

NACIS 2014: October Board Meeting - Pittsburgh Marriott City Center

Tuesday, October 7th, 6pm- Eastern.

Summary of Tasks identified from the October 7th Meeting

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

General

- Approve September meeting minutes
- Daniel and Mamata, and Tanya to work on New Board Members package

Awards Committee

- —

Communications & Outreach Committee

- review Zdenek's website documentation, and arrange for posting to portal

Continuity Committee

- —

Finance Committee

- Meet with NVK before Thursday ABM to review report

Membership Benefits Committee

- further development of New Member Packet

Nominations Committee

- —

Web Refresh Committee

- NVK: budget proposal for new website contract - additional functionality and backend changes
- NVK & MB: Get Zdenek's Website Instructions doc up on Portal for board

Atlas of Design Committee

- —

Local Arrangements/NACIS 2014

- —

Cartographic Perspectives

- —

CartoTalk

- —

Board Composition:

Executive Leadership

Lou Cross | Executive Director-Annual Meeting Operators (will step down 10/2014)
Tanya Buckingham | Executive Director-Annual Meeting Operations (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) (*regrets*)
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)
Jenny Marie Johnson | Treasurer (term expires 10/2014)
Eliana Macdonald | Secretary (term expires 10/2015) (*regrets*)

Board of Directors (returning)

Martha Bostwick (term expires 10/2014)
Leo Dillon (term expires 10/2014)
Alethea Steingisser (term expires 10/2014)

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)
Andy Woodruff (term expires 10/2015)

Ex-officio Members

Patrick Kennelly | Editor of Cartographic Perspectives
Hans van der Maarel | Editor of CartoTalk

Meeting opened at 6:29 pm Eastern

- Minutes Recorded by Martha Bostwick
- [Agenda](#)

Welcome | *Nathaniel*

Annual Review | *Nathaniel*

- busy year
- relaunched naxis.org, back end systems, new payment gateway, etc. payment
- finally made it through the monumental task successfully
- more revisions needed, NVK will take the lead on moving these forward with contractor

Secretary transition | *Nathaniel*

- Eliana now in Costa Rica, unable to continue with the 2nd year of her term
- Martha has offered to step in, but we do need to vote her in.
- It will just be a 1-year commitment to fill in the last of Eliana's term
- JMJ pointed out that this doesn't preclude Martha from running again if she wishes.
- Motion to approve by Leo. 2nd by Alethea. All Aye, no Nay. Approved.
- Nathaniel wants to work with Alex to get meeting minute approval more efficient.

Minutes Approval | *Martha & Nathaniel*

- Decided we are not ready to approve minutes from last meeting: September 2014.
- NVK: Please look over minutes and we'll table approving them until Friday's Board meeting.

naxis.org | *Nathaniel*

-NVK: Site is live, good traffic. Registration is working well, few issues. Some bookkeeping issues that needed to be resolved with Susan - they are working through it. Refunds easy, add & remove booking details went well.

-general consensus is registration was better

-Member modifiable bookings wasn't possible, required admin modification

- NVK looking into this for next year

-Alethea: heard comments that site was slow

-Daniel: agreed - he also has some students had issues getting credit cards to be accepted.

-NVK: different deadlines for various things, countdown counters were wonky, and need to be corrected for next year

-Alethea: suggested a deadline summary page? NVK suggested the

<http://naxis.org/annual-meeting/current-meeting/participate/> page is a good summary of this, should be expanded.

-Lou: promo codes - glitch happened with his promo code and the discount rate for non-members (*as per DH: Glitch was that you couldn't use a promo code and register as a member. Had to register at non-member (\$100 more) rate, so promo codes weren't quite set high enough in value to totally offset the cost of registering.*) NVK: used affiliate codes for some people as 'promos' . It was hard to track "who" the promo was for, when it wasn't used for affiliate discounts.

-Lou: overall process and aesthetic was great compared to what we had before. Much value added for members. Will the new website be featured at Thursday AGM?

-NVK: yes, he'll talk about it, and explain parts of the new site to audience

-NVK: website plan moving forward. Original contract was 2 phases with developer. Contractor has been

paid, with understanding they are still fixing bugs this week. Additional changes being tracked, and a budget proposal will be made for an additional contract, mostly for backend changes to make registrations and conference management easier. Also adding some missing functionality, like CP ordering.

-Alex: moving forward, who will be working on this in the future, do we need plan for a committee to keep things going?

-NVK: Sam Matthews is web master, Zdenek prepared a doc with instructions as part of the initial contract. NVK will work with Sam and Amy on updates for next year, and with Susan on keeping track. Most work will fall to individual content owners (committee heads) and the webmaster. We are overall happy with the builders. They've been very responsive.

-NVK: website refresh committee is pretty much done, and should be replaced with the webmaster for ongoing maintenance.

-Tanya: does webmaster fall into Communications & Outreach committee?

-Daniel: yes

-NVK: Manual will be sent out in meeting notes ([link](#)), and should get put on the Continuity Portal

-Daniel: reminder that it is on committee heads, not Sam, for actual content.

Treasurer's report | Jenny

-NVK had requested a preview of ABM report

-JMJ: We've got money, good shape

-JMJ: no new figures right now, hard to track money with new website.

-Susan: Numbers were weird, they are getting straightened out. She has to do a check & balance to make sure it's all okay.

-NVK: can he sit with JMJ and Susan before Thursday?

-JMJ: she doesn't usually talk about \$ from this year during the lunch meeting, she talks about money from previous year and this year's budget.

-NVK: We now have auto-renewal for memberships, big difference this year. Good uptick in renewals. Most are regular conference attendees. Moving forward we should get a good picture of membership with new system, now that's in place.

JMJ: How long should she talk? 5 min?

NVK: should be good. Meet with Alex and NVK to confirm schedule tonight.

NVK: Biggest task for him in regards to website is to work with JMJ and Susan to make sure system is working and accurate for accounting and auditing.

Election Results | Tanya

-Tanya:

-Anthony VPE

-JMJ for Treasurer

-Alethea, Nat Case, Kristin Grady as General Board Members

-Lauren Tierney as Student Member

-very close run this year, 3 vote different between Kristin and Leo

Side discussion sprung off from election talk

-Leo: Volunteered to chair Awards committee next year to keep someone with experience

-Daniel: Can a non-board member chair a committee?

-Tanya: Not defined in the Constitution. Just need to have a Board member on the Committee.

-Alethea - willing to step up to help with Student Dynamic Mapping Competition next year

-Tanya: creating the new board member packet - can someone pick up work on this, to help new members get acquainted with board? Daniel and Mamata volunteered. Tanya will also help, she has assembled some materials already.

-Alex: people ask how to help, what can we offer them to encourage participation and get people more involved?

-Daniel: also include 'How To Get People Involved'

-Alethea: might be a job for the new student board member? She's very well organized.

-Lou: A lot of focus is on board welcomes. Would also be great to have a Welcome to NACIS package. Something to give to people to tell them what they are getting from the organization and how to get involved. Somehow work new branding into it? 'Proud Member of NACIS' badges for websites, etc.

-Alex: seems like it falls under membership committee. We should flesh out the new member package. Include a formal welcome message from President.

-NVK: SBM added a [Get Involved](#) section to website, flesh it out

-Daniel: Organize with webmaster

-Maggie: who approves that?

-Alex: bring it up at next meeting for board approval. Sam will set up technical stuff

-Mamata: New member email: what about renewals?

NVK: We have a different template in the admin.

-Alex: get a different version of that

-NVK: also should send email for lapsed members

-Amy: proposes that the Spring Board Meeting is weekend before AAG. Sat April 18. Milwaukee.

-Alex: will add to agenda for Friday

Pittsburgh Meeting | Alex, Amy & Susan

- Update on registration numbers: 286 for full registrations, and a lot of partials. Excellent!

-Alex: dealing with a few last minute things, 3 papers dropped since print program went to press. Will make announcements at Wed night event

-NVK: Field Trips: Warhol is gone, could have had 2 walking trips. Good idea, but who will organize it? Need someone interested in leading it? -NO (general consensus from all board members after chatter)

-Susan: announce people can still go to Warhol and Wigle, it's just not organized.

-Lou: online thing? Yes, [Sched](#). Alex happy with it, thinks it's great.

-Susan: What is IVvy? Alex: used for submission of abstracts. Painfully slow. Maybe not worth it for the cost? Susan: can we use Sched for everything? Alex: Maybe, yes.

Tanya: we liked the 'Welcome to NACIS' email that went out.

-[NACIS2014.sched.org](#) is address

-Alethea - group photo? When? Alex: Thursday after business meeting in Courtyard? Announce during business meeting. Should have about 15min for photo.

-Alex: another email going out tonight with some notes, a link to Matthew Hampton's GIF

-NVK: MapBox workshop full?

-Alex: WebMaps! workshop asked for additional registrations, caps got adjusted to keep workshops manageable. 30 should be fine.

-Daniel: will this be automated next year? shutting down or cancelling?

-NVK: It needs work. On list as a top fix. Auto-shutdown for full events.

-NVK: Banquet orders reviewed today with hotel staff. Hotel seems really competent. Lots of space.

-NVK: 156 PCD, GDCC at 18, 126 for NNO

-NVK: Blue Line Grille for NACIS Night Out is 1 block, really easy to get to. 4th floor of a bar. Neat space.

Buffet on one side and band on another. Sliding glass doors to nice verandah area. We had comments that the NNO needed to be amped up a little, this should fulfill the issue!

-Alex: looking good for session chairs, all looks good.

-NVK: will be doing AV set-up. Let him know of problems. Find NVK or Alex. Jake Coolidge helping too.

-Alex: Friday lunch - if continuing on board you need to give menu order. Meeting in 3 Rivers room same as tonight.

-Tanya: we have an app we can use to get in touch with hotel staff

CP Update | Patrick

-PK: another issue coming out within the month, then a special issue coming out by end of year.

-Daniel: that will be 4 released this calendar year!!

-NVK: successful at recruiting content?

PK: yes, coming good

PK: Daniel got DOI numbers this year, good thing, things progressing on backside

-JMJ: are we trying to catch up?

-PK: yes

-Daniel: goal is to get a 2014 issue coming out in 2014

-(Anonymous/Unknown): can't we cut losses and just jump issue numbers?

-JMJ: clarifies that no we can't. We have to fulfill the obligation to members who have already paid money for certain issues. We told members they would be getting those issues.

-PK: page view stats coming on Friday.

-NVK: Good CP board participation? Yes.

Other business

a. group photo shoot? see above in Pittsburgh Meeting section

b. swag distribution?

-Leo: lots should be coming, lots arriving tomorrow. needs to find Abe to for PLCD. Will divide up for Wed, Banquet, and Geopardy.

c. coordination of on-line meeting tools

-Alex: need to review IVvy and Sched. IVvy too clunky, Sched good, but missing a couple of things. They will be looking around for next year. Ask members what they think of Sched as the meeting progresses.

-NVK: Any feedback on tooling is good, and needed new functionality should be scoped within next month.

-NVK: talk more on Friday, after we've asked around.

d. Mamata: t-shirts and stickers.

-stickers on table for people to help themselves

-thanks to Tanya and Leo for help on t-shirts

-T-shirts on sale tomorrow at registration table. Encourage cash.

-48 mens and 48 womens of assorted sizes

-profits go to student grants

-should be have a diff price for credit cards?

General Consensus: Seems like a lot of hassle, not worth it.

-Daniel: when will they be sold?

-Leo: during registration

-Daniel: should they buy during busy period?

Alex: first announcement is Wed night, sell them Wed if Susan doesn't mind. Go out mid-day

wed.

NVK: Mamata and Leo help man desk during breaks Thursday and Friday

Susan: bring them out after initial rush on Wed. so as not to interfere with initial check-in

NVK: Any other business?

-help out Susan tonight. Help stuff bags.

-adjourn business meeting, and help assemble bags.

NVK: ADJOURNED.