

NACIS 2014 March Meeting Minutes

March 12, 2014 12pm PST

Skype

Summary of Tasks identified from the March Meeting

Synthesis of activities and tasks identified during the meeting for follow-up consideration and/or completion

General

- Call for agenda items for SBM is open
- send Susan your flight info for airport pick up & reserve your hotel.

Awards Committee

- email blast to go out at end of March re: student competition
- finalize guidelines and submission form for the map gallery, student map poster & dynamic map competitions
- update website with links

Communications Committee

- everyone to review the CoPo for media guidelines:
<https://sites.google.com/site/naciscontinuity/committees/communications-committee/mediaguidelines>
- everyone: send communications to Tanya for inclusion in next media blast

Continuity Committee

- —

Finance Committee

- —

Membership Benefits Committee

- Mamata to coordinate with her committee and follow up with Susan re: amounts for potential schwag

Nominations Committee

- get feedback from Amy
- board to have a think about appropriate people to ask on board.
- some nominations logistics to take place for next year's CB.

Outreach Committee

- —

Web Refresh Committee

- everyone: have a look at the new website, provide feedback to Nathaniel and Eliana: <http://nacis-redesign.geographics.cz/>

- ensure short URLs work for new website.

Atlas of Design Committee

- Neil to loop back to Daniel re: sales team

Local Arrangements/NACIS 2014

- coordinate with CaGIS for shared something
- registration form, field trips
- Susan to find out if Michelle will attend Pittsburgh

Cartographic Perspectives

- NVK to write letter from the president
- Pat to provide details for the switch to American

CartoTalk

- NVK or Susan to follow up with Hans re: ad sales
- Cartotalk needs a tech person!

Passed Motions

- —

Recommendations

- —

Board Composition:

Executive Leadership

Lou Cross | Executive Director-Annual Meeting Operators (will step down 10/2014) *(regrets)*

Tanya Buckingham | Executive Director-Annual Meeting Operators (term expires 1/2016)

Susan Peschel | Business Operations (untermmed)

Daniel Huffman | Executive Director-Operations (term expires 1/2019)

Officers

Neil Allen | Past President (term expires 10/2014)

Nathaniel Kelso | President (term expires 10/2014)

Alex Tait | Vice President & Program Chair Pittsburgh (term expires 10/2014)

Amy Griffin | VP-Elect (term expires 10/2014) *(regrets)*

Jenny Marie Johnson | Treasurer (term expires 10/2014)

Eliana Macdonald | Secretary (term expires 10/2015)

Board of Directors (returning)

Martha Bostwick (term expires 10/2014) *(regrets)*

Leo Dillon (term expires 10/2014)

Alethea Steingisser (term expires 10/2014) *(regrets)*

Board of Directors (newly elected)

Elaine Guidero | Student Board Member (term expires 10/2014)

Mamata Akella (term expires 10/2015)

Maggie Smith (term expires 10/2015) *(regrets)*

Andy Woodruff (term expires 10/2015)

Ex-officio Members

Patrick Kennelly | Editor of Cartographic Perspectives

Hans van der Maarel | Editor of CartoTalk *(regrets)*

Meeting opened at 12:05pm PST

- Minutes Recorded by Eliana Macdonald
- [Agenda](#)

1. Awards | Leo

Update from Martha:

- on track to send email blast at end of month about the student competitions
- finalizing guidelines and submission form for the map gallery, student map poster & dynamic map competitions
- update website with links. To be completed this weekend. Check out continuity portal.

2. Nominations | Neil

- put call out to board members for input on potential board members, especially looking for veep.
- really wants to get Amy's input, as it will really matter for her.
- 3 board members at large who are willing to run, have bios.
- need to get how many in total?

Tanya: 6

NVK: what's the timeline?

Tanya: 60 days for slate of candidates, 30 days for ballot.

NVK: with website transition, we know we need to support the voting process, might use existing functionality (last ballot technology), plan another couple weeks technology detail set up. Board, please have a think about future board members.

Skype Chat from Neil: CB Award is a part of Awards last I knew. Tim Stallman should be consulted as he is the heir apparent as he worked under Nat Case who spearheaded it for 2013. There is some nominations logistics that need to take place in preparation for the next year.

3. Membership Letter | Nathaniel

- Letter from the President for Pat - NVK to do

4. Communications | Daniel

- putting together general guidelines around communications, eg. NACIS email blast
- continuity portal post around communications committee (twitter, email, etc. accounts)
- have people look over the media guidelines in the of Cont Portal:
<https://sites.google.com/site/naciscontinuity/committees/communications-committee/mediaguidelines>

NVK: let folks chew on that. Goal: as we get larger presence, business, orgs, want to promote their material in our communications, ad hoc up to now. We're getting requests from other folks to promote material around our communications, want to have defensible position to carry our good brand forward. We'll review in detail at Spring Board meeting.

Daniel (skype): hope to have a team around these tasks

Daniel: next email blast not currently scheduled, probably at the end of the month when the CFP is available. nominations to be included in the blast. send communications to Tanya.

2. [Cartographic Perspectives](#) | Pat

- currently finalizing CP 75, hope to be finished in the next few weeks.
- have peer-reviewed content for CP 76, hopefully no delays.
- will conclude last years' pubs, still planning three for this year.
- RE: return of copyright proposal, still scoping it out, hoping to report at SBM
- looking through general management system: how many articles/level of effort required; which ones would be involved - NVK's suggestion to potentially begin with most recent, good, pilot project. move everything or just peer reviewed.
- switching to American Printing. Currently work with Gandy, not happy with quality - sent proofs not up to standard. AP closer to Daniel (copy editor), printed AoD. Slightly more expensive. proposal at SBM.
- \$1459 vs \$1879 printing and \$175 vs \$193 packing.
- benefit because back and forth is time consuming.

NVK: - please provide details to NVK, Jenny, Susan. Will write president's membership letter soon.

Pat: have CP 76 peer reviewed articles, not concerned so much right now. Will have a winner of CP peer reviewed paper competition for 2013, hold off announcing until Oct?

NVK: have proposal for SBM re: announcement

NVK: happy with website refresh?

Pat: yep.

3. SBM (Milwaukee, Wisconsin at AGS Library on April 5th) | Nathaniel & Susan

- Call for agenda items is open
- opportunity for us to meet in person, have business to take care of (eg. look at the next NACIS location, continue NACIS spirit, budget approval, logistics, etc.)
- send Susan your flight info for airport pick up & reserve your hotel. need headcount for restaurants, and what to do on Friday. pack a sweater.
- travel stipend (~300 for expenses; 400 for student)

4. [NACIS 2014 Finances](#) | Jenny

- drafting budget for discussion at SBM
- has draft budget for 2014, will talk about budget in general terms at the beginning, and then approve at the end of SBM, once intends to do, and financial needs are.
- 2013 had positive balance of \$23k yay

5. [Atlas of Design](#) | Daniel

- just wrapped up submissions period (~300 entries, twice as much as last round), getting bigger, from all over the world.
- collating submissions, getting ready to send to team of 13-14 judges.
- may 1st will let people know their status.
- Marty Elmer (ass't editor) and DH are laying out etc.

NVK: budget info has been given to Jenny?

DH: yes, ballpark figure. ~ 1000 copies, similar in price. will discuss at detail at SBM.

Eliana: splitting into sales & creative?

DH: talked about sales & creative team in Greenville, volunteered Neil for it. Editors will focus on creation, other person will focus on sales and getting book into world.

Neil: Neil will loop back to Daniel, fell off his radar.

DH: website stuff has been handled by Sam, dividing responsibilities, not too much as far as training goes, hewing to timeline based on last time: keeping an eye on milestones, etc. joint decision-making, as its intended to.

NVK: looking forward to it, good for getting brand out there. appetite for map design out there today. Thanks for heading up 2nd volume.

6. [Web Refresh](#) | Nathaniel

- past halfway mark, circulated wireframes and draft designs to exec committee, got sign-off
- all site hierarchy has been redone, content topics should be accessible even in structure has been rejiggered around.
- contractor is now implementing as wordpress CMS, with different plugins for member management, event registration, diff roles for editors, subscribers, etc. board members will be able to log into site and keep it up to date, different levels of permissions for different sections.
- design looks pretty good, asked to have site draft complete by SBM
- big task is to transfer text to the new website; want to freshen the text as well too - has been edited, but never big refresh.
- <http://nacis-redesign.geographics.cz/>
- on schedule for meeting April deadline
- {NVK describes what website looks like}
- any issues, please let us know so we can follow up with them, very quick and able.
- at SBM will have working site, you can log in on, can become member, will give you a fake credit card so you can register for things, etc.
- exciting to pull this together, goal as president is to launch it, current site neglected in order to focus on new, Thanks to Tanya for fixing up old site. In half way state the CFP will need to be on both old and new site.

7. **Pittsburgh Program** | Alex *timestamp: 34:30*

- things progressing at good pace for CFP and general organizing
- will go over things in detail at SBM, similar format to last year: main conf, geographic data collections day (GCGD, rebranded), PCD, NNO, field trips, workshops
- CFP is finally done, it's 6x11 postcard at printer:
http://www.taitmaps.com/NACIS/NACIS_2014_CFP_print.pdf, will be mailed out soon. mailing list also at printer. will be mailed out friday next week.

NVK: all the links in postcard take you to the correct places?

Alex: all live and ready to go, abstracts takes to you the iVvy page, link to gdocs for map gallery and two student contests (couldn't do student contests thru iVvy, can't customize enough).

NVK: comments on iVvy?

Alex: reserve comment, so far not worth it. will probably help with review process, and sorting it into sessions.

NVK: i found it difficult tracking who had submitted, etc., next couple months for usage will be a test for it. will ensure the short urls work on new website, and the design for participation will slot in well on new website, you shouldn't have to worry about that.

Alex: will keep eye on site as you port things over.

- all set with speakers: wed night is a local speaker, an architecture librarian at Carnegie Mellon. Ann Knowles on Friday night. Blue Line Grill for Thurs NACIS night out. Susan will get a contract out of them.
- possibilities for field trips to be reviewed at SBM - would like to be on SBM agenda - 3 maybe 2, half day and full day. what are good, narrow down at SBM.

From Tanya via Skype:

Two 1-hour tours:

Andy Warhol Museum Guided tour
<http://www.warhol.org/visit/groupvisits/>

Wigle Whiskey
<http://www.wiglewhiskey.com/distillery-tour-tickets>
(Plays in nicely to the "history" theme, homepage says: "Mmm. HHistory. American Whiskey was born in Pittsburg. Grab your tickets to learn about Pennsylvania's quirky, rebellious Whiskey history.")

One 3-hour workshop:
Andy Warhol Museum workshop
<http://www.warhol.org/visit/groupvisits/>
Warhol Workshops are 3 hours long they run exclusively from 10am-1pm. Workshops include a tour of our permanent collection as well as hands on time in our studio learning about Warhol's process and creating some art work of your own.

One 2-4 hour Historic Walking/Segway tour
<http://www.phlf.org/phlf-tours-events/custom-tours/>

- still need to coord with CAGIS for shared event/something, not sure
- registration form still needs to be done/finalized with Susan, dependant on field trips/workshops. Are people on time, or submitting workshops last minute?

NVK: generally on-time, details about full-day/half come into play later with availability of space at hotel.

AT: do we charge?

NVK: historically we have charged for room recovery, to ensure people actually show up. usually people who put it on don't charge themselves.

Neil: things can get really political re: pricing as compared to one another, try to keep that as good as possible

NVK: mostly it's a nominal fee

AT: CB Award? noticed it on new site.

NVK: yes, dummy placement on new site, follow up with Martha if anyone has been nominated.

Neil: intention was for it to be every other year at best.

8. NACIS 2015 Meeting Location | Susan

- going to Minneapolis! contract signed and deposit made.
- The Depot, historic hotel downtown, gorgeous space, close to light rail (~1 block)
<http://www.thedepotminneapolis.com/>
- with help of Michelle, got a good contract, hard to find affordable hotels.
- unknown if Michelle is coming to Pittsburgh, if we have as big a crowd as we're predicting, we might need her help for at least a part of it. Alex would also like her help in Pittsburgh.

NVK: thanks, looks like it's a beautiful space. do we need to extend contract with Michelle?

Susan: contracted for 2015, not for 2014, was being helpful for Pittsburgh & Greenville but would come as a courtesy as us. I could find out.

NVK: SBM start talking about 2016 locations, out west?

Susan: Denver was mentioned, hard to find affordable hotels. sooner we start looking the better.

9. [Membership Benefits Committee](#) | Mamata timestamp: 45:30

- spent some time going through Jen's survey from last year, written up notes to be needs to

- share with Maggie and Alethea, sending to them in next couple days, get feedback from them.
- present ideas & get feedback from board at SBM,
 - don't have estimate for how much ideas cost, or spend some time looking to see if it's an item you'll need to know about.
 - some ideas used to be done in the past, if anyone has past experience with stickers and tshirts, please send email to Mamata.

NVK: will hear full report and recommendations at SBM; your basic research is done but you still need to meet with your committee. follow up with susan, stickers and tees in the past, re: quantities. have had too much in past.

Mamata: initial ideas I have re: member benefits/conference attendees, will follow up with Susan.

10. [CartoTalk](#) | NA

- Nathaniel will contact Hans for an update
- DNS attacks defended, site still up

Jenny: advertising income came in below what we budgeted: 1350 actual, not 2500 budget.

NVK: delayed accounting or drop in numbers?

Jenny: Susan might be a better answerer, I only deal with actuals... anticipating receiving income from 8 possible purchasers, 4 of them didn't come through; follow up with him to see if more in the works, or if some fell through the cracks.

NVK: follow up to make sure that he didn't actually come through - are things on decline or momentary blip

Susan: invoice when he asks me to, need to follow up with him to see if any need to go out.

NVK: discussion item re: reddit of maps? nope, naxis is nicest is still rule.

Meeting Adjourned at 12:56 PST.

Addendum via email from Hans re Cartotalk:

I'm not going to be able to make the skype call, so here's what I wanted to say re. Cartotalk:

We had an issue that prevented emails from being sent, this affected a lot of stuff around the site, most importantly new members signing up and existing members resetting their passwords (the emails with password instructions were not sent out). I've managed to track this down and sort it out (the admin@cartotalk.com mailbox had filled to capacity), so things are working now. However, this has shown that we really need somebody on hand who is better at the nitty gritty technical details than me. Dave Heyman has done the upgrade for us and he said he would be willing to step in if necessary, but not in any kind of planned/organised fashion. So I think we would be better off to have somebody else.

Obviously this would have to be somebody we know and trust and who has the skills.