

NACIS: Wednesday December 7, 2016 - Board Meeting Minutes **7pm Eastern**

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:

- Daniel will investigate a new online option for meetings so we can all participate with video.
- Further discussion warranted on adding a field to the ballot for future board member nominee suggestions.

Communications and Outreach:

- Evaluate the CartoTalk usage, and propose ideas for moving forward, sometime within the next 10 days.

Publications Committee:

- Finalize the Atlas of Design editorial board, and put it to board for a vote.
- Decide whether to print a new run of Volume III

Awards Committee:

- Confirmation of Corlis Benefideo Award Committee

Montréal 2017

- Anthony: send an email to board to promote further discussion of Livestreaming and recording Montréal, and then arrange a vote.

Spring Board Meeting 2017

- Martha send out a Doodle poll so that everyone attending can RSVP, and Susan can make room bookings.
- Discuss the number of General Member Travel Grants offered this year in Montréal, as to help offset government employees that can't receive funding.

Motions Passed:

- Meeting minutes from the Tuesday Oct 18 Board Meeting in Colorado Springs.
- Meeting minutes from the Friday Oct 21 Board Meeting in Colorado Springs.
- Voted online post-meeting to engage the services of e3WebCasting to record the entirety of the Montréal conference, at a cost of approximately \$21,000.

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)

Amy Griffin | Past President (term expires 10/2017)

Anthony Robinson | President (term expires 10/2017)

Fritz Kessler | Vice President & Program Chair Montréal (term expires 10/2017)

Ginny Mason | VP-Elect (term expires 10/2017)

Mary Beth Cunha | Treasurer (term expires 10/2018)

Martha Bostwick | Secretary (term expires 10/2017)

Board of Directors (voting)

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

Brooke Harding (term expires 10/2017)

Matt Dooley (term expires 10/2017)

Rosemary Wardley (term expires 10/2018)

Nick Martinelli (term expires 10/2018)

Donna Genzmer (term expires 10/2018)

Travis White | Student Board Member (term expires 10/2017)

Ex-officio Members (non-voting)

Patrick Kennelly | Editor of Cartographic Perspectives (term expires 12/2016) (*regrets*)

Hans van der Maarel | Editor of CartoTalk (term expires 12/2018)

Quorum is $\frac{2}{3}$ of voting members in attendance (9 people required, 12 in attendance, we meet quorum).

NACIS: December 7, 2016 - Board Meeting Minutes
Google Hangouts
7pm Eastern

Welcome | *Anthony Robinson, Fritz Kessler*

- Welcome to the late start of the first board meeting!
- Hope everyone a chance to review the agenda and the last sets of minutes.
- Apologies for the technical difficulties. We will hopefully have this figured out before the next online meeting!

Minutes Approval | *Martha Bostwick*

- [Tuesday PM Board Meeting Minutes](#)
- [Friday Board Meeting Minutes](#)

- Does anyone have any comments or suggestions to make regarding the meeting minutes from Colorado Springs? Either Tuesday or Friday?
- Fritz made a motion to approve the Tuesday minutes. Mary Beth seconded the motion. All voted in favour. Motion passed.
- Amy made the motion to approve the Friday minutes. Donna seconded the motion. All voted in favor. Motion Approved.

Colorado Springs Recap | *Anthony Robinson*

- <https://pennstate.qualtrics.com/results/public/cGVubnN0YXRILVVSXzA2OFhyRFlwM0sxTkQ2ZC01ODBmN2Q4NzQxYjYyNzFiMDBINzk2MDI=> (nacis2016 access code)
- PCD videos are up:
https://www.youtube.com/channel/UCxleHCzc6YynGbzJMWx6C7w/videos?shelf_id=0&sort=dd&view=0

- The final accounting results look like we did really, really well financially. Susan, do you have anything you want to add?
- Susan: The numbers are final as far as she knows right now, it might change slightly - there are a few charges she thought would be on the bill that didn't show up.
- Anthony: After expenses we made \$48,000, which is awesome.
- Susan: Final attendance numbers are: 340 people altogether, 127 first timers.
- Susan: It was a combination of things that we can't guarantee each year. Some of the things were cheaper, and the hotel hosted a lot of our social events which would have cost us at least \$5-or so thousand dollars. It led to creation of such a successful conference.
- Anthony: The streaming costs are also factored into these numbers.
- More details will come at the Spring Board Meeting, and we can discuss more then if you have any questions.

Survey:

- There was a lot of response to the survey.
- We won't review in detail right now, as we are so far behind, and there isn't a lot of new or surprising information.
- It's most important for Fritz and Ginny to review for upcoming conference planning.
- There were several questions about streaming and it's impact on attendance.

PCD Videos:

- Andy did a great job working on this, and verifying with all presenters that they were still okay with having their sessions uploaded, and then getting them up on the YouTube channel.
- Statistics from Andy: So far we have around 1100 views, totalling about 5700 minutes of viewing time. Translates to an average of about 5 minutes per view, which is pretty good. This is quite typical of all online streaming.
- Pretty nice to see a lot of interest already in the videos.

Montréal 2017 Update | *Fritz Kessler*

- Susan and Fritz have worked hard to set up NNO. It will be at the Bier Market, right across the street from the hotel. They are currently working on fine tuning the menu.
- Susan will put the deposit down tomorrow, so it's all secured for us.
- Logo: Ginny circulated a design to the board with positive feedback, so it's done!
- Anthony: We got a quote from e3 for \$21,000 for the entire meeting, or about \$5,500 for PCD only. They didn't give a timeframe for us to make the decision.
- Fritz: The survey did show a favourable opinion for recording both PCD and extending it through the conference. His takeaway from the survey was a preference for extending it to the entire conference.
- Amy: The least favourable opinion was to raise fees to pay for it?
- Daniel: Is there a difference in cost between live streaming and just recording video for later?
- Amy: The difference in price is very trivial.
- Anthony: Maybe a couple hundred dollars. Most of the cost is in the actual filming, so it's totally negligible to stream.
- Fritz: It seems like a precedent may have already been set with PCD this year to have streaming.
- Anthony: It may be good to do streaming in a year when we might not have as much attendance, such as this year in Montréal.
- We must make clear that participation in the recording is optional, and alleviate some people's anxieties about being recorded.
- Daniel: This is a good time to take a risk, but we need to keep in mind that we might not be in this position financially in the future, and need to think about a plan to keep it going - long term funding options..
- Anthony: Do we want to make a decision now, or let it percolate for a bit?
- Mary Beth: She's on board personally.
- Tanya: Should we do some email discussion and then an email vote, since we have people that can't discuss as well tonight?
- Anthony: Good idea, he'll get an email out to the board soon to promote discussion, and then we will have a vote on how to proceed.
- ** Addendum to meeting: Online email discussions were held from December 7-15, and a vote was held through Doodle Poll. The vote stated:
"Please indicate whether you are in favour of engaging e3WebCasting's services to live stream and record the entirety of the Montréal conference, for a cost of approximately \$21,000."
- We received 12 Aye votes, which indicated the vote passed and we can proceed with hiring e3WebCasting to record the conference.

Awards Committee | *Matt Dooley*

- Robin Tolochko has agreed to a 3-year term as the SDMC coordinator.
- Corlis Benefideo Award Committee: Nick Martinelli is chair, Aaron Cope is pretty sure he's on board, and, Caroline isn't sure (around 80-85% yes, as per feedback from Nick Martinelli).
- will have a committee in place by January 1st.

Publications Committee | *Ginny Mason*

AoD Editorial Update:

- There are only 71 books in stock. We have netted around \$11,500.
- It looks like we will be out of stock of Volume III by end of the week. We'll put a hold on all sales when there are 20 left so they have a few in reserve.
- With the selling of Volume II From Eastview, along with the holiday discount there are 125 sold, so they are moving fairly quickly. There are still 24 in stock at Amazon that they finally found and will be delivering to Eastview soon.
- In total we have sold 817 books.

- Marty is stepping down as main editor, Alethea has agreed to step up into the role. We are currently discussing who to join board to help her. She just agrees earlier in the week, so Nat, Sam, Marty and Ginny are discussing who would work on the book with her. Alethea should be a part of that conversation.
- Marty and Nat are looking into costs to re-stock volumes II and III.
- Daniel: Don't forget that the editors need to have a board vote of appointment. Current AoD people suggests replacements, then the board approves them.
- Ginny: okay, let's wait for voting until we have a full slate lined up.
- Anthony: Should we print more of Volume III?
- Ginny: It just came up this morning, they haven't had a chance to look into new print runs yet. They will address it in the next couple of weeks.
- Right now Sam Matthews is fielding orders, and sending to Eastview, so they are working on a new workflow for this.
- Sam is also documenting all procedures in GitHub, and is looking at moving this all to Teamwork.

Communications and Outreach | *Tanya Buckingham*

- They are working on an updated plan for 2017, and will send an update by email to make sure we can all hear/see it.
 - They had a meeting last week and are working on ways to move forward. Due to the weird phone setup today, she will email the report to everyone post meeting.
- **Email contents as follows:

We met on Nov 29 by voice on Skype.

Attendance:

Andy Woodruff, Rosemary Wardley, Donna Genzmer, Daniel Huffman, Anna Lee Bard, Alicia Iverson

Absent:

Katie Kowalsky, Adam Wilbert

Agenda:

- 1. Review goals set last year for the Special Outreach plan*
- 2. Review previous year's work, and progress*
- 3. Set the goals for this year related to diversity*
- 4. Assign tasks*

The committee is tasked to do the following:

- *Develop the 2017 Special Outreach plan*
- *As part of the Special Outreach plan, search for groups who could benefit from communicating their message via maps (can be extremely local scale)*

Options offered through brainstorming:

The list contains everything suggested at the meeting, and is in order from the items that had the most interest to least. Small groups of 2-3 people will explore the sub-tasks for the top projects. Each group will first research options for moving forward, propose their suggestion to the board, and begin work moving forward.

- *Review code of conduct (evaluate how/where it can be more robust)*
- *Mentorship programs*
- *Identify and reach out to universities who serve more diverse student body (What about K12?) more information: <http://www.aag.org/cs/programs/diversity/aligned/hbcus>, <http://diverseeducation.com/article/1639/>, <https://www.researchgate.net/publication/236766059> *GIS Educational Opportunities a**

[t Historically Black Colleges and Universities in the United States](#)

- Collaborate through a shared project or workshop (<http://nia.ecsu.edu/onr/02summer/080402gis/attgis.html>)
- Send communication to NACIS about our committee plans (send by January)
- Identify an organization that we (NACIS) could partner with to create maps who could present at a future meeting (I think keynotes are locked in for 2017, but 2018 might be an option for opening keynote) -- something like <http://mappingpoliceviolence.org/>
- How can we be intentional about subtle/not-so-subtle messaging that we may intentionally be promoting? Can we put something in place so we are always asking this of our organization?
- Explore and write proposal for "Bring a Friend" program

The assignments will be shared shortly, but we'll be turning focus to Cartotalk in the next week.

** End of Email

CartoTalk | *Anthony Robinson*

-This discussion has been carried over from Colorado Springs meetings.

-We don't have a specific idea for an agenda item, he just wants to know if anyone has ideas.

-Tanya: We had talked about Outreach & Communications to move on this as an arm of that committee, so it's on their list of tasks to move on this year.

-Rosemary: She talked to a few people at the conference, more about what technology discussion platforms they prefer to use, not specifically CartoTalk. Does this need to be an urgent matter, or can we just discuss.

-Amy: This will have an impact on the tech person position, so we need to have a decision on what to do with it - keep it or junk it. We will need to know whether the person we hire as a tech admin has the correct suite of skills to implement any CartoTalk changes. So yes, there is at least a little bit of urgency.

-Anthony: Nobody has made an argument yet to keep it as it is. Has anyone made that argument, or would like to? That seems telling.

-Travis: He's been keeping tabs on it since Colorado Springs, and there really isn't much traffic.

-Rosemary: There were still people that use it, but maybe only as an archival resource, or for non-NACIS members, so it might be beneficial to keep as an archive. It would be good to at least survey their users.

-Anthony: it might be good to maintain as a static archive.

-The act of conversion to maintain as a static archive would be something a tech person would do.

-Amy: We will need to discuss and come to some decision on things sooner than later. It would be crazy to put off hiring someone we clearly need, just because we can't come to a decision on what we want to happen with CartoTalk. We need to come to some conclusion on what to do at the Spring Board Meeting, so we can move on hiring someone at that point.

-Martha: Do we even want to push it off that far to make a decision, or do we want to get it done in the next week or two so that the Spring Board Meeting can be used for making significant process on the actual hiring of someone for the Tech Admin position?

-Amy: What's happening with the Tech Admin Position at this point is that we are ...

Secretary's internet connection froze up and conversation was lost. For approximately 1 minute no discussion was able to be heard.

-Anthony: ... and I'm leaning to the direction of what Martha has suggested now that this is a decision we can make pretty soon. He is hesitant to vote without Hans having any input, or being on this call and discussion.

-Daniel: As Tanya has said, it's something the Communications and Outreach Committee can meet on and make movement.

-Anthony: Let's have them meet in the next 10 days, give us their opinions and we will vote. Good. It gives us a deadline, since it does sound like this is holding up our progress on the Tech Admin position.

NACIS 2019 Location search | *Anthony Robinson*

- we've got a few days left in the timeline to submit ideas for a 2019 location. Please participate in this.
- There is a link that Anthony sent around by Google Doc for people to add their hotel options:
- Rosemary: she was curious as to whether we need to go so far as contacting the hotel, or just looking for general information.
- Anthony: no, don't go for direct contact with hotels.
- Susan: yes, we just need a starting point.

Spring Board Meeting (SBM) | *Anthony Robinson, Susan Peschel*

- Travel info will be sent along soon - reminder that SBM date is all day on Saturday, February 18th in Milwaukee. Plan on arriving on the Friday beforehand and departing on Sunday afterward.
- Please RSVP Susan about attendance, so that Susan can get a head count and make reservations/room blocks.
- Brooke: How much are we reimbursed for travel?
- Susan: \$300 for a Regular Board Member, \$400 for Student Board Member.

Other Business:

- Daniel: In light of the difficulties of government employees getting funding for international conferences, would it make sense to add a special government travel grant? Or to increase the number of regular grants?
- Martha: Would we just want to make an increase in number of grants, rather than make a special grant for government employees?
- Anthony: Agrees, let's finalize the numbers at the Spring Board Meeting.

- Daniel: Hew wants to discuss the possibility of adding a write in option on the Nominations Ballot. There may be benefits to this. For example maybe there are people we haven't thought of who are interested in running on the board. It gives people the option to not just vote for the chosen candidate, if maybe they feel that they are being railroaded into their choice.
- Susan: People people being written in may not agree to it. They might be nominated and have no interest in serving on the position.
- Daniel: It's extremely unlikely that anyone would win as a write in. It makes it feel like people have a voice, and may give us more ideas for people to approach to be on the board.
- Martha: What are the chances of a write-in actually winning? Wouldn't like a hundred people all have to have the same idea to write in the same person, for that person to have enough votes to actually win? What are the chances of it actually happening? So I guess it would give us the idea of people to nominate in the future?
- Ginny: Is a board approved ballot the appropriate venue to use for recruitment purposes? She doesn't think so.
- Daniel: He always just thought that it was odd when he voted that he's being asked to vote, but he doesn't have a choice on who to vote for.
- Anthony: Understands what Daniel is saying, but likes the idea from the perspective of finding new people they might not have considered for various positions, but thinks that maybe Ginny and he are on same wavelength about that though. That maybe there is another way to ask that question, a different forum or format. Maybe it could be on the ballot, but as a question at the end, rather than a vote for the person at that time? How many people would actually write in. You'd only get feedback from people that don't want to vote for choice(s), so we're potentially missing a lot of input from people. MAYbe it would be better to have a section on the ballot that says: "List some people who you think would be good to serve on the NACIS board!"
- Ginny: Thinks that write ins sort of undermines the whole role of the nominations committee.
- Daniel: something we can talk about and discuss with Zdneck adding a field to the ballot form.
- Anthony: is there any other thoughts on this? Anything we need to do or vote on this?
- Daniel: No, he doesn't think so.

-Anthony: Okay, then maybe when it's time to assemble the ballot we can work on ways to add in a section asking for feedback on possible board member nominations.

-Susan: How did video call work for Travis? Was it helpful to you?

-Travis: Extremely.

-Susan: She found some of the video was un-synced with the sound, so was he able to follow Anthony adequately?

-Travis: He was only unable to understand those who were joined in by conference call.

-Susan: Daniel, please look into what it would cost to upgrade us so everyone can video?

Mary Beth: Committee chairs, can you please send any budget requests to her for January so she can get the budget worked out before the Spring Board Meeting.

Meeting closed at 5:06pm Eastern.