

NACIS: June 15, 2016 - Skype Meeting Minutes

5pm Eastern Standard Time

Minutes Recorded by Martha Bostwick, Secretary

Summary of Tasks identified from the Meeting

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

General:

- 2017 CfP Submissions Coordination: Fritz will chair a group with Nat, Daniel, and a PCD organizer to determine our methods moving forward for accommodating large numbers of CfP responses.
- Executive Committee will brainstorm ideas for site selection at an October Executive Meeting, to see if we can come up with ideas to smooth/streamline process for Susan, to alleviate her workload.
- Susan to proceed with Norfolk for 2018.

Colorado Springs Meeting:

- Revise website to alert people that hotel space is filling, and to contact alternate locations for rooms if necessary.
- Revise registration to separate tickets for ease of counting this year. Work on combined tickets for next year.
- Ask speakers to confirm attendance in their acceptance letters.
- Hotel layout - room assignments for tracks and events
- PCD Livestreaming: proceed with implementation

Membership Benefits:

- Discuss the usage of member benefits (specifically discounts) at the October board meeting.

Tech Admin Position:

- Tech Position: goal is by next board meeting to have a complete job description, an estimate of time needed, and a strategy for recruiting people.
- See if Sam Matthews and Andy are willing to help with this too.

Motions Passed:

-Approved the minutes from the May 2016 Skype meeting.

-To empower the PCD Livestreaming Committee led by Andy to proceed with investigating the livestreaming of PCD, and to make decisions regarding its implementation, making sure they inform the board of any decisions they make.

-Move forward with securing the Norfolk Waterside Marriott for 2018, given the fact that we can pull out pending a site visit.

Board Composition:

Executive Office (non-voting)

Tanya Buckingham | Executive Director (term expires 1/2017) *(regrets)*

Susan Peschel | Business Manager (un-termed)

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

Executive Board (voting)

Alex Tait | Past President (term expires 10/2016)

Amy Griffin | President (term expires 10/2016)

Anthony Robinson | Vice President & Program Chair Colorado Springs (term expires 10/2016)

Fritz Kessler | VP-Elect (term expires 10/2016)

Jenny Marie Johnson | Treasurer (term expires 10/2016)

Martha Bostwick | Secretary (term expires 10/2017)

Board of Directors (voting)

Nat Case (term expires 10/2016)

Kristen Grady (term expires 10/2016) *(regrets)*

Alethea Steingisser (term expires 10/2016)

Andy Woodruff (term expires 10/2017) *(regrets)*

Brooke Harding (term expires 10/2017)

Matt Dooley (term expires 10/2017)

Robin Tolochko | Student Board Member (term expires 10/2016) *(regrets)*

Ex-officio Members (non-voting)

Patrick Kennelly | Editor of Cartographic Perspectives (term expires 2016)

Hans van der Maarel | Editor of CartoTalk (term expires Dec 31, 2018) *(regrets)*

Quorum is $\frac{2}{3}$ of voting members in attendance (9 people required), we meet quorum.

Welcome | *Amy Griffin*

-We've got a lot to cover, so will try to keep things flowing and move quickly.

Minutes | *Amy Griffin & Martha Bostwick*

-Amy: we need to approve the minutes from the May meeting. Does anyone have corrections?

-Martha: Some have made comments on the document, and I've made their corrections.

-Alethea made the motion to approve the minutes from the May 2016 Skype meeting. Anthony seconded this motion. All voted Aye, and minutes are approved.

Colorado Springs 2016 Planning | *Anthony Robinson*

-We have received a record turnout of submissions for main conference, with 103, as well as a large number for PCD (26). It has caused a lot of thinking to figure out how to accommodate everyone.

-We're accommodating this by hosting all panels in another room on Friday. At other times, the room will be open for an 'un-conference' opportunity and open space for meeting and chats.

-We're at our absolute limit for space this year for talks.

-One issue that came up already is we're low on space for hotel rooms on one night already. Michelle is now looking for extra space in nearby hotels.

-Susan: some of the other close hotels have conflicting neighborhood info. She'd recommend people look them up on Trip Advisor. Maybe just put a link to TripAdvisor so people can look and make their own decisions. She is hesitant to recommend them without firsthand knowledge.

-Daniel: Did many people use the discounted hotel that Michelle found last year? Is it worth her time to deal with alternate hotels and make the discount available?

-Susan: We only used maybe 10 rooms of the overflow hotels last year, so people are looking and finding rooms themselves.

-Daniel: so have a note on the website that some days are filling faster than others, and we would encourage people to book early and look for alternate accommodation.

-Susan: She has a few rooms set aside for board members, and they have some staff assigned rooms. There are some others she holding and needs to juggle space to fit us.

-Anthony: we will probably have to anticipate a lot of people asking us about this, as a lot of people probably haven't booked yet.

-Susan: The weekend is the problem, due to that other group coming in.

-Amy: we have made that known already, so people are responsible for booking early. They can always cancel if they aren't able to come.

-Susan: The note says if any problems booking to contact business@, so she will do what she can to help people.

-Anthony: If you haven't yet, please go look at the draft schedule on Sched. and review it.

-There was a big mix up with GDCD, we need to find someone else to lead it moving forward in Anthony's opinion. He isn't sure it's sustainable anymore in the current model.

-The registration system is currently in testing. It's a lot to figure out. He and Daniel have been trying to work it out, and it's a bit of a mess. He doesn't recommend it as something the VP takes on each year to try and figure out. It's the kind of thing that needs a bit of continuity for ease of use.

-(Context: there was discussion at SBM about offering a combined PCD and Main Conference ticket. We have implemented this, although there are issues with the form that still need to be resolved).

-Daniel: he has put in a Github issue asking why the registration thinks people are already registered.

-Susan: the system wasn't originally designed to track the items as combined tickets, so it's going to be hard to track.

-Amy: We might need to go back to separate tickets for this year, and put it on to do list for next year.

-Daniel: we right now are charging a different amount for PCD students, so there are 2 different counts (PCD student, and PCD regular). Is this a problem for counting?

-Susan: it shouldn't be too bad.

-Amy: We'll put combination tickets on list of things to sort sooner than later, and get on it right away next year.

-Anthony: sounds good to him, glad to hear there's a fix request on GitHub.

-he needs someone to commit to doing the Registration as he'll be away for a month.

-Daniel will commit to this with Susan's help.

-Anthony: would like to get the system tested and working shortly.

-Susan: we just need to make sure it's well tested, so we don't find errors after launch.

-Anthony: can we aim for a launch date at this point so it doesn't drag out? He wants a deadline for his own peace of mind. Can we figure this out in the next two weeks.?

-Susan: early July will be the earliest we've ever done it.

-Susan: we also need to do room assignments for tracks and conference layout.

-Anthony: can start those in mid-July. It won't take him very long.

-Amy: ask speakers for confirmation they are coming in their acceptance letter

-Anthony: there is a way to communicate with presenters in sched, he'll try it though there

-Amy: we need to think about the 2017 meeting soon, to brainstorm how we will handle excess numbers of presenters. She'd like Fritz to chair a group to discuss this, and have some ideas ready to talk about at the October Board meetings. Nat, Daniel, maybe Carolyn for PCD - at least one of the PCD organizers should be involved.

PCD Streaming | *Amy Griffin (in lieu of Andy who is on vacation)*

-Andy has obtained 3 quotes: \$3200, \$4800 (company that did FOSS4G; example of work: <https://vimeo.com/106220883>), \$5500, though not all proposing exactly the same options, so some negotiation might be possible.

- Not included in the quotes: dedicated Internet pipe (need to get costs from hotel, but guesstimated by one of the companies to be a 'few hundred dollars'), two nights hotel room (for one company as they are not local)
- Hosting: YouTube (huge audience exposure but ads) vs Vimeo (much smaller audience, but no ads)
- Points for discussion:
 - Should we try this as an experiment?
 - committee to work with Andy to make it happen if we move ahead
 - Members-only access? How long?
 - Hosting options: YouTube or Vimeo?

-Some discussion on whether we'd like to proceed with this as a trial.

-Anthony has made a large list of practical things to consider.

-Nat: he would like to try this. It's a good way to have an inexpensive way to participate if you are priced out of being able to attend the conference in person. He thinks that the live version would maybe even be worth charging for.

-Amy: they had planned that it would be a member benefit.

-Nat: maybe charge for non-members?

-Daniel: maybe the charge for non-members would be to buy the membership?

-Susan: is there a way to measure the usage?

-Amy: yes

-Alethea: likes the idea of a member benefit, and then open to others later. What's the purpose? To get our group out there to others who may not know about it, and build membership.

-Anthony: likes Alethea's idea

-Daniel: how does this cost measure against the money we actually have in the bank?

-JMJ: Susan has the actual balances in the bank account. I am comfortable with us spending money on this. It's a way to re-invest in the organization. We need to make sure the organization is sustainable. We need to build traction in finding new members that come back year after year, and aren't just single time attendees based on that year's conference location. It is a great idea to attract new people. I think this is really appropriate. We need to find a way to advertize that this is available now for members, and will be open soon for others. Advertize so new people don't have to stumble across it. She looks at it as just another conference expense.

-Amy: given the number of abstracts submitted, it sounds like a good year to take a conference risk.

-JMJ: For sure it will be easier to roll out this year than it would be next year in Montréal.

-Amy: remember this is just for PCD this year, but there is the possibility of rolling it out in other tracks in further years.

-Daniel: how does this work with our labor resources? Is it sustainable from our current labor pool? We should make note this year of how much time this takes on our end, to see if it's costly in that matter.

-JMJ: Q: will this impact the website? Will we be linking out these videos from the website?

-Amy: the committee that moves forward with this would consider this, how to integrate it to the website to make this work well.

-Anthony: should be minimal on the NACIS.org bandwidth.

-Alethea: sponsorship. See recording

If this is successful, we could sell sponsorship in the future to help cover the costs. Maybe a logo, whatever, but it would be something to look at in the future.

-Amy: good point

-Martha: I propose a motion to empower the PCD Livestreaming Committee led by Andy to proceed with investigating the livestreaming of PCD, and to make decisions regarding its implementation, making sure they inform the board of any decisions they make. Matt seconded the motion. All voted Aye, and the motion was approved.

Committee: Andy, Vanessa/Carolyn, Daniel, Alethea

2018 Site Selection & Site Selection Process | Amy Griffin

- Proposed location: Norfolk, VA Waterside Marriott

-thanks for all submissions. La Jolla caught her eye to look at for a west year. San Diego didn't work but La Jolla might be worth looking into.

-we've taken the list and updated it based on past contact with some hotels.

-Alex had proposed Norfolk, we looked at 2 potential hotels there.

-Susan: One of the hotels has been very responsive. She and Michelle have been working well with them already. Pretty well on our way to negotiating what we are asking for. They would like to see a contract soon with a commitment pending the site inspection. Susan can't make it there until November. She will need approval to move forward with this location.

-Amy: Makes a motion that we move forward with securing the Norfolk Waterside Marriott for 2018, given the fact that we can pull out after a site visit if we don't like it. Brooke seconds the motion.

-Susan: Discussion: there are 2 preferred weeks available there. First is 9-13, or following 16-20. Any preference? Nobody really spoke up. Martha suggested later weekend. No other input from others, so Susan will go with 2nd week.

-Vote: all Aye, motion approved.

-Amy: note for future site selection. Since Lou left, this task has fallen on the executive committee, and it's a lot more difficult. We need to figure out how to spread this out over more people, to reduce the

workload on a single person. Executive will brainstorm ideas in October for how to make this run more smoothly.

Tech Person Position Description | *Amy Griffin*

- Current description:

<https://docs.google.com/document/d/1gX6bZ2GCm8r3jhZikWVfTRpln3G0YacNscXs0TgaHZs/edit>

-we are trying to move ahead with an actual job description and time requirements. We'd really like to get this sorted this year, so we are not forever using bandaids to make our tech work.

-goal is by next board meeting to have a complete job description, an estimate of time needed, and a strategy for recruiting people.

-Martha will work with Amy on this. Amy will try to engage Andy as well, since he is good with technical ideas.

-Nat: would Sam be good to have as well?

-Amy: good point. He would also be good to have for recruitment ideas.

-Please add any ideas for the position to the document, so we can begin working on this.

Awards Committee Updates | *Alethea Steingisser*

- Travel grants apps received:
 - Student apps: 17
 - Reg member apps: 6
- Awards committee recommends funding all after scoring.
- One app not enough information (Michael Leuthi) – asked for more information but no response.
- Total budgeted for is \$9000 (20 students @\$300, 10 regular members@\$300)
 - Total of \$6900 if all including Michael are funded. Under budget!
 - Plan to contact all by end of week.

-Schwag: Aly deGraff is onboard for volunteering to contacting people for schwag. It's being sent to David Lambert who will bring it to Colorado Springs.

-Any ideas for asking some different folks so we have variety (software -Adobe, other textbooks, printed maps, etc?)

-Daniel: Question about awards? Since we're under budget, is it worth considering giving more to each person? Also, is it \$9000 plus donations? Or does the \$9000 include donations.

-JMJ: we don't know what people are going to donate, so we roll donations from previous years into the budget. She is concerned about future expectations for award amounts if we up the money this year.

-Amy: agrees with Jenny about future expectations

-Amy: any ideas for different schwag let Alethea or Aly know.

Eugene Hoerauf Scholarship Update | *Jenny Marie Johnson*

-Jenny contacted someone in her library department in charge of advancement and development, and they talked it over. The proposal was that the fund would initially raise \$25,000 and it would be self-sustaining, meaning that we would only touch the interest, never the principal. Jenny had her doubts as to whether this would generate much income, and be meaningful. Her co-worker agreed.

-They are suggesting we go back to them and suggest they go ahead and raise the money, and spend the money out \$1,000 or \$2,000 per year. This would supplement the normal travel budget. She contacted Janet by email and has not heard back from them, so it is still on hold. It just seems that the \$25,000 won't do what Janet and her colleagues had thought. We don't have the resources to steward the money properly, in order to make it grow substantially we would need to invest it, and we don't

have the resources to start down the road of investments. Savings accounts just don't generate the type of interest we would need.

-Will continue to work on this, and will hopefully have something nailed down by October.

Nominations Committee update | *Alex Tait*

-We have everything in place except for Treasurer. Waiting to hear back from that. Will email the board, and ask for the slate of candidates to be approved. We can have an email discussion and then email vote.

-(follow-up email discussion: we don't need to vote on this. Alex just needs to inform the board of the candidates)

Member Benefits Committee Updates | *Amy on behalf of Andy*

-Andy wants to know if it is safe to order the same number of T-shirts and sell at same price?

-Martha suggested that we up the number of T-shirts altogether, and change the quantities of each size. We need a lot more of the larger sizes, especially in the Men's. Mediums, Larges, Extra-Larges. A lot of women in the past request the men's.

-Amy: what number do we want to order then?

-Martha: without knowing the exact numbers from last year, I would suggest maybe 20%-25% more than last year.

-Susan: we had a lot of trouble getting rid of the last few last year, but only because the sizes were wrong. There were the Small Ladies left that no one wanted. So assuming the sizes were more on target, they should sell.

-Martha: I don't think we would have any problem getting rid of them if there were larger sizes.

-JMJ: I agree with Susan and Martha. Even smaller women trying them on found them much too small. Not a lot of women wanted that fitted curvy fit. They wanted comfortable running, biking, active shirts.

-Amy: okay, we will pass this on to Andy.

-Andy also wants to know about sticker and button supplies.

-Daniel: we have hundreds of each. Probably have enough for conference.

-Amy: Daniel, get in touch with Andy about getting some with a conference logo.

-Amy: We should discuss use of discounts at October board meeting. They aren't very used. What is the value of them, to both members and the companies that offer them.

-There has been some progress on Hans' globes, they should happen this year.

Continuity Committee | *Martha Bostwick*

-Website and Teamwork had been updated with minutes from 2014, 2015, 2016, let me know if you see any issues with the links, etc.

Meeting closed at 6:07pm.

Next meeting should be in end of August, will be in touch in July.