

NACIS Friday, October 19, 2018 Meeting Minutes,

Norfolk Waterside Marriott Hotel

12:22pm 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.

Analytics:

- Check to see if Dylan Moriarty and Joanna Merson are interested in volunteering on committee - both have expressed interest in the past

Publications:

- Daniel is going to look into the feasibility of keeping this committee at this point.
- Daniel will work with the Atlas of Design Editors to determine when in the year their terms will end.

Motions Approved:

- A motion was passed to award the \$500 first place prize for both winners of the Research Award of the Student Map and Poster Competition, since there was a tie this year.

-A motion was passed to merge the Membership Benefits Committee with the Analytics Committee, to be named Membership Analytics.

-A motion was passed to remove the CartoTalk Editor position from the NACIS board.

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)

Fritz Kessler | Past President (term expires 10/2019)
Ginny Mason | President (term expires 10/2019)
Leo Dillon | Vice President & Program Chair Norfolk (term expires 10/2019)
Mamata Akella | VP-Elect (term expires 10/2019)
Mary Beth Cunha | Treasurer (term expires 10/2020)
Martha Bostwick | Secretary (term expires 10/2019)

Board of Directors (voting)

Brooke Harding (term expires 10/2019)
Hans van der Maarel (term expires 10/2019)
Amy Lee Walton (term expires 10/2019) (*regrets*)
John Nelson (term expires 10/2020) (*remotely connected*)
Lauren Tierney (term expires 10/2020)
Rosemary Wardley (term expires 10/2020)

Meghan Kelly | Student Board Member (term expires 10/2019)

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, 12 in attendance, we meet quorum).

Welcome | *Ginny*

- Ginny welcomed everyone to the meeting and thanked us for taking the time to be there.
- We briefly introduced ourselves to let new board members get to know who we are and our roles on the board.
- Ginny explained the agenda, and the purpose of the meeting: to get new members familiar with the committee structure and repopulate the committees with the new members.

CP Report | *Amy Griffith*

- Report from CP Editorial Board Meeting
- Personnel changes were announced at the business meeting on Thursday.
- They are now publishing on time, which is good.
- Trying to build their submissions so they have a good backlog/catalogue of content to use in order to keep up with publishing schedule.
- They have some new ideas for special issues. One idea is a Mountain Cartography issue.
 - if anyone on board has an idea for a special issue, please contact her
 - one special issue per year will really help the journal publish on time
- They discussed ideas to get better visibility for the journal.
- They also had further wide-ranging discussion about long term plans
- We have passed the 92nd issue. Potential for #100 to be a 'best of' type compendium with some of the stellar content of the past. Should happen around the end of 2021.
- Fritz: One thing to think about for the 100th, you could go back to each editor and have them suggest some of their favourite articles.
- Amy: Do we have a list of all of the previous editors?
- Susan: yes

Committee (and Other Important Division) Reports | *Committee Chairs*

- Ginny: We'll go around and discuss the various committees, what they've accomplished in the past year, and what the plans are. Ginny has developed an organizational document for the committees to help identify tasks, so the chair can assign roles to their members.

[Committee tasks](#) related to annual meeting

- First part of her document is the Conference Committee. Roles we can delegate on an annual basis on the wishes of the conference chair. Daniel and Ginny have changed the Local Arrangements coordinator to the Local Site Guide. This year they had Lauren James to help. This person would be the on the ground resource, come up with the list of places to go in the program, organize the Tuesday social event, figure out who locally could be targeted with the CFP, etc., to promote local attendance.
- Map Gallery Coordinator: Martha has agreed to continue with the job through her term of 2019.
- New position created called New Attendee Ambassador, tasked with finding ways to get new attendees feeling welcome at the meeting. Open to what the person wants to do,.
- Print Program: This is a big responsibility. Lots of coordination with Online and Print – keeping them coordinated. Lots of graphical and prepress knowledge, and working with the program guide to keep it on track and correct.
- Branding: We should have a cohesive look for the meeting – t-shirts, name tags, buttons, program, stickers
- Nick: Is there a template for these?

Daniel: No, not yet. They are a work in progress. He has templates for buttons and stickers for the companies we have used before.

Awards type jobs that needs to be filled for the meeting:

-SMPC and SDMC

-Swag Coordinator – we got a lot this year unexpectedly. We weren't planning on having any swag at the banquet but a lot of people just donated.

-Leo: This year he did the coordination for PCD.

-Thanks to Nick for handling all the other swag.

-Travel Grants: working with treasurer to field all the applications

Communications & Outreach Committee:

-Hans handles our Facebook, Katie does Twitter, and Adam handles the email blasts

A lot of these are done by same person for more than one year, and year by year based on talent pool.

Communications and Outreach | *Daniel*

-Part of this is intertwined with the Director of Operations role, so he can oversee the communications blasts

-They think of new ideas to make sure the society's message is out there

-Get buttons and stickers to people travelling to other events, etc.

-Projects in past to target outreach, see who in our organization needs to be reached out to

-They don't often meet as a committee, mainly just him reaching out

-Hopefully some new energy gets infused

-Director of Operations should be involved, but not necessarily the chair

-In the past they have overseen purchases of NACIS collateral.

Awards | *Nick & Martha*

-the committee members get together to judge and award the various travel grants

-SDMC- arranges for someone to get the judging plan together, makes sure it runs smoothly

-CB Award: 2-year cycle – we need to find new members to fill the spots on this subcommittee

-SMPC Competition results:

-This year for the SMPC we had 33 entries from 13 different institutions, which is a really broad base - usually they're only from 5-6. There were a couple of new schools this year.

-Members cast 97 ballots this year, around 3% below normal, so still acceptable numbers

-The Design Award was very close: 3rd - 29 votes, 2nd - 40 votes, 1st - 44 votes. Winner Alexander Fries from University of Alabama.

-Research Award: 3rd place - 18 votes, and tie for 1st - 28 votes.

-Martha made a motion to award a \$500 first place prize for both winners of the Research Award of the Student Map and Poster Competition. Leo seconded this motion. Discussion: No discussion ensued. All voted in favour of the motion. Motion was passed.

-Daniel: he has heard a lot of comments that there are a lot of terrain maps winning the competition. Is there anything we could/should do about this? Or is it just a natural progression of mapping trends? People see that a terrain map won, so next year they make one too... Is this popular trend shorting other good mapping works?

- Can we change the categories?
- MBC: She notices that people tend to put the thematic maps in the research category. Maybe we've self-created the category without intending to.
- Discussion ensued on the categories and the possible reconfiguration of them: Terrain category added? Design and Thematic? Something else?
- General consensus was that nothing is broken, so it doesn't need to be fixed. We can all think of some new ideas, and bring them up at a future meeting if you think it's warranted. The terrain fascination may be a passing trend, and it may not even become an issue. Let's not worry about something that isn't a problem.
- Rosemary suggests that we maybe explain a little what the two categories should embody, so people have an idea of what we envisioned when they register, and when they vote.
- If anyone has suggestions for Martha on how to re-word the website or ballot, please pass them along to her.

Analytics | *formerly Anthony, Daniel with update*

- We've collected a lot of data over the years, based on registration and membership information. Daniel was to provide data to the committee, and they were going to analyze it. The committee never met, although Daniel did run some stats. It would be good to have someone on the committee looking into the stats on our members
- Brooke: Dylan Moriarty asked if he could get transcripts of recorded videos to see if he could run some scans on them and see if he could analyze trends.
- Daniel: has no problems with giving Dylan access to the videos to see what he can do.
- he could get asked to be on the committee - you don't need to be a board member to volunteer on a committee
- Hans: Joanna Merson would be interested in taking a stab at looking at our data to visualize who comes to our meetings. She should also be asked if she wants to volunteer
- Amy: we have a bit of info on this from our post conference survey
- Hans: can we send a mailing to people from last year seeing why they didn't come this year?
- Ginny: Let's look into how we can survey the membership about past attendance

Membership | Brooke

- The committee didn't really meet - they used to have a lot more duties when we had the various member benefits, but they aren't there anymore.
- Their primary task is organizing the streaming now. Andy Woodruff mostly handled that.
- They want to talk to Ginny on what is involved in committee now that streaming research is done.
- Director of Operations is going to take on Streaming since it's so tied into the Banquet Event Order (BEO) and has a contract involved.
- Are the t-shirts etc. part of this committee still, or now part of another group?
- Could membership be part of Analytics or other way around?
- The committee started as figuring out What Do Our Members GET? Trying to find discounts, etc. In the end, it was decided we were trying to solve a problem we didn't have. Ww had been worried about what would happen when the print journal stopped - would people think they were losing value? Turned out to not be an issue.
- Daniel thinks it might be good to roll it into Analytics.
- Brooke was interested in the swag, but not as interested in Analytics
- Buttons, shirts, etc. are really part of the Conference Committee.

- Do we even need a membership committee now? Some discussion ensued. It was decided that no we don't. It has met its purpose.
- Ginny made a motion to merge the Membership Benefits Committee with the Analytics Committee, to be named Membership Analytics. This motion was seconded by Brooke.
- Ginny: at a later date we can come up with more thoughtful job descriptions to this new group.
- We voted on this motion, and all present voted Aye. Motion was passed.

Finance | *Mary Beth Cunha*

- She gave the treasurer's report yesterday at the Annual Business Meeting.
- For 2018 to date: major expenditures are Minneapolis deposit \$5,000, Cartographic Perspectives \$8,000 to get caught up, and Travel Awards \$6500 – which was under budget a little.
- She will have updates on all figures at the Spring Board Meeting.

Publications | *Daniel*

- The committee hasn't had much to do. Originally it was an idea from Nat Case to possibly help publish other items, such as Adele Haft and Mark Denil's works. Aside from that, the committee functions as a pass-through for subcommittees - Atlas of Design primarily.
- Is there a reason to abolish this committee? Daniel doesn't know if we necessarily need it anymore.
- There is nothing wrong with a dormant committee
- Atlas of Design does need to report to board somehow.
- Daniel will think about feasibility of this committee in the near future.
- AoD Editor – rolls off in 2019. Discussion of date for this - when in 2019? Daniel will look into this.

Nominations | *Fritz*

- We need a couple of volunteers for the committee. Our bylaws state that it must have 3 members. -If you have any nomination suggestions, forward them to us!
- This year we will be looking for nominations for the VP-Elect, Secretary, 3 Directors, and a Student.
- He wants people to help him network and find good folks to keep a nicely diverse and inclusive board of nominees.

Tacoma 2019 Update | *Leo*

- Leo attended the Geographic Names conference in June, and was able to visit our hotel at that time. It was good to scope out the hotel and get a feel for the layout and room situation.
- He has almost everyone he needs for the conference committee assigned. Still needs the New Attendee Ambassador.
- Hans volunteered to take that role for Tacoma.
- Jim Thatcher is the City Site Guide.
- He will update us on progress at the Spring Board Meeting.
- NACIS Night Out venues – he has been looking, but so far the spaces all look too small. Jim is helping him with this.

NACIS 2021 Location Search | *Susan, Fritz*

- People always suggest places, either hotels or cities which often don't work out. We give our RfP to the visitors bureau, and they reply. ConferenceDirect Michelle and Susan review any they receive back. They often get outright rejected for us not being suitable. If she finds a possible location, Susan will then often do an in person visit to make sure the space will work for us before signing the contract.
- Not an easy task to find an appropriate location.
- We take up a lot of hotel space for the room nights we use, which hotels don't like.
- We will sending out a Google Doc soon with our guidelines, and you can provide your suggestions. We will then discuss and narrow down options at the Spring Board Meeting.
- Need enough room space, enough hotel rooms, easy airport access, decent locale, etc.

Committee Composition | *Martha*

- We reviewed all committee's, and assigned members to participate on them
 - See the [Committee Composition document](#)

Cartotalk Editor | *Martha*

- We have an Ex-Officio board position for the CartoTalk Editor. With the demise of CartoTalk, this position is now Irrelevant. Should we remove the position from the board?
- It was generally agreed upon that the position can be removed.
- Ginny made a motion to remove the CartoTalk Editor position from the NACIS board. Rosemary seconded this motion. All voted Aye, and the motion was passed.

NACIS website RFP | *Tom*

- He's been looking at getting the website fixed, and getting it done properly and quickly.
- Tom provided new board members a quick recap of the past work on the previous website.
- Daniel, Nick and Tom wrote up a Request for Proposal. Please review and provide feedback pretty soon. We need to get moving on this fairly quickly in order to have the work completed at a reasonable time for conference planning logistics next year. It is estimated at least at \$10,000 to do this work.
- Get provide feedback to Tom and Nick within 2 weeks – by November 2. They will review all comments, and re-submit a new draft to board.
- Note, as a separate budget item to include an annual maintenance agreement, to keep the site running.
- Fritz: Are there any ideas yet on who might do this work?
- Nick – he has a few ideas of people he knows who do this.
- Tom: He would like to get the RfP out by the first of year.

Other business / unfinished discussions from Tuesday

- Was there any further discussion about streaming funding?
- Tom will give a broad appeal tonight at the banquet. Basically a fishing expedition to see if he can attract any potential sponsors.

Spring Board Meeting Dates 2019
Look out for new Doodle poll coming shortly.

Meeting adjourned at 2:07pm.