

NACIS: August 15, 2017 - Meeting Minutes

6 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:

- -Review Executive Director positions

Communications and Outreach:

- -Continue research on an RFP for technical support for NACIS

CartoTalk:

- -

Membership Benefits Committee:

- -

Montréal 2017

- -Finalize programs

Awards:

- -

Nominations:

- -

Cartographic Perspectives:

- -

Motions Approved:

1. Meeting Minutes from the May 2017 zoom meeting were approved.

Board Composition:**Executive Office (non-voting)**

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

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)

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

Welcome | *Anthony*

-Let's get started right away.

Minutes | *Martha*

- [Minutes](#)

-Fritz made a motion that we approve the meeting minutes from May. Ginny seconded the motion. All voted aye. Minutes are approved.

Montreal 2017 Planning | *Fritz & Ginny*

-Daniel sent a list of current registration numbers. At 143, prediction suggests we should meet or exceed the magical 300, numbers are good so far.

Hotel planning:

-All sessions and events are scheduled with rooms. We're in good shape.

-Susan submitted a draft plan for the banquet and event order. It has everything except for the AV equipment. She will send to Ginny, Fritz and Martha to review. Hotel room numbers are 112 rooms, and 148 guests. The room rate is now up to \$279CDN per night. No one has contacted her lately about hotel availability. All of the juggling seems to have happened.

Field Trips

-There will be no field trips this year. For various reasons this hasn't happened. No real feedback was received on suggestions.

-Susan: she looked at a few websites, and has made a list of a few options for people to take a look at - options for people to do. Could have sign up sheets with ideas, or just have the ideas posted somewhere.

-Martha: We could just put up the links to the tourism website, and let people know that they are ideas for people to do.

-Fritz: He has contacted the CVB and there will be pamphlets for people.

-Amy: Roger Wheate might be able to lead a hike up Mont Royal.

-Fritz: Yes, but it's not an official field trip.

Program Design

-Ginny. The English side is about done. The design is about done. Need a few more moderators so she can add those to the program. There are 6 sessions that need to be accounted for. This needs to be done before this week.

-Map is ready to go and translated.

-First round is to Fritz and Daniel for feedback. Once the French version is done, she will send it around to some people for proofing - week of Aug 28. It goes to press in the first week of September.

AV Costs & Logistics | *Daniel*

-We have talked this over the last couple of days. Been reviewing with the AV people to reduce costs. Bringing our own projectors will save thousands. They found some things that need to be amended.

-Initial invoice was \$11K, and they might need to add as much as \$2K back in.

-He needs to do some work to bring the projectors into the country with customs paperwork.

-Andy might be willing to drive the projectors.

-Anthony: Carolyn Fish might be driving too.

Tote bags

-Didn't we decide not to do snacks? And we're not selling atlases this year, so there is no reason to have to purchase them this year.

-We can just give out the program this year as people register.

Swag?

-Where are we with swag? What items will be shipped to Martha in advance?

-Brooke: We have the design, and are looking at Canadian companies now.

-DH: we need to think of the complications of selling things at the conference

-Where do we stand with the banquet swag?

-Matt - hasn't done much on it yet

-Daniel: He will make sure the reminder is there in Teamwork.

Awards Committee & CB Award Long-term Plan | Nick & Matt

Travel Grant Update:

-We have awarded 26 student grants, and 10 member grants. 1 person just pulled out. So many applied that we awarded all money in our budget.

Student Dynamic Mapping Contest

-Robin has found three good judges. We received 20 entries.

Swag

-This is on Matt's radar. He will check in with Martha if he has questions.

Corlis Benefiedo Award

-Nick: one person left to vote in final round of voting. A number of items lined up in Teamwork to do as soon as the awardee is chosen. The Barry Lopez book is the award this year.

-There were 7 nominees. 3 new and 4 holdovers from previous iterations.

Communications & Outreach re: Cartotalk Ideas | Daniel, Tanya, Hans

-DH: He has communicated with Hans that there was interest in making use of our Facebook presence. They have handed the keys to Hans for him to make use of. He would like to bump up the usage, and promote things.

-Anthony: Is there any more info about when we will turn off the site?

-Martha: We decided it would be as soon as the last advertizer expires.

Technical Support for NACIS, Update on RfP | Daniel & Tanya

-Tanya: There hasn't been a lot of progress made, since she and Daniel have been working on the Audio Visual stuff for Montréal. Will get back on to it.

Other Business

Executive Director Positions ([link to position descriptions](#))

-Anthony: This is a prompt for everyone to take a look at how those positions are currently described and conceived. Want to talk about this at the board meeting in October, since Tanya's position ends at the end of this year, and Daniel's next year. Good time to think about the makeup of these positions. Tanya will need to step down, so it's important to review the positions while we're in Montreal.

Rosemary: at the Annual Business Meeting?

Anthony: No, not at the public meeting yet, at the whole board meeting on either Monday night or Thursday lunch. We need to discuss and plan internally.

NACIS Night Out for NACIS 2018 | *Susan*

-Wants to mention that Ginny has made a site visit, and came back with the potentially only option, which would be the Harbor House. Across the street from hotel, looks great. Only space that would accommodate our group size, which is about $\frac{2}{3}$ of membership. We would need to buy out their space, which would mean covering the costs of what they would earn that night, She thinks it'll be a well attended meeting. At 200 people, \$50pp. At 250, \$40pp. We might need to subsidize, which we've had to do to some extent in past few years. She will need to sign the contract soon, as it's the only option. Is it okay to us all to sign this to hold space.

-Ginny: There i lots of standing room, inside to outside, looks over water. Part of a complex, event is at Harbor Club, but we can feel free to wander through the complex, have a band, etc. Won't be tight for space.

-Susan: We can use it in lieu of a hospitality night to keep it affordable. Total cost for space will be around \$10,000. Have to spend a Food & Beverage minimum of \$6500, which is pretty high. The rest is taxes, fees, bartenders, etc. We can easily spend the money on the food.

-Anthony: If that's the only real option, than he encourages her to go for it.

Susan: She has the menu she can share with anyone who wants to see it.

-Okay, she'll sign it.

NACIS Elections | *Daniel*

-In good shape.

Video Stream Sponsorship | *Daniel & Anthony*

-So far there have been no bites. The experiment has not panned out yet. He feels awkward about appealing to Penn State as a conflict of interest.

-DH: He agrees with the conflict of interest pitfalls. He thinks that we were overly optimistic at the Spring Board Meeting, most sponsors didn't give the response we hoped for. We could potentially break the sponsoring down into smaller cheaper increments, but that's a large time commitment. We need to see if we are willing to fund this again.

-Rosemary: poll membership to see value? Are people willing to pay more for the service.

DH: Our original poll had a positive response, but no dollar value was attached. We'd need really hard numbers to use before we ask people to make any decisions.

-Anthony: This needs to be discussed further in Montreal. We need to think about how important this development is for us. Creates further visible interest in our organization. There is also the argument that we aren't in a position to get any larger.

NACIS 2019 in Tacoma | *Anthony*

-He totally forgot to talk to Jim Thatcher about this, but finally remembered. He's eager to help with NACIS Night Out scouting, etc. He committed right away to helping. Might be back into the older model of a Local Arrangements person for this conference.

Reminder to Membership Benefits to Promote Livestream Option