

**NACIS Tuesday, October 16,, 2018 Meeting Minutes,**

**Norfolk Waterside Marriott Hotel**

**6pm 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:***

- Tom is to continue searching out support to sustain streaming our meetings.
- Ginny to look into Google Forms or Ninja Forms for or post-conference survey this year, and will review to see if either of those will be useful moving forward, or if we should get another Survey subscription.

***Awards:***

- Martha to review and update our academic institution contacts list for award advertising.
- Review SDMC judging procedures to see if another method makes any sense, or if we stick to the 3-judge panel.
- Review Corlis Benefideo Award at the SBM.
- Review deadlines for Student Competitions at the SBM. Are early deadlines a hindrance?

**Motions Approved:**

-Minutes were approved for the Spring Board Meeting 2018, the July 2018 meeting, and the September 2018 meeting.

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

Tom Patterson | Executive Director (term expires 1/2023)  
Susan Peschel | Business Manager (un-termed)  
Daniel Huffman | Director of Operations (term expires 1/2019)

**Executive Board (voting)**

Anthony Robinson | Past President (term expires 10/2018) (regrets)  
Fritz Kessler | President (term expires 10/2018)  
Ginny Mason | Vice President & Program Chair Norfolk (term expires 10/2018)  
Leo Dillon | VP-Elect (term expires 10/2018)  
Mary Beth Cunha | Treasurer (term expires 10/2018)  
Martha Bostwick | Secretary (term expires 10/2019)

**Board of Directors (voting)**

Rosemary Wardley (term expires 10/2018)  
Nick Martinelli (term expires 10/2018)  
Donna Genzmer (term expires 10/2018)  
Brooke Harding (term expires 10/2019)  
Amy Lee Walton (term expires 10/2019) (regrets)  
Hans van der Maarel (term expires 10/2019)

Kassandra Rodriguez | Student Board Member (term expires 10/2018) (regrets)

**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, 10 in attendance, we meet quorum).

## **Welcome** | *Fritz*

- Fritz welcomed everyone to the meeting and thanked us for taking the time to be there.
- We also has Lauren and Megha in attendance.
- We all gave a brief introduction of ourselves and our roles.

## Code of conduct reminder & procedures:

- Ginny will discuss this Wednesday during the keynote introduction.
- Important that everyone feels welcome and appreciated here, and that the code gets enforced.
- Amy: She learned about the PacMan rule > When in a conversation, don't make a closed circle, but a PacMan shape to look more welcoming to new people.
- Ginny: any concerns are to be directed to the Executive Board, or to email. She thinks this needs addressing at the beginning - during the announcements at the Keynote.

## **Minutes** | *Fritz & Martha*

- Final review of modified Spring Board meeting minutes, [SBM Minutes](#)
- July Skype meeting, [July Minutes](#)
- September Skype meeting, [September Minutes](#)

- Does anyone have comments or concerns regarding the past minutes? No one came forth with any concerns.
- Leo made the motion to approve all three sets of meeting minutes. Rosemary seconded this motion. All voting members voted in favour, and the motion passed.

## **Finance Committee Report** | *Mary Beth*

- The financial health of NACIS is quite good, but the ongoing commitment to streaming and recording the sessions is going to be a negative if we don't find a way to sustain it. We ended 2017 with around \$173,000 in all of our accounts, which is a drop of around \$10,000 from 2016.
- The numbers for 2018 so far: We put down a \$5,000 deposit for Minneapolis, we awarded most of the travel awards, but a few declined, so we have a little residual in the budget.
- Tom: How much does the streaming cost?
- MBC: \$23,000 this past year. Part of this is to pay for techs to stay here, as well as their extra AV support.
- Tom: If we don't find a sustainable source to pay for this, will our nest egg continue to diminish over time?
- MBC: Yes, probably deplete significantly through time if we don't have an income for the streaming.
- Amy: How much did people donate.
- Susan: \$500 from registration donations.
- Daniel: We have 2 ways to donate: \$50 at registration or through Big Cartel where they can donate either \$50 or \$200. We got about \$300 over the past couple days and about \$1,000 altogether there. Our grand total raised is \$1750.
- Amy: We need to look for sponsors for future meetings now, since most companies allocate funds 3-4 years out.
- MBC: It would be interesting to see how many people are accessing the videos.
- Rosemary: Just a quick check of YouTube shows the number of hits range from 50-400.
- Ginny: Should we have Tom tasked into looking at Minneapolis?
- Amy: She suggests that he contact Eastview, they might be receptive to donating with a holistic

approach, not just hitting them up for money.

-Ginny: Tacoma might take us in the red, if we don't get donations?

-Ginny: We need to decide at the Spring Board Meeting whether or not we can continue with this if we don't find a way to support it.

-Amy: Is it worth putting a donation link on the YouTube videos?

-Rosemary: If it's not difficult, even getting a few dollars is better than \$0, right?

-Survey Monkey subscription: no longer in our budget, can we add it back to the budget? Since we don't have access to the Penn State Qualtrics.

-We may not need it, we could possibly use Ninja Forms or Google Forms - Ginny will look into these.

### **Awards Committee Report | Nick**

Travel Grants:

-We gave an award to everyone who applied this year, although some didn't accept.

-How are we getting the word out? Can we think about new ways to advertise?

-Amy: Is the list being updated? It's still on Teamwork.

-Martha: list should be updated and it used to get sent out around February. It's a task on Teamwork. She will review and update as needed for this year.

-MBC: She used to push it a lot to her students due to the high costs of travel from Humboldt.

-There is definitely a need for the list, and the student grants.

-Nick just wants to get it out to more. Maybe we can think of other ways to advertise too.

SDMC:

-Judged by Jonah Adkins and his team of three. Numbers were down as well.

-Fritz: Is there a way to get the voting out to the membership?

-Daniel: might be good to dig into the history and see why it was run as it is.

-Martha: She made a poster for every entry to the SDMC, that will be hung in the gallery with all of the SMPC print maps. Gets them visible to the conference attendees.

-Nick: Maybe we could get people to vote at conference

MBC: she tried this at ICA, and there was some tech to do to get around the security of the voting, but it worked overall.

-Let's review procedures for next year.

CP Student Award

-Ginny: Is there an issue with not having a CP winner this year?

-Amy: No, it's just dependant on if any students publish in the year. Happenstance that it didn't happen. There will be a winner next year.

Corlis Benefideo

-Nick: CB turned out well this year because we have the winners doing the keynote. It will have been given out 3x, and all winners are internally nominated. Makes him question community buy-in. Can we put it on the agenda for the SBM to discuss if any changes need to be made to the award.

-We have some great Jeopardy prizes since we aren't going to give out swag at the banquet this year.

-There was some discussion on the SMPC numbers, and the feasibility of changing the deadline. Talk at SBM.

### **Norfolk Meeting Last Minute Updates** | *Ginny, Susan, Fritz*

-Our numbers for Practical Cartography Day are probably a record this year as a proportion of total attendees. We are currently at:

PCD: 197

TOTAL: 284

-There was a last minute snafu with meeting space for PCD, we didn't get the expected/agreed upon rooms. We had to reconfigure the room to a mix of classroom and theatre style. We'll need to encourage and usher people to move to the back of the room first to help with people flow.

-Otherwise things are running smoothly so far.

-Ginny happy with numbers

-As board members, it's great to have a goal to talk to new members and engage them.

#### Tasks:

-Daniel is good with projectors. He has his volunteers lined up.

-Ginny thanked us all for our helping out this past year getting the plans together and during the meeting itself.

-Brooke: She could use volunteers to help man the T-Shirt desk. They will start selling them tomorrow afternoon.

-Leo: Do we just aim for a slight profit, and that profit goes to the student awards?

-Yes

-Brooke will have a sign-up list at the t-shirt desk for helpers

-Tom: What payment are we accepting?

-Brooke: Paypal, Venmo, and cash.

#### **New Business?**

-None at this time.

Meeting was adjourned at 6:47pm.