

## **NACIS: May 31, 2017 - Meeting Minutes**

### **5 pm Eastern 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:***

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#### ***Communications and Outreach:***

- Brainstorm ideas before next meeting on how to keep CartoTalk energy alive.
- Daniel and Tanya: work more on getting sponsorships.

#### ***CartoTalk:***

- Hans: replace CartoTalk advertiser banners with Montréal info when their contracts run out.

#### ***Membership Benefits Committee:***

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#### ***Montréal 2017***

- Susan to review number of rooms in room block, and up if filling fast.
- Look into getting help or information from Alex and Shamus (from Humboldt) regarding field trips.
- Matt: to confirm that advertising was sent to the schools in Montréal when the general blast to educational institutions went out.

#### ***Awards:***

- CB committee to determine feasibility of an award this year, and discuss sustainability.

#### ***Nominations:***

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#### ***Cartographic Perspectives:***

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#### **Motions Approved:**

1. Meeting Minutes from the Spring Board Meeting 2017 were approved.
2. We approved a motion to allow us to move forward with the changes to the Bylaws that we discussed at the Spring Board Meeting.

**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)

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)**

Amy Griffin | Editor of Cartographic Perspectives (term expires 12/2019)

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

Quorum is  $\frac{2}{3}$  of voting members in attendance (9 people required, 13 in attendance, we meet quorum).

## **Welcome | Anthony**

- Greetings, and thanks for meeting on short notice. Thanks for Daniel for coordinating our new setup using Zoom.
- We have about 10 things to go through, and hope to get through it within our allotted hour.

## **Minutes | Martha**

- Please review the minutes from the Spring Board meeting,
- [Minutes](#)

- Anthony: Does anyone have any comments on these minutes?
- Susan: She had a couple of notes that were sent directly to Martha.
- Martha: I applied Susan's changes.
- Donna moves to approve minutes from the Spring Board Meeting. Nick seconds the motion. All voted Aye. No Nay votes. The motion is approved.

## **Montreal 2017 Planning | Fritz**

### Submissions:

- Currently we have 19 for PCD, 6 for GDCD, 2 workshops, and 77 for the main conference. This compares at 26 for PCD, 4 for GDCD, 2 workshops, and 104 for main conference from last year.
- the CfP closes tonight, a few more might come in.
- Martha: For the Map Gallery and SMPC, we're a little low on numbers, but not bad at all. Stuff is coming in as we speak, and has been all day for the deadline. She'd estimate that we're about 10-15 posters below what we normally have, so we're doing pretty good.
- Meeting registration will probably open July 1.
- Susan: That date might be ambitious, as we need to know costs and charges in order to work out the prices.
- Fritz: Workshops are still in debate, so we can't set price yet.
- Susan: We need to have something to keep people there for the Thursday night, as we've committed to rooms for that night.

### Hotel Situation:

- Susan heard through someone that the block was full. She checked in with hotel, and added some rooms. We're close on some nights, and we can expand a bit. If you are on the board and know you're coming, please book now and make her life easier.
- Anthony: Generally, how many people book when they do their registration?
- Susan: That's how a lot of people do it, when they think of it. But there has been a lot of interest already, and early bookings from them.
- There are a lot of hotels in area if needed for overflow.
- Rosemary: is it common that the block of rooms gets full before registration?
- Susan: We never know. Technically the rate is good until September, but the block might fill before then. We will get a surge in July when registration opens.
- Anthony: Aren't we committed to a proportion?
- Susan: 80%. She can up the number again, and then re-evaluate in August.
- Anthony: If we're not likely to risk a penalty, let's up the room block to avoid hassle.

### Program budget/translations:

- Ginny: She would like to do a bilingual program as a nod to our location this year. She has looked into

the translation costs, and has some numbers.

-Printing: same format as last year, double the pages. Requires wire spiral binding this year. Or a double-size book at same pages, saddle stitch.

-Ginny wants to stick with wirebound. Press costs were \$1845.00 last year. 130 pg wirebound is \$907 more than previous year @350 copies. \$2752 total cost.

-Translations go about 10¢ per word. Full translation would be \$2500. Increase in program expenses from last year would be \$1500.

-She would look for someone to do translation for cheaper.

-Asking for \$3400 for the budget.

-Same printer as they give a discount.

-Daniel: Is this more practical or symbolic? We would almost have exclusively English speakers.

-Fritz: It is symbolic, so maybe why not?

-Ginny: Nice homage to the host country. Is the \$1500 worth that?

-Anthony: He thinks this would be nice to do. Makes sense for the place.

-Martha: The token Canadian approves.

-Anthony: He thinks this falls under purview of conference chairs discretion of how to spend their funds.

-Rosemary: There was talk about how many field trips should be planned, what are we looking at this year? Workshops, field trips, either, both?

-Fritz: These have been his most problematic items to work on. He can't get commitments. They are definitely in limbo. He has more feelers out, so any ideas or help will be needed.

-Susan: MBC has a former student, Shamus that may be of help.

-Fritz: It may be more informal this year.

-Susan: We talked about that at SBM. Might just need ideas for people in town on the weekend. We can look to the CVB maybe for ideas. She can't take lead as she is going on holidays.

-Susan: Will check with Alex, as he suggested Montreal.

-Rosemary: Would be happy to help with ideas, but she isn't able to attend the meeting this year. She can talk to Alex too, as they work together.

-Susan: Someone needs to take it from beginning to end.

-MBC: She will be away for the month of August. Her student has a lot of ideas already. Just needs to get in touch. He originally contacted her, and suggested he take the Humboldt students around. He might be good to do an informal trip since he lived there, and give his 'points of interest' tour.

-Susan, she can help to vet ideas as to what will work and what won't.

-We need to keep the process simple, and then evaluate the costs. They would need to pretty much run themselves, but we can facilitate the process. We don't want to get into renting a bus, etc.

-MBC: She will be in Montréal for 3 days in June if they need her to check on anything in person.

-Susan: Did anyone look into contacting the local schools in Montréal?

-Martha: they should be on the list of schools we advertise to every year about the SMPC and SDMC. Matt, do you know if they were on the list?

-Matt: yes, he believes so. He'll double check.

-Matt: So far we have about 20 applications for student travel grants, and 3 from general members.

### **Norfolk 2018 Planning | Ginny & Susan**

-She has reached out to Leo, about local stuff.

-There's a cool waterfront district that has gone through a great renovation, Ginny is going to go there in July to meet event staff and connect with people. Will hopefully come up with some good stuff then, that is hopefully affordable.

-That's it for now.

### **Communications & Outreach re: Cartotalk Status | *Daniel, Tanya, & Hans***

-Daniel just touched base with Tanya, they haven't done too much. They are on it. They need to work with Hans to determine ways to carry forth some of the energy from CartoTalk. They will brainstorm before next meeting and come with some concrete examples.

-Hans: Use the Facebook account to start up discussions. Would need a few people to admin/moderate, but the members are already there. Other locations would need to start rebuilding a community,

-Daniel: We currently neglect the FB site, so that's a good thing to have a conversation about.

-Hans: The current CartoTalk engagement rate is going down.

-Anthony: We're letting advertisers expire. How's that going?

-Hans: They should be expired before next meeting.

-Anthony: Why don't replace them with banners for Montreal then?

-Hans: Sure, if the materials are there.

-Ginny: The logos and stuff are on Teamwork.

### **Sponsorships for NACIS 2017 | *Daniel***

-This has been a higher priority item. Spent more time on it lately. Spoken with 7 potential people so far. 3 have said no, 4 will get back to them. They do have some more people on their list.

-Ginny: Did the 'no' people give a reason?

-Daniel: In one case, they are budgeting for 2019 already. Some just said no.

-Anthony: Who was that?

-Daniel: Esri, Carto, and Not sure. Esri is scheduling for 2019, so they need to contact them ahead of time now.

-Susan: What about our current CartoTalk sponsors?

-They don't pay nearly as much as we want to charge for sponsorship.

-Susan: But no money is no money.

-Daniel: Would prefer to try and get the larger sponsors first?

-MBC: Could they do a tiered sponsorship?

-Hans: He was at a conference recently, and they did the sponsorship for food.

-Daniel: We're trying the video by track first.

-Common to hear that there are drastically shrinking budgets for these things.

-Anthony: We need to try to sell for what it's worth.

### **Corlis Benefideo Award | *Nick***

-We only had 6 entries, so the deadline was extended.

-The committee will meet this week to decide if there is enough entries and quality of work. They will also make a voting schedule. He thinks that all the awardees have come from internal nominees. This doesn't seem sustainable. We need to determine if we need to try harder to get entries, or work on selection criteria.

-Will meet with Nat at the EOM in Minneapolis, to see how he feels about sustainability if we don't receive outside entries.

-Anthony: Any follow up?

-Rosemary: isn't it every other year?

-Nick: It is every other year. It was confusing, as it was awarded in 2015, but the speaker spoke in 2016.

-He doesn't think there will be a lot of contention if there isn't an award this year, if the entries don't warrant it.

### **Cartographic Perspectives | Amy**

-We've been getting caught up. Published two of three 2016 issues. Not sure they will get all the 2017 issues out this year. Somewhat caught up though!

-Since the Spring Board Meeting, they have had 5 submissions for peer reviewed articles that were worthy of review. Most of them should be accepted.

-They have been having trouble getting in touch with Alex, he's a section editor, and she has content for him. But he's not responding to emails. Need to know if he can do it, or they won't get caught up.

-Happy with getting quality content submitted.

### **Nominations | Amy**

-Leo has agreed to be nominee for VPE. This is excellent news.

-Martha agreed to stay on as secretary.

-They have a good list for At Large board members, actually too many people right now. Working on the list and seeing if those on it are still interested in running.

-They have a student nominee lined up. An undergrad from Humboldt that MBC has agreed to mentor into the position.

### **RfP for Website & Technical Support | Daniel**

-Tanya has more taken the lead. She has emails out to people looking at existing infrastructure systems, and for new re-design. They are plugging away at it.

-Anthony: Is there anything that other board members can be helping with?

-Daniel: They have a lack of knowledge on what they should be asking for, so if you have general advice or contacts, let them know.

### **Other Business**

-Nick: Is everyone getting the travel grant award emails? Do they just go to him?

-Martha: they should be going to the entire awards committee. They should go to Matt, Andy, and Nick.

-Matt: He's compiling them, and will get the voting sheet to the committee in the next few days.

Bylaws:

-Daniel: He thinks we need to actually vote on getting the bylaws changed.

-Rosemary: Makes a motion to approve that we move forward with the changes to the Bylaws. Matt seconded this motion. All vote Aye. Motion passed.

-Great. Daniel is ready to move ahead with that and let members know.

-MBC: Proposes a discussion for the fall: We always have our red line that we don't go below for budget, since we need to cover commitments. She wants to raise this line to \$75K since we're now committing to more meetings ahead of time.

-Anthony: If she thinks that makes more sense, then to do.

Martha: Agrees. Doesn't think it needs a vote, as it's not an official rule or bylaw. It's just what the Treasurer thinks we need to have to be sufficiently covered. Go ahead and make the change if you feel it is warranted.

Meeting closed by Anthony.