th and 13th, 2000. **Freunds Schuh** moved to accept these minutes with no further changes, **Schenstrom** seconded, unanimously approved.

B. President's Report (Crampton)

State of NACIS Organization: President **Crampton** gave an overview of the organization's structure and encouraged us to serve either as officers or Board members. NACIS is in a good state of affairs overall and things are running smoothly. Our most positive and visible component to the organization is our journal, *Cartographic Perspectives*, which is recognized for its content and quality in our profession. In terms of membership there is always room for growth even though one of the positive aspects of our current size is the ability for everyone to interact at the Annual Meeting. Possible upper membership limits were discussed as was the possibilities of what would have to happen in terms of changes in Annual Meeting physical arrangements should we achieve more membership growth and subsequently larger turnouts for the conference.

Size of the NACIS Board: discussed the possibility of reducing the current number of Board members. The history of the Board, with fewer Board members, and pros and cons of retaining our current size versus creating a smaller Board were discussed. It was noted that a larger Board allows for more membership opportunities towards running the organization and flexibility in tackling issues or projects needing attention. The current Board size of sixteen members grew in part to accommodate needs from particular constituencies within NACIS.

C. Executive Director's Report (Baruth)

1. **Baruth** handed out "NACIS 2000 Members Not Renewed for 2001", which was reviewed and discussed. The Executive Board will be emailing membership renewal notices to the

141 individuals and groups on this list soon.

The back side of the document, titled “NACIS Membership Totals”, included comparative charts of membership statistics from 1999, 2000, and to date in 2001 so that Board members could see the rate of growth in membership.

Is there an “upper limit” for NACIS membership? Discussion ensued around a potential maximum size for the organization at which point it may lose the ability to give members what they need or desire from NACIS. Numbers such as 1200 or 1500 members seemed to be what might constitute a maximum “ideal” size for NACIS. Part of the overall equation has to do with whether or not the Annual Meeting can be held at one hotel versus the need to spread out to another hotel or into a larger conference center venue. Bottom line in this regard is the substantially greater costs that might be incurred to hold a successful meeting should there be a need to use more than one physical space. However, at this time the Board would like to see continued growth in the organization.

Ways to increase membership:

- a. Advertise subscriptions to *Cartographic Perspectives*. One method for possibly increasing membership might be to advertise CP in other journals. Once non-NACIS members are able to see an issue of CP and judge its quality for themselves this may serve as a means to enticing them join the organization. **Von Wyss** agreed to contact the appropriate individuals at two journals in this regard: *Mercator’s World* and ESRI’s *ArcUser* journal, with the stipulation that we attempt to have this done at no cost first. If these journals are not willing to post ads for *Cartographic Perspectives* at no cost then he will gather associated advertising costs and report to the Board for further action.

Von Wyss inquired about the possibility of swapping ads with either or both of these publications in order not to pay advertising fees. Ramifications were discussed.

Motion: Tait moved that **Von Wyss** be permitted to pursue an “ad swap” with either or both of these journals if needed. Motion seconded and approved unanimously.

- b. Market *Cartographic Perspectives* to academic/research libraries. The Institutional rate of \$72/year for our journal is remarkably affordable and there should be interest from academic institutions to have this in their library. CP is widely recognized for its quality and depth of research articles as well as serving as an outlet for cartographic and related information through book reviews and columns. As such, how could we increase our institutional subscriptions to CP, thus benefiting NACIS monetarily? **Andrew** and **Johnson** suggested obtaining a list of academic/research institutions and then attempting to find out whom to contact as geography and/or GIS/cartography selectors at those institutions to send them a copy of CP to review. Getting a back issue of CP into the right librarians’ hands for them to look at and consider purchasing would be key to being successful with this idea. **Crampton** asked if **Andrew** and **Johnson** would be willing to take on a project along these lines with the goal being to raise our Institutional subscriptions for CP in the coming year. They agreed to work on this together, **Suchan**

also volunteered to assist as part of this Committee. **Andrew, Johnson** and **Suchan** should have a plan in place by the time of the Annual Meeting and hopefully have begun making contacts. They asked that the Executive Board and President assist by creating a cover letter that would introduce CP and serve to advertise it as a needed item in any academic library's journal collection. Members of the Executive Board and the President agreed to draft such a cover letter to go out with back issues of CP.

- c. Mailing costs for CP's international and student members. As part of a broader discussion related to marketing CP in order to both retain and gain members, **Peschel** shared with the Board the additional mailing expenses related to mailing issues of CP overseas and also in re-mailing issues to student members who move on from a school address without leaving a forwarding address. The Board discussed various means to help reduce these indirect CP costs. Ideas included establishing a separate higher rate for international subscriptions, raising the student rate to help offset the higher costs of mailing CP multiple times, and simply not attempting to re-mail issues of CP when an issue is returned due to an invalid mailing address.

Peschel agreed to look into the larger picture of mailing costs to our international (overseas) subscriptions as a percentage of the overall cost of mailing out *Cartographic Perspectives* to all members and report to the Board at the first Board meeting held at the annual meeting in October so that we can pursue suggestions further. **Peschel** also felt that the problem of trying to get issues of CP into student members' hands after they have moved is not a large enough one to warrant looking at raising the student membership rate.

2. Site for 2003 Meeting:

Baltimore (Tait): costs for hotels in the city, and in particular in the Inner Harbor area are too expensive for our needs. Options away from the Inner Harbor area are better but may not be as easy to get too. Annapolis, MD was also explored and found to be too expensive of an option as well. Tait volunteered to continue looking into a couple more options in the Baltimore metropolitan area.

Duluth, MN (Freundschuh): Radisson Hotel at \$89/night, meeting rooms available at no charge, convention center only a couple of blocks away, very good amenities within walking distance, situated on the lake. Downside is the cost of flying into Duluth. Board agreed to have Freundschuh continue to followup on details of this site and keep it as a strong possibility.

Victoria, BC (Andrew): No report, did not pursue. **Dropped from consideration.**

Lancaster, PA (Schonta): hotels are inexpensive, however getting to Lancaster is expensive. **Schonta recommended dropping from consideration, Board agreed**

Other possible sites: Atlanta and Toronto were also listed as possibilities at the Oct. 13th, 2000 Board meeting but were dropped from consideration.

3. 2001 Annual Meeting Site Report (Krygier)

Krygier handed out a report titled “NACIS in Columbus: October 9-13, 2002” that outlined where we will meet and local sites to visit, potential speakers and/or entertainment, potential fieldtrip opportunities, potential workshop facilities, and a list of potential donated equipment and services.

The Annual Meeting will be held at the Adams Mark Hotel in Columbus, within a 10-minute walk to the City Center Mall, 5 minutes from the State Capital, and near to several other sites such as a Brewery District and the Ohio State University campus.

The Board received this report enthusiastically, following up with related questions. **Krygier** agreed to continue as local arrangements person for this meeting.

D. Vice President’s Report (Meacham)

Meacham handed out report and reviewed each section of items for the 2001 Portland Annual Meeting:

1. Tait outlined his proposal for a “NACIS Practical Cartography Day” during the Conference and handed out a report detailing this request. Board discussed the merits of the proposal and agreed that it would be an excellent addition to the program by filling a need for practicing cartographers to share their expertise. Potentially have a small fee associated with this to cover extra room cost (if any) involved. Board asked **Tait** to finalize details with the assistance of the Executive Board.

2. Joint Meeting with CaGIS Board members at the Annual Meeting: Meacham and Crampton have been approached by CaGIS Board to attend the second Board meeting at the Annual Meeting. Board members saw copies of email correspondence regarding this request. Since no reason(s) were given towards a joint meeting the Board was hesitant to fulfill this request. However, since there may be potential for some positive sharing of information regarding each other’s organizations the Board asked **Crampton** to contact CaGIS President Keith Clarke for further information as to why a joint meeting was being requested and report back to the Board for final approval.

3. Joint sessions with Western Association of Map Libraries: Meacham reported that WAML will be meeting in Portland at the same time as ourselves and that he and Joe Poracsky have been working with WAML local arrangements person/host Elizabeth Winroth in looking at joint meeting/session/function possibilities. Allowing WAML members to attend a map librarian’s session at no cost was discussed, as was a shared social function at the Oregon Historical Society. Reciprocal attendance at each others’ meetings is still being looked into, however the social function at OHS appears to be a strong possibility.

E. Treasurer's Report (Peschel)

Treasurer **Peschel** handed out six documents for review and discussion. These included; "NACIS XX – Knoxville 2000"; NACIS XXI – Portland 2001"; "Treasurer[sic] Report 2000"; "2001 Proposed Budget"; "Treasurer[sic] Report 2001"; and "2002 Proposed Budget".

Of note were the final attendance figures and income and expenditures for the Knoxville meeting. Both indicated the success of that meeting. Also distributed were projected costs for the upcoming Portland meeting, with registration amounts to be determined soon, and a needed correction to the 2001 Treasurer's Report in which the dollar total for three student map awards had been overlooked.

The Board carefully reviewed the 2002 Proposed Budget, noting the projected membership numbers and the possibility of running a small deficit depending on CP costs for the year in particular.

Suchan suggested adding a line to the budget under CP costs to cover the agreed-upon action earlier in possibly having to pay to place subscription advertisements in two journals for CP. **Peschel** will take care of this.

Schenstrom reminded the Board that at the Oct. 11, 2000 Board meeting she was asked to pursue purchasing 200 NACIS lapel pins to be sold on a cost-recovery basis at approximately \$6-\$7 each, but she did not see a line item for this in the budget. **Peschel** will add this to the 2001 budget and **Schenstrom** will move forward with having the pins made in time for the Portland conference.

Motion: Tait moved to accept the Proposed 2002 Budget with noted amendments, **Von Wyss** seconded the motion. Motion passed unanimously.

F. Cartographic Perspectives Report (Freundschuh)

1. **Editorial Board: Freundschuh** reported on the new Editorial Board members, also listing specific column or other responsibilities where needed. CP Editors include:

Jim Anderson - Assistant Editor
Charlie Frye - Techniques Editor
Jeremy Crampton - Online Mapping Editor
Matt Mcgranaghan - Essay Section Editor
Ren Vasiliev - Book Review Editor
Open - Map Library Bulletin Board Editor

And Editorial Board Members include:

Gary Allen, Psychology, Univ. of South Carolina
Pat Gilmartin, Geography, Univ. of South Carolina
Carolyn Weiss, Stats Canada
Mike Peterson, Geography, Univ. of Nebraska-Omaha
Matt Mcgranaghan, Geography, Univ. of Hawaii
Jeremy Crampton, Geography, Georgia State Univ.
Janet Mersey, Geography, Univ. of Guelph
Margaret Pearce, Geography, Humbolt State
Robert Lloyd, Geography, Univ. of South Carolina
Ken Foote, Geography, Univ. of Colorado-Boulder
John Krygier, Geography, Ohio Wesleyan Univ.
Sara Fabrikant, Geography, Univ. of Calif.-Santa Barbara
Liz Nelson, Geography, Univ. of North Carolina-Greensboro
Aileen Buckley, Geography, Univ. of Oregon

2. Forthcoming content status: currently there are nine manuscripts in the pool in various stages of the editorial process. Ideally we need to have a minimum of ten to twenty manuscripts in the pool to keep current with specific CP edition needs. CP will be published in March, July, and November of each year and by the end of this year we will be caught up.
3. Scheduled target dates: CP 37 is currently at the printers and should be mailed very soon; CP 38 due in July 2001; CP 39 due in Nov. 2001; CP 40 due in March 2002.
4. Cover art: Steve Holloway provided cover art for last year's issues. Lou Cross provided the cover art for the most recent issue and will continue to provide the cover art for CP for the remainder of this year. After this, **Freunds Schuh** is open to all ideas for cover art, including allowing NACIS members to submit, choosing a theme to carry into all issues for a given year, etc. Please provide your thoughts and ideas to him for this need.
5. Use of color in CP: Board approved 1 color issue per year.
6. Publication done by commercial publisher: President **Crampton** has contacted Blackwell North America about taking on the publishing aspect of CP based on information he had heard as a member of an editorial board for another organization. **Crampton** gave the Board background information about how we potentially could use a commercial publisher such as Blackwell to both enhance the journal's "look" and improve its marketability as well as perhaps take over the management of the journal's printing/publication and distribution aspects. This possibly might include the ability to create and publish an online version of CP.

Discussion revolved around possible pros and cons of having Blackwell publish CP. Items of concern included: would we lose control of CP's content, layout, and even cover art?; how much would it cost?; who else have they worked with and how successful has the transition been?; etc. The Board approved further investigation into this possibility by **Crampton**, beginning with obtaining references from Blackwell for other organizations

so that we may speak to them about how well this has worked, to be reported back to the Board at the first Board meeting in October.

7. **Other: Freundschuh** pleaded for further manuscript submissions from Board members and also reported that he has asked the Editorial Board members to recruit submissions from potential authors.

G. Past President's Report (Patterson)

Patterson reported on a slate of candidates for election to the forthcoming year's NACIS Board, as follows:

1. Candidates for Board Positions:

- a. Student Position: none at the moment, send possible candidates to him immediately
- b. Board Positions: candidates include Megan Kealy, Susan Muleme, Fritz Kessler, Joe Poracsky, further nominations are still being accepted
- c. Vice President/President-Elect: Gordon Kennedy
- d. Secretary: Nominations needed, **Schenstrom** agreed to consider nomination to this position. [Jeff McMichael agreed to be a nominee at a later date]

2. **Patterson** also reported on an appointment for the position of Executive Director:

A proposal for Co-Executive Directorship was heard in order to transition smoothly after the current Executive Director (**Baruth**) steps down. This transitional period, proposed for one year (2001-2002), would also have **Baruth** serve in an advisory capacity. After the transition period, there would be a single Executive Director.

Candidates for these positions were presented by **Patterson** and discussed. **Lou Cross'** and **Jim Anderson's** (Florida State University) records with NACIS were reviewed, as was **Anderson's** position as Assistant Editor of *Cartographic Perspectives*. After satisfying the Board of their qualifications a vote was taken.

Motion: Von Wyss moved that **Lou Cross** and **Jim Anderson** serve as Co-Executive Directors for one year, after which **Lou Cross** becomes the new Executive Director of NACIS with a remaining three-year term, starting October 2001 at which time his tenure will become effective with the second Board Meeting at the Annual Meeting. Seconded by **Meacham**, motion carried unanimously.

H. Student Web Map Contest Committee Report (Frye/Suchan)

1. Entry deadlines: There were 17 entries last year for the contest, most delivered at the last moment. Because of this the Committee had moved the deadline for entries up in order to accommodate the Committee's need for time to appropriately judge the entries.
2. Email list needed: **Frye** needs a current list of emails for NACIS members as the Committee plans on sending out a series of "encouragement" emails to prospective contestants.
3. Prizes: We will not give out all prizes if the entries do not merit them, we gave out two first prizes and two runners up last year.
4. Webpage: The Contest webpage will retain its current format.
5. Feedback to contestants: The Committee provided feedback individually to each student Contestant via email after the contest, but did not receive any student response. The Committee will not provide the feedback this year.

I. Website Committee Report (Crampton)

Crampton handed out a "Website Report" for us to review.

1. Current usage statistics: **Crampton** reviewed the statistics given in his report, noting the steady growth in visitor hit rates to the website. He also noted that we are using a very small portion of the allotted website space, so there is room for putting additional materials on the site.

Cost for the commercial website space is \$300/year, cost of the domain name is \$35 for two years.
2. Mounting issue of CP online: **Crampton** reported that **Jim Anderson** recently sent him a file for the most recent issue of CP and it proved to be too large for the website to hold. **Tait** and **Von Wyss** inquired about file formats and suggested that a compression method to reduce file size might work. **Crampton** will work with them on a second attempt to mount CP online soon.
3. Email auto-responder: **Crampton** recently imbedded an email auto-responder to the Website so that the inquirer will automatically receive a message letting them know their message has been received and that they can expect a reply shortly.
4. Online payment option: **Crampton** has investigated using a company called Kagi to host online payments using a secure credit card payment option from the Website. With this individuals may pay their dues and register for the Annual Meeting. Kagi receives a percentage of each transaction up to a maximum of \$3 for each and the remainder of the funds would go directly to NACIS. Kagi also has the ability to do international monetary transactions, which would enable easier payments from abroad.

After much discussion the Board agreed to allow President **Crampton** to pursue further research into the details of establishing an online credit card payment option and any further hidden costs. If no other costs would be involved **Crampton** may mount the Kagi service for members to pay dues, then he and the Treasurer will monitor the impact and report back to the Board to see about allowing members to register and pay for the Annual Meeting in this manner.

The potential loss of \$3 of income when individuals choose to pay by credit card sparked a discussion regarding how to offset this impact. Discussion included the possibility of raising dues at one or more levels to offset this cost, looking at other factors of “lost income” such as mailing costs and seeing how these can be resolved or minimized, or simply not worrying about this as a cost, especially if membership increases due to the ability to pay by credit card. **Peschel** agreed to do some detailed research with **Jim Anderson** as to current actual mailing costs for CP, including additional mailings to new members of back issues of CP and the actual difference in additional cost to mail CP outside of the U.S., and report to the Board with these findings so that further decisions can be pursued.

5. Job Postings Section: **Von Wyss** reported that he had not had success in mounting a “Job Postings” section on the website due to software concerns. He inquired if Board members knew of any particular software that would allow for automatic removal of specific job postings after an established timeframe as well as make overall management of the site relatively easy. Finding none he volunteered to go forward with mounting this site using a traditional HTML methodology soon and asked that members send him current job listings immediately.

J. Other Business

1. Cartographer’s Salary Survey: **Freundschuh** inquired about re-doing an updated version of the Cartographer’s Salary Survey that he did a few years ago. The Board agreed that this project would be welcomed by the membership.
2. Outside requests about the Cartography profession: **Peschel** stated that she routinely gets email or telephone requests for information about the cartography profession. **Crampton** volunteered to handle these as part of his role as President of NACIS.
3. IMTA: **Tait** reported that he and **Patterson** served on a panel discussion regarding the profession at the recent International Map Trade Association in Washington, D.C. and were able to promote NACIS at this venue.

Meeting adjourned at 4:25 p.m.

Submitted by:
Paige Andrew
Secretary, NACIS

Business Meeting Minutes
October 3, 2001
North American Cartographic Information Society
XXI Annual Meeting
Portland, Oregon

President Jeremy Crampton opened the meeting at 3:10 pm.

Approval of Minutes

Tom Patterson moved, Trudy Suchan seconded, that the Board approve the minutes from the Spring Business Meeting; motion carried, with no comments.

Executive Director's Report (Christopher Baruth)

- Election Results: to be announced during Annual Business Meeting/Luncheon

Officers:

President: James Meacham (from Vice-President)
Vice-President: R. Gordon Kennedy (newly elected)
Secretary: Jeff McMichael (newly elected)
Treasurer: Susan Peschel (continuing)

Incoming new Board Members:

Will Fontanez
Adele Haft
Megan Kealy
Joseph Poracsky
Paporn Thebpanya (Student Representative)

- NACIS XXI Update
There were approximately 190 registrants, with 25 cancellations (September 11th national tragedy may noted). Many new members joined from Portland/West Coast.

Gordon Kennedy reported on the use this conference of computers for AV, rather than projectors and slides. Jim Meacham commented that hiring technicians to troubleshoot during the conference allowed for a smooth program, other board members agreed it takes the burden off conference organizers. \$1,300 was the estimated cost of AV related expenses.

Jim Meacham surmised the conference should clear about \$6,000 to \$10,000. Susan Peschel cautioned about the need to closely watch extra fees tacked on to the bill. She also noted that NACIS depends on a healthy profit on conferences, without which we may have to consider increasing attendance fees. Discussion followed, with some opposed to adding fees, others saying our conferences are low compared to other similar conferences. One suggestion was to add a fee for the Poster Session.

- Forthcoming Meetings: Chris Baruth reported that we are on track in our planning efforts.
- Membership: Chris Baruth reported that we are 5 members short of last year's total. It is hoped we will increase the rolls by year's end, quite possibly during the conference. Susan Peschel submitted figures on membership totals for 1999-2001.

West Coast location should help increase our exposure, since we appear to be less well-known in the West. There are no statistics available on our rate of turnover, nor is there follow up information on why members decline to renew. It was noted that more than half of the attendees at this year's conference are new members.

Jeremy Crampton reported that other organizations are experiencing declining numbers. Chris Baruth noted that our Regular Membership is declining, and Student Membership increasing; regular memberships are what pay the bills, students receive a significant discount.

Trudy Suchan reported that she, Jim Johnson and Paige Andrews worked on a plan for soliciting institutional memberships. They have a list of institutions, and need to find a personal contact within each; potential to mail out 200 complimentary copies of *Cartographic Perspective* in initial contact. Jim Meacham suggested first sending out a notice promoting the NACIS web site, prior to trying a mailing. John Krygier recommended that NACIS members approach their libraries and institutions to initiate subscriptions. Trudy to craft a letter to facilitate.

- Chris Baruth, stepping down as Executive Director effective at the close of the meeting, wished the Board well. The incoming Executive Director is Louis Cross.

Vice-President's Report (Jim Meacham)

- The Board offered thanks to corporate sponsors to NACIS XXI.
 - MapQuest.com: Reception
 - ESRI: Data projectors
 - Rand McNally: Portland Street Maps

The Board noted that all sponsorships and donations were freely offered. None were solicited, nor was there any quid pro quo. The Board discussed whether the organization should solicit contributions directly (since they help defray costs of the conference) or possibly place a non-targeted request in NACIS literature. There are no current guidelines. The suggestion was made that the Board officially designate a NACIS member to handle sponsorships and donations to conferences.

- The Vice-President recommended that the Opening Session of the conference begin with a moment of silence in respect for the September 11th national tragedy, and the Board agreed that would be appropriate.
- The CaGIS (Cartography and Geographic Information Society) board meeting takes place on Friday. Jim Meacham will acknowledge CaGIS at tonight's Opening Session. NACIS does not sponsor the group, but CaGIS finds the NACIS conference a convenient time to meet. The Board considered inviting Keith Clarke to the Friday board meeting.
- An open-house has been set up for Thursday night at the Oregon Historical Society, free to NACIS members with badges.
- Jim Meacham reported that there will be 50 presenters at the conference, the largest number to date. Presentations had to be cut from 30 to 20 minutes in order to accommodate all papers. Jim requested that Board members provide feedback following the conference on effectiveness of this approach.

Treasurer's Report (Susan Peschel)

- Susan submitted copies of the Treasurer's Report, dated 10/01/01, commenting that there has been little change since the Spring Board Meeting.
- A preliminary copy of the Portland Meeting Expense Report, as of 10/02/01 was submitted, with the caution that end results will show less profit.
- The 2001 Treasurer's Report shows that *Cartographic Perspectives* cost a great deal more to publish this year, with production and mailing exceeding \$13,000. Jim Anderson reported that there were more pages in the issue, and foreign mailings incur high expenses. Susan Peschel commented that costs for the single issue published exceeded the budget for two issues. She projects a deficit in the next budget, and noted that the AGS covers a lot of NACIS incidental expenses.

Jeremy queried whether NACIS should increase cost. Ensuing discussion centered on postage costs, particularly foreign rates. The cost of mailings to 51 subscribers outside the United States is greater than the cost of 400 mailings within the US (approximate differential: \$400 foreign vs. \$300 domestic). The cost for mailings to foreign student members probably exceeds their membership rate. Numerous options were discussed, including offering surface mail at subscription price (can take 2 months) or air mail at additional fee; increasing fee; find a way to obtain a bulk rate in Canada (although most of the cost problem is for mailings outside Canada). Tom Patterson commented that we should have a flat rate for all North American members, since we are a North American society. Jim Anderson was asked to break out statistics for the mailings. The problem will need to be addressed again at a future conference meeting, with a focus on ways to recover mailing costs.

***Cartographic Perspectives* Report** (Jim Anderson)

- Material for the next issue is almost ready for press. Both Jim and Scott Freunds Schuh have enough articles for a second issue. There is not yet enough material for the third issue.
- There were several suggestions for future issues:
 - Have a Guest Editor
 - Publish an issue on GIS Core Competencies
 - Publish an issue devoted to presentations from NACIS XXI Practical Cartography Day (Martin von Wyss offered to edit, and arrange with participants to organize their presentations for print). Timely publication, within six months, would be important. There was a suggestion that we might print extra of this issue to sell.
- Discussion continued, regarding the cost of publishing the *CP*. It was suggested we trim the current 100 pages back to the previous average of 60 pages; perhaps cutting from three to two articles, since they are getting longer. Color issues are expensive; to save cost it was recommended we publish the journal in black and white and post color images on the web site.
- Timeliness of publications is slipping. One suggestion to improve turnaround time is to eliminate the referee process for articles. It was cautioned that those articles would require careful editing.
- In a previous Board Meeting it was the general consensus that \$1000 be set aside for advertising. Martin von Wyss reported that he approached *Mercator Magazine* regarding an advertising swap, and they wanted to know our rates. Currently, the *CP* carries no advertising. It was suggested that we not quote advertising rates to *Mercator*, and instead merely supply them with figures on our distribution (it was noted that *CP* distribution will be in the hundreds vs. thousands for *Mercator*). Lou Cross suggested that \$1000 for a full page ad is a reasonable rate for a journal. Other discussion included a recommendation to offer 1/4 page of advertising space in the journal to corporate members, or the selling of ad space.
- Jim Anderson suggested that the Best Paper Award be deferred until next year.
- Jeremy Crampton repeated the suggestion from the Spring Meeting that we go through a publisher, such as Blackwells. He felt they would be interested in our organization and could help us get the journal back on track. John Krygier felt that Blackwells could offer marketing expertise. Jan Mersey cautioned that we would need to be careful to meet print schedules. Susan Peschel felt that our primary problem is obtaining the material, not getting the journal out; questioned advantages, cautioned about fees.

Student Map Contest (Martin von Wyss)

Martin reported the tabulations were in and winners chosen. Overall, entries were not on a par with those submitted last year. Winners will be announced at the conference Banquet. Martin will determine

how to present, possibly using screen captures; an internet connection would run \$50; a simple web address might suffice.

Future Meetings

- John Krygier suggested postponing discussion of plans for next year's meeting (to be held in Columbus, OH) until this Friday's Board meeting, which would include the new Board members.
- No progress has been made since the April Board meeting on selecting a site for the 2003 conference. Suggestions were again solicited for suitable locations. Baltimore could be re-assessed, as the cost may be competitive when compared with Portland or Columbus, rather than Knoxville alone. Other suggestions: Atlanta, Toronto, Las Vegas, Boulder, St. Louis (Louisiana Purchase connection), Chapel Hill or somewhere in North Carolina, Orlando, Jacksonville. A recommendation was made for a location in the Northeast, since 2001 was in the West, and 2002 will be in the Midwest.

Locations are normally determined three years in advance. The normal timing for meetings is during the first three weeks of October. It was noted that we offer conference room rates, but there must be a certain number of rooms booked, otherwise the rates for the entire conference will increase.

- Investigations into locations need to be made in preparation for the Spring Meeting, 2002. Alex Tait will be asked to look again at Baltimore; Lou Cross to investigate Florida; for North Carolina, ask Pat Gilmartin and Elizabeth Nelson; for Boulder, ask Jim Robb and Barbara Battenfield. Jeremy will coordinate contacting the aforementioned, to ask for help in obtaining information by the end of the year (2001).
- Susan Peschel reminded the Board that requirements include hotel rates, transportation, and presence of a local sponsor and person to coordinate facilities.

Adjournment: 4:55 pm

In attendance: Jim Anderson Christopher Baruth Jeremy Crampton Louis Cross Gordon Kennedy
John Krygier Jim Meacham Jan Mersey Tom Patterson Susan Peschel Trudy Suchan Jeannine
Schonta Donna Schenstrom Erik Steiner Martin von Wyss

Respectfully Submitted:

Jeannine Schonta
(filling in for Secretary)

NACIS FALL BOARD MEETING
Doubletree Downtown Portland
Portland, OR
October 5, 2001

Attending: Jim Anderson, Lou Cross III, Will Fontanez, Adele Haft, Megan Kealy, Gordon Kennedy, Jeff McMichael, James Meacham, Thomas Patterson, Susan Peschel, Joseph Poracsky, Donna Schenstrom, Jeannine Schonta, Trudy Suchan, Alex Tait, Chris Baruth arrived late.

President Meacham called the meeting to order at 3:40 p.m.

Agenda of Meeting:

1. New Board Members: Introductions
2. Executive Director Transition: Meacham
3. Call for Nominations: Crampton
4. Future NACIS Meeting Sites, 2003 & 2004: Meacham
5. *Cartographic Perspectives* Report; CP Website: Jim Anderson
6. Spring Board Meeting: Meacham
7. NACIS 2002 Meeting Status: Kennedy/Krygier
8. NACIS Website Report: Crampton
9. NACIS-CaGIS: Crampton
10. Other Business

1. New Board Members: Introductions

2 Executive Director Transition: Meacham

How to fill out executive director position to transfer some responsibility to Florida (Lou and Jim Anderson).

Question asked: What does the executive director do? Chris Baruth: The position evolved over the years. Ron did hotel negotiation; Chris brought the organization's. Database functions into line--updated accounting and databases to do meeting, membership renewal, *CP* mailing labels, conference registrations, and pay bills. A post office box is maintained in Milwaukee.

Susan P.: The home office in Milwaukee became a repository of organization's knowledge about running the meeting.

Chris does his own programming; he did it to automated tasks. Organization needs to find software to run database

Gordon: non-profit organization software to run organization costs about \$400. Organization needs to buy software.

Relational databases are needed to do year-to-year info.

Lou: Reports are needed throughout the year.

Chris: I will produce a list of software function needed for new software. Chris is willing to cleanup his software so others can use his program for the short-term

Jim: Need letter of resignation from Chris, and to appoint Lou.

Chris: Term is 5 years, served two five-year terms, should have be up last year.

Jim: Should the term be from business lunch? The need to transition banking functions to new director.

Lou: Because of the contract with hotel, signing off bill and payments, should term go to a date after meeting?

Susan P.: Hotel in Columbus still needs some attention. Dec. 1st suggested as a date to start new term for Lou.

Motion to end Chris' term October 4, 2001; new director will assume office from that date.

Susan: business office will remain in Milwaukee, incorporated as an organization in Wisconsin.

Alex: organization needs to have a permanent address and a registered agent. Chris will continue to be registered agent for organization. The motion passed by all.

Move to thank Chris for his years of service. Motion passed

Chris will announce hospitality suite.

3. Call for Nominations: Crampton

Jeremy Crampton asked for nominations for next year's elections. There was a discussion for which offices needed nominations: Vice President, Four board openings, wanted six nominations. Several members' terms will be up in '02 and can be on the board again. Named as nominations: Steven Holloway, Fritz Kesler, Susan Peschel, and Peter Keller.

It was remarked that student members from UGA were not at this meeting

4. Future NACIS Meeting Sites, 2003 & 2004

Jim Meacham made the following remarks: For 2003 we are running late; usually has a site contracted. Possible sites: Orlando will be checked; Baltimore is too expensive at \$150/night; Susan Peschel will provide new numbers (based on the last two meeting) for meeting; need about 160 rooms. Alex is not willing to head local arrangements. Annapolis hotel rates are \$159/night. Alex will check on rates to Annapolis--airfare will be cheaper than some other cities. The following cities are being considered: Chapel Hill, NC - Jeremy could help here, Greenboro, SC--Pat Gillmartin could help--Eliabeth Nelson, Bolder, CO discussed--would not work out. Aspen, CO was also discussed; Orlando, FL seems best bet for 2003 for a variety of reasons, St. Louis discussed, but no local arrangements. Discussion about local arrangements at either Savannah or Charleston--don't need to tie meeting to a city with a member. Someone needs to travel to these cities to check facilities. 233 members attending Portland meeting.

Duluth, MN was dropped from consideration. Portland, Maine was discussed as a possible future site. Updated list of requirements will be sent to all boards.

Site will need to be selected before spring '02 meeting, most likely this fall.

Dates for next meeting should be first half of October. Travel is a problem in September for US Federal employees because of year-end budgets.

Trudy wants to get future site research time-line tighten to next few weeks.

5. Cartographic Perspectives Report; CP Website: Jim Anderson

Jim made some remarks on how to get out issues, 3 issues out within 3 months.

Jeremy/Scott will discuss guest editors. There is a need for more manuscripts from members.

Jeremy asked members who presented paper at meeting to submit it as a manuscript; speaker for tonight banquet to submit something.

Special cartography issue: b&w issue with color cover with color graphics on web.

Color issue plus b&w issues going long are causing cost to soar: 64 pages for binding. Practical cartography issue will be this length.

Manuscripts needed for *CP*.

Susan: presenters should do meeting issue.

Jeremy: members don't need to publish.

Lou: announce at banquet to submit manuscripts to *CP*.

Trudy: shorter manuscripts are a good thing.

6. Spring Board Meeting: Meacham

A discussion followed about where to have 2002 Spring Board meeting. Chicago has been used in the past, was close to staff in Milwaukee. Atlanta was suggested as new location for meeting.

A motion was made to have the meeting in Atlanta, motion passed.

Discussion on date of meeting; a motion on the date of meeting delayed till members can check their schedules for possible dates.

Time for meeting: 9 am Saturday until 5 pm.

7. NACIS 2002 Meeting Status: Kennedy/Krygier

Alex: Practical Cartography Day (PCD) II preconference planned, will have same setup.

A discussion about PCD should be labeled as pre-conference—this will be kept.

A discussion about number of participant: should it be kept at 40 or 100.

It will be done at 2002; will have to deal with more attendees than 1st thought. Will probably have 80-100 members.

John: Hotel quote will have to be increased from 120 to a more realistic number. A discussion followed about exactly what number of room-nights to get a quote for.

Discussion about space/room configuration of PCD in 2002: 100 to 165 persons

Discussion about lab configuration for workshops: PC or Mac

John K should be a guest at the spring board meeting.

Discussion about getting more local help: ESRI office suggested. Also, student assistants need to be more computer-aware. How many assistants are needed?

Trudy left at 5:32pm

8. NACIS Website Report: Crampton

Item: website report:

Jeremy Cramton submitted the following website report:

	October 2000	<i>April 2001</i>	October 2001	Percent Change Oct 00 - Oct 01
Disk Space Used	n/a	5%	7%	
Monthly Data Transfer Used (5000 mb limit)	n/a	206 mb	44 mb	
Space Available (100 meg limit)	n/a	95.5 mb	93 meg	
Total Successful Requests (last 7 days)	7,257		10,098	+39.2
Popular directories				
/cp/	20,486		43,359	255
/root/	13,135		18,819	
/Williamsburg Portland	3,083		6,164	
/contest2000/	-		1,979	
Requests for pages/day (last 7 days)	197		315	+59.9
Number of distinct files requested	218		234	+7.3
Total Accesses of Homepage from counter			10,645	

There was a discussion about e-mail list or a listserv for NACIS. Chris can personalize e-mail to members.

9. NACIS-CaGIS

Paul Young from CaGIS submitted the following:

Resolution: The members and Board of Directors of the Cartography and Geographic Information Society express their sincere thanks to the North American Cartographic Information Society for allowing us to hold our Fall 2001 meeting during the NACIS XXI meeting in Portland, Oregon on October 5th. We look forward to further collaboration between our two organizations.

Paul said this is the first step to furthering ties and working together with various members attending the meetings.

10. Other Business

No other business

Motion to adjourn: 5:39 pm

Submitted by:
Jeff McMichael
Secretary, NACIS