

NACIS: September 12, 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:

- Secretary set up Doodle poll to evaluate dates for the Spring Board Meeting
- Mention upcoming change to Bylaws: Re: Elections at the ABM, so that membership knows about the upcoming ballot.
- Finalize the proposed new wording of the Elections section of the Bylaws.

Publications Committee:

- Determine if we have a sales tax issue with the Atlas of Design. Susan, Daniel and Nat to work on this.

Montréal Meeting:

- NNO Discussion, JMJ please compile data from past few so we can evaluate

Membership Benefits:

Tech Admin Position:

- By end of September, Nat and Jenny have feedback from their contacts regarding the feasibility of our needs

Motions Passed:

-Approved the minutes from the June 2016 Skype meeting.

-Motion made for the Atlas of Design v3 go ahead with a print run of 900, and pricing of \$35 for non members, \$25 for members.

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)

Alethea Steingisser (term expires 10/2016) (*regrets*)

Andy Woodruff (term expires 10/2017)

Brooke Harding (term expires 10/2017)

Matt Dooley (term expires 10/2017) (late)

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

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.

NACIS: September 12, 2016 - Skype Meeting Agenda **5pm Eastern Time**

Welcome | *Amy Griffin*

-Amy welcomed everyone to the call

Minutes | *Amy Griffin & Martha Bostwick*

-Does anyone have any further comments or corrections to the minutes from the June Skype call?

- [Minutes](#)

-Nat made a motion to approve the minutes, Jenny seconded that motion. All voted Aye. Motion approved.

Colorado Springs 2016 Planning | *Anthony Robinson*

-Things are going well. Registration is in full swing, and numbers are on track. Field trip enrollment for Garden of the Gods is good.

-There have been lots of schedule changes so far, they're getting updated in Sched regularly. Materials for the print program have been sent to Dennis. No confirmation from Dennis of receipt of anything. Anthony will need to hear back soon that it's all in progress, or will have to make quick alternate arrangements. Both Nat and Martha volunteered to help if in fact needed.

-He's got millions of little things going on. Nametags designed, coasters for handouts, etc.

-Check out teamwork to make sure you have no assigned tasks that are waiting to be completed.

-Beverage and room stuff needs to be done with hotel. Anthony has assigned room names for events.

-Susan: She's working on it now, but not usually gets done until end of month once she gets more accurate numbers closer to the event. If he knows AV needs sooner than later, that can be done now.

-Amy will make sure that Anthony has her document from last year for room organizing.

-Brooke: has stickers for COS ready to go - if you want some ahead of time for promotional materials let her know and she can send some to you. They've already sent some to Aly DeGraf to hand out at MapTime in Denver. They have t-shirts ready to go too.

-Amy: Anthony, do we want to take some stickers to GiScience in Montreal?

-Anthony: Sounds good. He'll make arrangements with Brooke to get some.

PCD Streaming Update | *Andy Woodruff*

-Susan has signed agreement with the company, and the first payment mailed last week.

-They are looking at the hosting for after the conference.

-Carolyn sent something out today to inform and get consent from speakers.

-Andy is just needing to continue working with Tim(?) from E3 to wiggle out the technical details about the page and links, etc., and then decide how to announce to membership.

-Amy: I guess we should let people know sooner than later if they plan on live-streaming from elsewhere.

-Amy: When are the E3 guys coming?

-Susan: On the 17th, work on Tuesday, and then leaving on 21st? She'll verify these dates.

-Amy: She thinks they process the video on site.

-Amy: Maybe we can do a final test on Tuesday? We'll all be there. Andy, can you check with them?

-Anthony: maybe release news on 9/19, so people have a month notice?

-Amy: is that realistic? It's about a week or so out.
-Andy: Maybe? He wants to do a test this week, so that should be fine.
-Anthony: We should also say how/when they'd be set free for everyone.
-General consensus is let them free in a month.
-Amy: Seems to be good that they will go free after a month. Is there anything else that they need?
-Andy: Not really. Thanks.
-Amy: Thanks so much for this committee for working so hard on this.

Montreal 2017 | *Fritz Kessler*

-Update on NNO plans: he has spent time going through centrally located venues, trying to meet criteria of walking distance, ambience, beer. Came up with 11. Sent out emails, received 4 replies. One was struck due to high rental fees. Two others dropped out. So down to one place, assuming we can get a menu put together.
-Given the fact we are dealing with a very urban area, is the \$35 per person hard and fast? We might have to consider offsetting costs of the NNO if we continue going to larger urban areas.
-Amy: We have paid for rental before, we did last year.
-Susan: Will have to look up price we've paid before. It's not like we haven't done it, but if we can avoid it that's better.
-Amy: Might just be new reality to have to pay for a rental if we want to keep NNO. That's the challenge since we've gotten bigger and to find a place large enough for us.
-Susan: The places Fritz has looked at that haven't yet responded aren't necessarily done, it's still early enough to go back and see. We just need to get past COS first before she can look into it more.
-Anthony: The broader point that Fritz is trying to mention, is that if this is an important thing, we have to be realistic that this is going to be costly. It may not be feasible any longer to treat it as cost-recovery.
-Susan: it has until last year.
Anthony: It's highly unlikely we're going to break even this year. We've also talked about getting new people to go to NNO, so raising cost would be prohibitive to that. He would like to propose that we consider NACIS supporting it, or subsidizing the cost of it, so that we can go to a nice place and get the things we want, but not necessarily raise our prices a whole lot.
-Amy: What do people think about that?
-Susan: Would you want to increase the level of service? Another banquet type thing? A sit-down meal?
-Anthony: No, same details as we've had, pub-style socializing, but need to subsidize the cost.
-Fritz: Is there room/flexibility in the budget for NACIS to offset/subsidize this?
-Susan: Yes, there is.
-Nat: In the past, there have been a lot of last minute walk ups. Is there a way to accommodate for that and reserve the space and hopefully still come out in the black?
-Susan: Well we try to estimate our space and numbers based on the people who came previous years. Sometimes, like in Pittsburgh, that doesn't work as well as it was the only space close by, and it ended up being small for the number of people that wanted last minute tickets. We attempted to accommodate them, but we ran into other problems with the venue and ran out of food. So, we do our best to fit in the people who at the last minute realize that all their friends are going, but sometimes we just can't.
-Alex: what if drinks and snacks only, not dinner?
-Susan: This didn't go over well in past, we got a lot of push back on that.
-Anthony: JMJ can you help us understand what a realistic ceiling would be on NNO? What our top limit would be?
-JMJ: She can look at last 4 or 5 conferences, and see costs vs what we brought in

-Anthony: I think having a sense of the max we should spend on NNO would be wise. Let's frame it realistically.

-Daniel: We can give it a go, and if it doesn't work out, we re-assess. We have some financial cushion.

Susan: The spot in Montreal is interesting - Bier Markt, right across the street.

JMJ: When do we want to make a commitment for this? Shortly after Colorado Springs? So if she brings numbers to Colorado Springs meeting.

Amy: Let's table this **discussion until COS Friday board meeting**. MJM - can you get us numbers, and then we will think about Anthony's questions: are we willing to subsidize, how much, for whom

Susan: trying to find a good venue with good quality food. We start with model for the ideal, and then if it becomes more expensive so be it. But we need to start with the budget.

Amy: key thing is we need to communicate these things to the VP and VPE for planning purposes.

Norfolk 2018 Update | *Susan Peschel*

-Waterside Marriott

-Visited last month, pleased with what she saw. It has a small airport, small downtown, easily walkable, accessible, nice area, a lot of improvements being made now that should be done in 2017.

-Hotel space is ample and isolated, so we will have our own space without risking other groups crisscrossing us. Lots of light, open spaces pleasant for socializing and networking. CVB is across street. one block from hotel is several blocks of restaurants, lots of chef-owned, microbreweries, etc. Possible NNO spot right on water being redeveloped. Leo Dillon immediately came up with a field trip he'd like to lead. Good proximity to DC & there's a wine festival that weekend, so she increased the room block even more for Norfolk. Staff was great to work with. No hesitation on this place. Room setups are worked out already, with some extra space.

Daniel: What are the dates of the conference again?

Susan: October 16-20, 2018

Tech Person Position Description | *Amy Griffin*

- Draft position description & time estimates:

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

-Amy asked Nathaniel Vaughn Kelso to have a look at this, as he probably knows the most in the organization about what we need. He suggested a few things:

- split CartoTalk migration from maintenance. Might be same person, but too complex for 1 task.
- from memory, when doing the OJS system, it was a nightmare to sync logins. Might need to find a solution to make it seem like they are linked, but does something else behind the scenes.
- in the description, should have that tasks include but are not limited to., so that additional tasks that crop up are also eligible to be worked on
- might be case where there is a couple of months heavy, a few months light. So maybe something in contract with minimum retainer for quiet months, but not to exceed a maximum budget for entire year.

-Amy: we need to think about how much we are willing to spend on this, and how are we going to get the right person with the right skills for what we are willing to spend.

-Amy: those with more experience - what are the going rates for this type of experience?

-if there is something she has missed, please add it to the document

-Does anyone have anything to comment? No?

-If you have friends in the industry, and want to run this by them to see if we're crazy, please do it.

*see Skype chat log below starting at 6:39:06 PM for some discussion on this topic.

- do we want a single person or company? Would that affect how we structure our RFP?
- internal or outside of NACIS?
- by EOM have Nat and JMJ get info for us from their contacts on feasibility of our needs

Nominations Committee update | *Alex Tait*

Newly elected board is:

- VPE: Ginny Mason
- Treasurer: MaryBeth Cunha
- Directors at Large: Rosemary Wardley, Nick Martinelli, Donna Genzmer
- Student Board Member: Travis White
- Nat will stay on as a member of Publications Committee as volunteer.

Bylaws Review re: Elections | *Daniel Huffman*

- see proposed revisions [here](#)
- Every year this section of the bylaw confuses Daniel and the Past President about how the election is supposed to be conducted, due to outdated language.
- Daniel went through and tried to rewrite and clarify things, and make the bylaws more relevant to our current methodology.
- He also proposed some clarifications to the Amendment section, to make it easier to understand how to actually make an amendment to the Bylaws.
- Amy: We need to read this over, and organize this into a ballot measure for the membership to vote on.
- Amy: let's flag this as something that is coming during the AGM, and then send the ballot out just after the conference. That gives us time to review, and then another physical board meeting to hammer out the details.

Atlas of Design Volume 3 | *Nat Case*

Printing of AoD V3:

- committee is recommending a print run of 900. Volume 1 had 2 runs of 600 (1200 total), and Volume 2 had 1 print run of 1200. Volume 1 sold out in 18 months. Volume 2 has not sold out.
- We think reducing the print run is a good idea to make sure we sell them all before Volume 4 comes.
- Keep price for non-members at \$35, and change price for members to \$25 to make it easier for people at the conference to sell without having to make change, which was a previous issue with the price at \$26.25.
- Amy: Let's make a motion for this and vote on it.
- Nat moves that Volume 3 of the Atlas of Design has a print run of 900 copies and pricing of \$35 for non members, \$25 for members .
- Matt seconded the motion.
- Amy: Is there any further discussion on this? (No)
- All in favour. Motion passed.

Sales Tax:

- We have not paid sales tax based on our understanding of how tax works for the state of Wisconsin. There is a high minimum we have to sell before you have to pay. This depends on where you sell the product, so we might have to look into this for Colorado. The other issue is

that we have been paying sales tax to the printer. In MN, the tax is not due on items that you are re-selling. This may be different in Wisconsin, and we might want to look into it. We could possibly be due a refund based on tax paid for the first two volumes. This is a bit of a can of worms that we discovered, that we should maybe look into to make sure that we don't get audited or are doing things wrong for our taxes.

-Amy: if we did the sales online, does that count as selling in Colorado?

-Nat: Rules vary depends on state he thinks. If you hand the product over in person, that counts as selling in that state? Maybe this is a question for a tax expert?

-Amy: Susan, do we have someone that tells us these things?

-Susan: We usually try to figure this out on our own. She's not sure where to go with this? Maybe Daniel and Nat and her can discuss.

-Amy: Let's leave it to them to try and figure this out.

Fulfillment:

-The committee recommends us to switch to East View Map Link. from Amazon, after reviewing various services and pricing.

-A decision is needed soon, as we print before next meeting. Are we okay to switch?

-Nobody objected.

Atlas of Design Portal:

-We've been looking into a portal so that people interested in the maps from the Atlas of Design have a place they can order/purchase/print them from.

-Still something we want to do, but it will be worked on after the fall. Publications committee will proceed with it after Colorado Springs.

Copyediting:

-should we also give an \$500 honorarium to the essay author. AoD committee was uncomfortable with it since a lot of other people worked on the atlas too. What does the board think?

-Amy happy to back committee's decision. Thinks it is reasonable.

-Susan had received word from Ginny that it was decided already, and cheques are written and ready to mail.

-Amy: Are we setting a precedent by giving this honorarium? He agreed to do it as a volunteer, so there isn't a problem not giving one.

-Martha: Will it create an issue with other volunteers to send an honorarium to one person? A lot of others contributed a large amount of time to this also?

-Nat will contact Ginny to see if she has already let him know about it. He would feel uncomfortable with not giving it if she's already mentioned it to him.

Sales System:

-committee recommends that we switch to Big Cartel for sales system. It's an external system, so we can't cross-check membership. Work around would be to give a discount code behind the NACIS membership wall. Advantage is that this portal allows sales of more than one item at the same time. Seems like a good idea to switch.

-Amy: maybe we should change up code regularly to make sure it doesn't get out to non-members. Better to prevent problems before they happen.

Spring Board Meeting | *Anthony Robinson*

-Anthony will be in Austria for the first half of next year, so the meeting will have to depend on when he can fly back, and also coordinate with Amy coming in.

-Think about dates (Feb 11th or 18th are his preferences right now).

-Anthony: Martha, can you set up a Doodle poll - include new board members.

Late Request for Student Travel Grants | *Alethea Steingisser*

-Alethea received a professor's request for their students to submit late travel grants. Her first inclination is to say no out of fairness to the other students. Are other people okay with this?

-Martha: had also received this request for the SMPC, and has already responded no.

-Amy: will let Alethea know we support her on this.