

**North American Cartographic Information Society (NACIS) Board Meeting
Milwaukee, Wisconsin
April 12, 2003**

Officers and Board of Directors Attending:

Jane Domier
Adele Haft
Megan Kealy
Gordon Kennedy (President)
John Krygier (Vice President)
Dennis McClendon
Glen Pawelski
Susan Peschel (Treasurer)
Joe Poracsky
Charlie Rader
Trudy Suchan (Secretary)
Andrew Wunderlich

Others Attending:

Jim Anderson (*Cartographic Perspectives* Assistant Editor; 2003 conference local arrangements)
Louis Cross (Executive Director; 2003 conference local arrangements)
Scott Freunds Schuh (*Cartographic Perspectives* Editor)

Meeting called to order at 9:10 a.m. by Gordon Kennedy.

Gordon thanked AGS and Susan Peschel for hosting the board meeting.

Minutes of the October 9 and October 11, 2002 board meetings were reviewed and approved.

PRESIDENT'S REPORT (Gordon)

Conference Attendance and Membership Trends

Year	Meeting	Membership*	Location
1997	107	381	Lexington
1998	120	385	Milwaukee
1999	170	422	Williamsburg
2000	181	475	Knoxville
2001	231	485	Portland
2002	144	481	Columbus
2003		307**	Jacksonville

*Includes subscriptions

**Year to date

Low attendance in Columbus, Ohio due to security post-September 11? Cost? Lack of practical cartography day?

What can we know from NACIS records about membership constituency—where are members located? Affiliations? Professions? Length of membership?

To increase membership and conference participation, recapture members who have dropped out and those who are inactive. Lou Cross would like to send a quarterly newsletter via email with content from

the Board. About 50 members would need hard copy via traditional mail. Gordon commented, there is no target membership number but the organization does rely on volunteers and attendance for conference success; the bank account is not big enough to take a big conference loss.

Report on *nacis.org*

	Oct 2000	April 2001	Oct 2001	April 2002	April 2003
Disk Space Used (%)	n/a	5	7	5	
Space available (mg)	n/a	96	93	191	
Monthly data transfer (mg)	n/a	206	44	210	748
Total successful requests (last 7 days)	7257		10,098	10,631	10,300
Popular Directories:					
CP	20,486		43,359	48,221	55,551
Root	13,135		18,819	12,839	20,074
Contest2000	n/a		1979	2070	5947
Requests for pages [hits] per day (last 7 days)	197		315	283	297
Number of distinct files requested (last 7 days)	218		234	224	203
Total accesses of homepage from counter	n/a		10,645	15,198	34,356

Source: ISP automated statistics

Move web-site hosting to Florida State University? No cost at FSU; currently \$203 per year. FSU Florida Resources and Environmental Analysis Center (FREAC) has technology and resources to service the site. Once NACIS web site and membership/subscriptions/conference databases are at FSU, interactive update of membership and other information could be enabled.

Web site re-design. Some parts of the site are outdated; content actively needs to be edited. People come to the site laterally, through sub-pages. Build hooks on those pages to get them to the NACIS home page. Steps to web site update:

1. Re-point DNS to FSU and update content. ISP renewal due August 1 so transfer pages to FSU before then
2. Development needed to get tools to work together. Goal is, one year from now, integrate web and database
3. Gordon will appoint a *nacis.org* committee chaired by Joe Poracsky who will find a webmaster and distribute a site redesign proposal before the October board meeting

Executive Office Transition

Treasury and conference registration remain in Milwaukee. Executive offices and communications have moved to Tallahassee.

Lou: Membership and other databases are in a known format but would like a more portable system, more easily shared, i.e., a relational database. Would be easier to assure currency of data and eventually could be an asset online.

Outreach to North America

Think about living up to the "North America" name (Canada, USA, Mexico, Caribbean, and West Indies). Suggestion that portions of *nacis.org* be in Spanish and French. Gordon said Jim Meacham would be doing outreach while at the ESRI user conference in San Diego July 2002 because that meeting has international attendance. John Krygier commented, personal outreach is the approach for now. This is a longer term issue, though.

CaGIS Relations

CaGIS board has shared meeting locations with NACIS in Portland, OR and Columbus. John: If we are approached by CaGIS about a merger or joint venture, what would we do? Who would be contact person? Gordon: If contacted, bring it to the Board. If urgent, the Executive Committee can make decisions.

Cartographic Users Advisory Council

CUAC is a group of representatives from cartographic and library associations who meet annually with federal agencies to discuss topics of importance to them all; librarians want to know what's changing in data so they can handle it in their libraries. Still unclear, however, what CUAC's formal organization is. NACIS representatives to CUAC are Dan Seldin and Paul Stout. The Board requested Gordon have the CUAC representatives report to the Board in October on three items: 1) What is the organization? 2) What went on in last visits to federal agencies? 3) What did you represent for NACIS?

NACIS XXV (2005)

Choose place for 2005 before October 2003 board meetings. Possibilities:

- Santa Barbara. Dan Van Dorn of Map Link Inc. is willing to take on local arrangements. Dan will draw on Keith Clarke and Sara Fabrikant at University of California Santa Barbara. Could draw in staff at Santa Barbara City College. Lou: Map Link organizing this meeting would reinforce corporate sponsorships. Charlie Rader: Good test to see if west coast gives a bump in attendance. Drawback, Santa Barbara could be expensive. Lou will send hotel worksheet to Dan Van Dorn and have him check transportation options
- Los Angeles
- Boston. Who would do legwork there?
- Atlanta
- Duluth. Scott Freunds Schuh will get information
- Carolinas
- Denver or Boulder. Contact there is Jim Robb. He might do labs and vans, NACIS board would do all else
- Las Vegas
- Salt Lake City
- Reno
- National Parks lodge, e.g., Grand Canyon has training center. Megan Kealy will research possibilities close to transportation before October board meeting

Dennis McClendon: Do we really need an on-site local arrangements person or can we find someone to go, twice, to make the plan? A good location generates participation to cover this type of local arrangements travel expense. Convention cities like Las Vegas can do some of what our local arrangements person does. John: Local person has wangled free equipment, vans, labs. Don't underestimate what they do. Gordon: current conference model works, investigate around the edges and change when it doesn't work anymore.

Lou and John: Need continuity in local arrangements person

TREASURER'S REPORT (Susan)

NACIS XXII (Columbus 2002) Conference Results

Columbus made about \$8000. Final figures distributed (attached). Jim Anderson said he had some costs yet to be submitted to Susan, so another report will be prepared for the October board meeting.

2002 Treasurer's Report

Distributed (attached). Still reflects unspent CP budget.

2003 Budget

Distributed (attached). As approved by the Board in October 2002.

2003 Treasurer's Report

Distributed (attached). Year to date.

2004 Proposed Budget

Distributed (attached). What *CP* numbers should be on budget? Clarification that *CP* estimates are total. *CP* Editor and Assistant Editor have discretion to divide budget between three annual issues. Moved, seconded, and approved 2004 budget.

EXECUTIVE DIRECTOR'S REPORT (Lou)

Legal Review of Nonprofit Status, Bylaws and Liability of the Board

Work performed by:

Paula Cozzi-Geodert
Jenner & Block, P.A.
One IBM Plaza
Chicago, IL 60611-7603
312-222-9350
312-527-0484 FAX
www.jenner.com/

\$1500 budgeted for this task, \$600 spent.

NACIS advised to maintain corporate license in Wisconsin, a good place for corporations.

Nonprofit Status

Has NACIS ever grossed in one year more than \$25,000? If so, file IRS Form 990, Return of Organization Exempt From Income Tax. Susan: We're doing it. \$100,000 in a year puts us in another tax situation. Susan: Highest ever was \$41,000 in 2001.

Bylaws

Suggested changes to bylaws:

- Member types in membership database (regular, student, institutional, affiliate, subscription only) do not jibe with those in bylaws (members, sustaining members, student members, and special members). If the intent is to have different rights for different memberships, specify in bylaws.
- V. Section 3 states, "Notices of meeting in writing or printed in the Society's publication shall be sent to each voting member at least 30 days before all Society meetings." Assure that we meet this deadline by adding notice of business meeting to the call for conference participation.
- V. Section 5 refers to parliamentary rules. Discussed whether this item is needed; decided to keep it.

Lou will draft changes to the bylaws, send to Executive Committee, then to the Board. Any changes to bylaws need to be approved at the business meeting.

Liability of the Board

The board members are protected from personal liability under corporate law in Wisconsin; board members cannot be sued for NACIS business.

Directors and Officers Insurance would protect NACIS bank account if someone sues the organization; Jim. A. will get a quote for it.

Other Liability Issues

NACIS liability in publications. *CP* needs to state that articles are opinions of authors not the Society. Copyright for materials included in articles for *CP* (e.g., reproduction of a copyrighted map) must be obtained by the author.

NACIS liability for extracurricular activities. Unresolved with regard to social events we charge for. Examples raised include vans transporting participants to paid workshops and events that include alcohol. Re latter, hereafter, NACIS won't sell drink tickets, let people buy drinks directly.

JACKSONVILLE LOCAL ARRANGEMENTS (Lou and Jim Anderson)

Lou has confirmation of details at hotel for meeting rooms, meals, etc. and information on the river cruise. Jim summarized facilities: For Practical Cartography Day, room to hold 100 to 150 people plus four break-out rooms. For workshops, two, 42-person labs available at the University of North Florida (15 minutes from hotel) with ESRI site license. Field trips are possible to St. Augustine and to Okefenochee Swamp.

Remind people (via email or newsletter) of benefits to NACIS when attendees stay at conference hotel. Encourage people to make hotel reservations before deadline, Jacksonville has a home game that weekend.

Contract with hotel requires us to carry liability insurance. Do we want to purchase cancellation insurance? Cost is about \$1000 and reimburses all organization expenses if a hurricane disrupts the conference (covers liability, too). But the hotel must be affected, the insurance does not cover losses if attendees simply choose to cancel.

JACKSONVILLE PROGRAM (John)

Paper Sessions

Keep practical cartography topics in the Thursday/Friday program. Session ideas: cartostrophies; map fetishes; map road show. Try alternatives to straight paper sessions such as map postcards exchange; map objects exchange? Session at conference of cartographic journal editors? Trudy to follow up with Cindy Brewer who has published on the topic of merging journals

Ideas for Speaker for Opening Session.

Gordon: Top priority is that they are engaging, speak to a diverse audience, and ideally have a novel, timely, or provocative introduction to the conference site.

Geologic mapping
Corps of Engineers
Everglades restoration
Springs mapping

Ideas for Banquet Speaker

Cindy Brewer first choice
Another academic
Another NACIS member, perhaps Alice Hudson
davidrumsey.com
Sean Ahern, 9/11 mapping
Local naval military speaker

Practical Cartography Day

Glen Pawelski: Discussed room configuration. PCD committee to set maximum number of participants based on room constraints and ultimately, the quality of PCD.

Discussed the charge for PCD. In Portland, OR, \$50 for the day included lunch. Need costs from committee to set day's price. Raise fee as natural cap on PCD? Charge at a rate were attendees become NACIS members?

Honorarium for speakers? For context, it was mentioned that \$250 last year was paid to each conference speaker (for opening and banquet speakers, not PCD).

What is purpose of PCD, to serve members first or to provide one-time service? The former. so email or mail out notice of PCD to NACIS members first.

Workshops

Two full-day rather than more half-day workshops. NACIS has gotten better feedback on the longer workshops.

Must pay lab manager at the University of North Florida this year but he will load all software in advance. Get Dell to donate lab setup for a future conference where university resources are not convenient (e.g. Las Vegas location)? Jim A. will check this with Dell. Similarly, for Mac workshops, will Apple drop ship for NACIS?

CARTOGRAPHIC PERSPECTIVES (Scott Freundschuh)

Update on issues in progress:

- No. 41 (Winter 2002) published
- No. 42 (Spring 2002) at printer
- No. 43 (Summer 2002) atlas issue, under review

Scott gave update on articles under review and accepted; a refresher on the composition of each issue; sought suggestions for new participants on the *CP* review board. Color in every issue was discussed. Grouping color pages makes this possible. Scott is working with Matthew Knutzen for a series of *CP* covers.

Joe: How to get *CP* back on schedule? Scott: need flow of papers, for example, start PCD papers before PCD 2003 occurs. Joe: How about a paper on the history of NACIS? Gordon will correspond with Jeff Patton for 25th anniversary issue.

Scott will complete his term as editor this year. Issue of *CP* editor to be handled by new board in October.

Jim A. has a proposal from the Sheridan Press to produce *CP* as an alternative to all of the work being done at FREAC. The proposal shows reduced costs and turnaround time, and the company offers reprint service. The proposal is based on NACIS-supplied composed pages and mailing list.

NACIS PAST PRESIDENT REPORT (Jim M.)

Jim M., Megan, and Glen, were the Nominations Committee and for the 2003 elections, proposed these candidates for the Board's review and approval:

- Vice President: Trudy Suchan
- Secretary: Jenny Marie Johnson
- Board (four openings): Dan Van Dorn, Pat Gilmartin, Mike Hermann, Matthew Knutzen, Chris Mixon
- Student Member (one opening): Joanna Seeber, Elvin E. Delgado

The board moved, seconded, and approved list of candidates.

OTHER BUSINESS

Personal introductions from each board member

Meeting adjourned at 4:51 p.m.

Respectfully submitted,
Trudy Suchan,
Secretary

North American Cartographic Information Society (NACIS) Board Meeting

Jacksonville, Florida

October 8, 2003

Officers and Board of Directors Attending:

Will Fontanez

Adele Haft

Mike Hermann

Jenny Marie Johnson

Megan Kealy

Gordon Kennedy (President)

John Krygier (Vice President)

Dennis McClendon

Jim Meacham

Glen Pawelski

Susan Peschel (Treasurer)

Trudy Suchan (Secretary)

Andrew Wunderlich

Others Attending:

Lou Cross (Executive Director; 2003 conference local arrangements)

Scott Freundschuh (Cartographic Perspectives Editor)

Meeting called to order at 3:10 p.m. by Gordon Kennedy.

Minutes of the April 12, 2003 board meeting were reviewed and approved.

President's Report (Gordon)

Proposed Policy on Use of NACIS Mailing List

Gordon gave background, to-wit, in June 2003 Lou Cross received a request from a member of the Cartography and Geographic Information Society to distribute to our membership an invitation to a CaGIS Student Competition related to the ESRI International User Conference. Lou forwarded the request to the Board members and asked for guidance in responding. The four NACIS officers (the Executive Committee) agreed to the policy detailed below, now brought to the Board for review and affirmation:

The purpose of communications generated by NACIS is to conduct the business of the organization. Our mailing lists (postal and electronic) exist so that we can operate our business?we need to send and receive information between the Executive Office and members, and we need to facilitate the exchange of information among the membership. Uses of our membership data shall be limited to actions that are directly related to the support and development of NACIS itself.

- 1) We do not use our membership data for communications originating from other organizations unless there is an explicit and necessary connection to the mission of NACIS.
- 2) Announcements and news that appear in our journal, newsletter, and

website are selected at the sole discretion of the editors for those media. The editors (selected by the Board of Directors) are entrusted to apply their own judgments in determining which organization, events and individuals are featured in their publications.

3) Bulk mailings using NACIS membership data will be strictly limited to communications that are required for the operation and sustenance of the society.

4) The Executive Office shall be the steward of NACIS business information, including the mailing lists, and shall practice due diligence in maintaining the security of NACIS information against physical loss or damage, and against unauthorized discovery, examination or alteration.

In discussion, the issue arose, does the policy cut out communications to the membership from business affiliates? It was agreed that editors of the newsletter, etc. have discretion in this area.

It was moved, seconded, and affirmed to accept the policy as written.

Executive Director's Report (Lou)

Report on Conference Arrangements and Attendance

We have 150 conference registrants, 82 for Practical Cartography Day. About one-third of people are participating in Saturday workshops. Eighty signed up for Thursday's river cruise. We needed a minimum 230 hotel room nights, have 357.

For future planning, note the hotel quoted a price of \$100 for an internet connection but the cost was \$200 with the connect fee.

Membership

Year Number

2001 448

2002 471

2003 379 (does not include late registrations)

2004 63 (does not include late registrations)

There was discussion of conference attendance and membership, including ways of advertising the conference. Arcnews has worked in the past. Late publication of Cartographic Perspectives is a deterrent to membership growth.

By-laws Changes

Proposed changes will be presented to the membership at Thursday's luncheon business meeting for vote. Extracts of by-laws to be changed (not full set of by-laws) will be presented at the business meeting.

Insurance

Insurance broker needs a financial report of the organization before we can get quotes [Lou, for what kind of insurance]. Attorney did not recommend liability coverage for each board member. Discussed liability insurance for Portland, ME, including potential liability of serving alcohol in the hospitality suite. Lou will check with insurance company on this.

Related to that point, the Board authorized Lou to spend the remainder of the \$2000 allocated for legal research.

Election Results

Vice President ? Trudy Suchan
Secretary ? Jenny Marie Johnson
Board ? Pat Gilmartin, Mike Hermann, Margaret Pierce, Erik Steiner
Student ? Joanna Seeber. Note: Joanna has graduated. Elvin Delgado will be the student board member

The Board thanks outgoing members Will Fontanez, Adele Haft, Megan Kealy, and Joe Poracsky

Treasurer's Report (Susan Peschel)

NACIS XXII (Columbus 2002) Conference Results
Final figures (attached), including final expenses submitted to Susan after the April 12, 2003 board meeting.

2002 Treasurer's Report
Distributed (attached)

2003 Treasurer's Report
Distributed (attached). Year to date.

2004 Proposed Budget
Distributed (attached); same as distributed at April 12, 2003 board meeting.

Cartographic Users Advisory Council (CUAC) (Gordon)

Dan Seldin sent the spring 2003 CUAC agenda and meeting notes to the Board (attached). He also provides the information for publication in Cartographic Perspectives but it has not been published there in Board memory.

CUAC's mission is to assure geospatial information is provided to federal depository libraries. It is under the auspices of the Special Libraries Association. CUAC representatives spend two days each spring in Washington, D.C. interacting with federal agency representatives. The Board talked about NACIS affiliation with CUAC and Gordon noted NACIS bylaws refer to

having an active role in affiliate organizations with related missions. Discussion included the question whether CUAC makes recommendations to agencies?if so, NACIS should be an active participant. NACIS should have two representatives to CUAC. The point also was made that NACIS should communicate with its members about CUAC. Instead of using CP to publish the information, communicate via the e-newsletter or via the NACIS website; include link to CUAC minutes online [URLs provided by Jenny in April 2004: www.sla.org/division/dgm/minutes.htm for 2000, 2001, 2002; www.lib.purdue.edu/lists/geonet/msg01246.html for 2003).

It was moved, seconded, and approved to: name Dan Seldin as a NACIS representative to CUAC; set two-year terms for NACIS representatives to CUAC; and pay each NACIS representative to CUAC \$150 for attending the spring CUAC meeting and reporting to NACIS at the first fall board meeting.

The Board directed the President to appoint one other NACIS member to CUAC. [Joanne Perry was appointed]

President-elect Report (John Krygier)

Jacksonville has the same number of sessions as Columbus. Paper sessions are down, panel sessions are up. Three sessions are offshoots of Practical Cartography Day. Gallery session, featuring one person, is a new idea.

Presenter	Share of Affiliation Papers
Academic	53% (two librarians)
Government	7%
Private sector and NGOs	40%

Should the conference next year feature a Practical Map Librarians Day? A leader would need to come forward from the map-librarian community.

NACIS XXIV, October 6-9, 2004, Portland, ME (Mike Hermann)

The conference location is set at the Holiday Inn. The hotel uses a local subcontractor for audio-visual equipment.

Ideas for Thursday night social: boat on Casco Bay, a clam bake, bars/clubs/microbreweries. The Osher Map Library is having an anniversary event that could be tied in with the NACIS social.

Possible speakers are Joe Wood, Provost at the University of Southern Maine and [add name from Mike's latest report] "Dr. Bob's Amazing Planetary Review."

For Saturday workshops, University of Southern Maine is a 10- to 15-minute

ride from the hotel. It has two GIS labs and should yield five or six student volunteers. Can we use USM vans? Who is authorized to drive? Saturday field trip could include Freeport ME shopping or tour of DeLorme in Freeport.

NACIS XXV, 2005

Places under discussion:

Santa Barbara ? Too expensive. Dan Van Dorn would be local arrangements contact but he currently is deeply involved with Practical Cartography Day 2004.

Los Angeles ? Gene Turner would be local contact. Gordon and John will check on this.

Duluth ? Lou and Scott will sketch some numbers for next board meeting (Oct. 10).

State College (Penn State) ? Too remote.

Santa Fe ? Megan Kealy did extensive research. El Dorado Hotel is suitable to NACIS needs (167 rooms, meeting space, rates \$99 single/\$119 double) but not available the first two weeks in October. We would need to shift the conference to the last weekend in October or first weekend in November. Participants would fly to Albuquerque about 60 miles away; there is a frequent shuttle to Santa Fe. Santa Fe Community College would be available for a workshop under certain conditions (a full day workshop, for one-half college credit, fee would be app. \$1250 including instructor). Local arrangements person? Megan mentioned Frank Kenney of Fish and Wildlife in Albuquerque (but he has not participated in NACIS). Perhaps Santa Fe for 2006?

General observation that the northeast is a safe location to keep attendance numbers up. Other locations, however, may bring in members and be to the long-term benefit of the organization.

Cartographic Perspectives (Scott Freunds Schuh)

Update on issues in progress: All 2002 issues are published. Matt Knutzen is now doing CP covers. Four of five papers for the atlas special issue have been accepted so the first issue of 2003 is about ready. About 10 other papers are in various stages of submission and review; that is enough papers to do three more issues. Scott may phase out the opinion column. Review board members rotating out are Aileen Buckley, Michael Peterson, Matt McGranaghan, Gary Allen, and Carolyn Weiss; Scott asked for suggestions for new review board members.

Scott has handled CP for four years and offered to continue for three more years.

Student Web Mapping Contest (Gordon for Charlie Frye)

About 22 entries met requirements so were judged. The quality was decent and the idea of using a pool of judges and iterative phases of ranking is working well. National Geographic would like to contribute to the prize pool and advertise the contest on its web pages. They similarly sponsor the Association of American Geographers Cartography Specialty Group student map contest.

Student Poster Contest (Jenny)

Five entries known in advance. Voting will go on until noon Friday.

NACIS.ORG (Gordon)

Gordon drafted the following recommended duties for the editor of nacis.org:

The purpose of nacis.org is to promote NACIS and to provide reference information and communications for the membership. It promotes by describing the organization and its goals. It provides reference information such as conference schedules and news, Cartographic Perspectives information, and contact information for members and non-members. It communicates by listing events and news thought to be of interest to the members.

The NACIS Executive Office handles web site technical operations. The Website Editor determines content of the site.

The Website Editor and NACIS Executive Director together determine the general content and design of the site. The Website Editor is appointed by the Board of Directors and reports to the President as needed. The Board may appoint anyone of their choosing to serve as Website Editor, but under normal circumstances the Editor is expected to be a member of the Board.

The Website Editor may recruit an editorial committee, subject to the Board's approval.

The Website Editor and Executive Office will continually monitor the content and condition of the site to ensure that it is current, useful, relevant, and functioning properly. They will periodically conduct a design review to determine whether or not the content, appearance or functions of the site need revision.

Gordon's strategy is to bring the web pages up to date and then re-design the site. Lou said all files for the web pages are at FSU and nacis.org can be moved any time but it seemed prudent to wait until after the conference.

Other Business

Membership Database

Getting the information out of Milwaukee was not feasible for this conference. Lou will work on a strategy for moving the database by the spring 2004 board meeting.

Past Issues of Cartographic Perspectives

AGS is storing 36 boxes of past issues of CP. How to minimize this load? Ship to and sell at next year's conference? Sell sets to individuals?

The meeting was adjourned.

Respectfully submitted,

Trudy Suchan,
Secretary

North American Cartographic Information Society Board Meeting

Friday, October 10, 2003

Jacksonville, Florida

In attendance: John Kygier (president); Pat Gilmartin; Gordon Kennedy (immediate past-president); Glen Pawelski; Susan Peschel (treasurer); Charlie Rader; Erik Steiner; Margaret Pearce; Mike Hermann; Elvin E. Delgado; Trudy Suchen (vice president/president elect); Dennis McClendon; Jenny Marie Johnson (secretary); Lou Cross (executive director)

The meeting was called to order by John Krygier at 3:40pm.

Introductions were made and new board members were welcomed.

Current Conference

The conference in Jacksonville had 147 people registered; approximately one-third were first-time attendees, which is a typical amount. Budget issues kept some regular attendees away. All of the required room nights were filled; nearly all of the conference attendees stayed at the Radisson. Practical Cartography Day (PCD) went "smashingly well."

The banquet agenda was distributed. Banquet give-aways were to include atlases and a software package. Board members were asked to assist with the drawing by picking up banquet tickets with member names written on the back.

The registration survey did not get handed out to everyone; it went mainly to PCD attendees.

NACIS is your primary conference

Yes -- 71

No -- 9

You are here primarily because of PCD

Yes -- 18

No -- 61

Would like to pay for conference registration with a credit card

Yes -- 72

No -- 7

Fritz Kessler would like to continue to coordinate the poster session although funding might become an issue so a back-up plan is needed. Many more posters arrived than were expected. Officially, abstracts are required in advance for posters. Knowing what kind of walls are in the poster session room before the call for posters goes out might be helpful in planning for dealing with unexpected arrivals. If a poster is larger than the established maximum (4 x 8 feet?), the displayer needs to alert the poster session coordinator

Subcommittees

The Board already has a nominations sub-committee. Although there have been other subcommittees, they have been informal and ad hoc in nature. Pat Gilmartin stated that having established and permanent subcommittees would be more efficient and could lead to wider involvement in NACIS planning and activities. Gordon Kennedy suggested that subcommittees could be created as needed but that there might be a problem of making sure that they functioned. John Krygier would expect subcommittee progress reports by January 15 with formal reports to the Board in April. Gordon Kennedy distributed a NACIS.org report that could serve as a model and said that to meet this timeline duties and subcommittee rosters would need to be created quickly.

The Board could establish subcommittee descriptions via e-mail after the October 2003 meeting. Subcommittee chairs should be current Board members but perhaps other members would not need to be currently serving on the Board. Heads of subcommittees could seek out anyone that they needed.

A number of subcommittees were specifically discussed and memberships determined.

NACIS.org -- design and currency of web site -- Erik Steiner, Charlie Rader, Gordon Kennedy

Promotion -- local promotion for annual conference, membership recruitment -- Mike Hermann, Susan Peschel, Elvin Delgado

Local Arrangements -- advise new local arrangements person -- John Krygier, Susan Peschel

Strategic Plan --modeled after ICA, a chance to see what other organizations are doing -
- Margaret Pearce, Pat Gilmartin, Trudy Suchan

Nominations -- covered by NACIS bylaws -- Gordon Kennedy, Erik Steiner, Pat Gilmartin

Publications -- not an editorial board, overview of all NACIS publications including CP, quarterly e-mail newsletter, brochures -- Executive Committee

PCD -- Glen Pawelski, Dennis McClendon

NACIS 2004 -- Portland, Maine

Mike Hermann needs a reasonable estimate of the number of attendees as well as a budget. There will probably be a strong link with the Osher Map Library. PCD will happen, planned by Glen Pawelski and Dan Van Dorn. A Practical Map Library Day, either a full- or a half-day, is being considered; Trudy Suchan has a number of ideas and names for either a Practical Map Library Day or for a session devoted to map libraries. There might be an evening social event in Portland. Fritz Kessler would be helpful with making a music selection. It would be good to have a non-alcoholic social option. Some commented that coffee was urgently needed between sessions. Please e-mail Trudy Suchan with additional thoughts or ideas for 2004.

Two suggestions were made for future conferences: waving the conference fee for students who present papers and a joint meeting of NACIS with the International Map Trade Association (ITMA). Board members also liked the "Map Off" that was held for the first time at the 2003 conference, and some expressed the hope that future map offs would be scheduled so that there was no conflict.

Future Conference Sites -- 2005 and 2006

Everyone was reminded that 2005 will be the 25th NACIS conference. A formal decision about 2005 must be made at the April 2004 Board meeting. It would be great to have 2006 decided on early, too.

Three important things to consider in evaluating a site are space/s available, cost per night, and transportation options and costs. Additionally, a strong local arrangements person has been traditional. Saturday workshops are not specifically required although they seem to have become somewhat expected.

Four possible sites are: Santa Barbara, California (Jim Balsee at Maps.com); Santa Fe, New Mexico (Megan Kealy and Frank Kenney); Salt Lake City/Park City, Utah (Brandon Plewe), and Duluth, Minnesota (Scott Freunds Schuh). ITMA was held in Santa Barbara earlier in 2003; although there are a wide range of facilities, cost could be an issue.

Cartographic Perspectives

CP is behind schedule. It is caught up for 2002. The first issue for 2003 (atlases) is deep in the production process and the page layout has begun for the second issue. The goal is to have these two 2003 issues ready by Christmas and the third ready during the first quarter of 2004.

The Board needs to make a decision about re-appointing Scott Freunds Schuh as editor. The original agreement was a three year appointment with the possibility of a one year extension. The options for the Board were: no re-appointment; a one-year reappointment; or a three-year reappointment. It was moved, seconded, and approved unanimously to offer Scott. Freunds Schuh a one-year reappointment.

Nominations Subcommittee

By the April meeting, the Nominations Subcommittee (Gordon. Kennedy, Pat Glimartin, and Erik Steiner) will have a slate of candidates for vice president/president elect, treasurer, and board members. Although preferable, previous Board experience is not required or needed for vice president nominees.

New Business

-- Aileen Buckley regarding CaGIS -- will be incorporated as an organization in 2004, independent of ACSM. The membership renewal form will look different. CaGIS (the journal, which is available online) and awards will be part of CaGIS (the organization). A strategic plan will be authored in spring 2004. ACSM conferences will continue. CaGIS is interested in coordinating with other organizations -- possibly a cartographic congress.

-- Keeping NACIS web site up to date -- Andrew Wunderlich will work with Lou to keep

the contents of the web site up to date. Gordon Kennedy will contact Andrew to confirm this.

-- NACIS representative to Cartographic Users Advisory Council -- Paige Andrew was appointed the 2nd representative from NACIS to CUAC.

-- NACIS database -- The Executive Office is working on created an integrated online, web-based database. Data was dumped from the Paradox system last spring and is being cleaned up. Gordon Kennedy and Lou Cross are interested in establishing a database structure starting with membership. They will talk with Susan Peschel about business processes. A proof of concept is needed including a description of the deliverable, estimated date, and estimated price. Off-the-shelf packages do not seem to do what NACIS needs so some development time and money will need to be spent.

-- The spring Board meeting will be in Milwaukee. It will be a full-day meeting (9am-5pm) on a Saturday. Board members are compensated up to \$200.00 for their expenses; the student Board member to \$300.00.

-- New Board members need to e-mail John Krygier with their preferred e-mail addresses.

The meeting adjourned at 6:15pm.