

NACIS 2019 Spring Board Meeting Minutes

Saturday February 16, 2019, 9:04am-4:33pm

AGS Map Library, UW-Milwaukee

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 to have Travis White come up with a t-shirt store proposal
- Martha to purchase new meeting software. Suggests Zoom.
- Tom to move forward with a fundraising strategy for conference streaming.
- Fritz to draft a proposal for the creation of a NACIS undergraduate scholarship.
- Tom volunteered to research replacement projectors for the conference.
- Creation of Committee tasks on Teamwork to help with organization and documentation.
- Creation of Transition Committee in preparation of Susan's retirement (as suggested by Tom)

Publications:

- Recruit new members of the editorial board for AoD 5.
- Lauren to work with Daniel to ensure that all files and documentation are properly archived in our cloud system as well as TeamWork.

Awards:

- Jon and Rosemary work to reinvigorate the CB Award. Subcommittee: Meghan, AmyLee, Lauren.
- Brainstorm to make more SDMC more conference friendly and visible.
- Determine wording for new travel grant deadlines, update website.

Communications and Outreach:

- Determine if we have a LinkedIn and who controls it.
- Start preparing language on diversity and inclusion to create a policy. Also work to formalize sanctions for violation of Code of Conduct.

Motions Approved:

- Minutes from the December 2018 Skype meeting were approved.
- We will put a vote on the elections ballot regarding removing language from the bylaws that states the President is not able to sit on the Nominations Committee.
- A motion was made to proceed with the proposal submitted by Gecko Designs for the purposes of updating our website. Nick will proceed with Gecko Designs.
- A motion was made to pursue Oklahoma City Sheraton Downtown hotel for the 2021 meeting, and that Susan make a site visit soon to determine suitability.
- A motion was made to update the constitution to the proposed wording that now includes the position of Vice President Elect, with updates being contingent on finding documentation from 2011 that the vote was carried out by membership.
- The motion to approve the 2019 budget was passed.

Board Composition:

Executive Office (non-voting)

Tom Patterson | Executive Director (term expires 1/2023)
Susan Peschel | Business Manager (un-termed)
Nick Martinelli | Director of Operations (term expires 1/2024)

Executive Board (voting)

Fritz Kessler | Past President (term expires 10/2019)
Ginny Mason | President (term expires 10/2019)
Leo Dillon | Vice President & Program Chair Tacoma (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)
John Nelson (term expires 10/2020)
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)

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

Welcome | Ginny

- Ginny welcomed us all to the meeting and reviewed the schedule for the day
- Minutes from the December Skype call were put forth for approval. Nobody had further changes to the minutes or further discussion. Ginny made a motion to approve the minutes. Leo seconded the motion. All voted aye to approve. Motion was passed.
- Recap of the transition of Nick and Tom to board. Along with a reminder to check Teamwork, and to ask for help. Reminder that if you see something you think could change to be more efficient then let Tom know.
- Martha refreshed us on where organizational documents are located in Teamwork.

Executive Director Update | Tom

- Latest strategies and vision; Fundraising opportunities for Accessibility

-he wants to help with general tasks. Get his hands dirty with helping with some of Nick's tasks

Vision 1: Susan's succession.

We've been fortunate to have her since 1980, but this can't happen forever. She will give warning. Now is time to give serious thought to what NACIS will do in future. Many options on how we can accommodate for this. A) commercial venture – he thinks this is a poor option. B) find a clone for Susan who has support to do the work that she currently does. Hard to find someone who works for an organization that is so supportive. C) find someone that we could provide a stipend to help offset costs.

-Susan: she will develop a plan to help with the transition. Some of her tasks could be divided. Some more business things can be separated out, but would need to be done by a singular person.

-Tom: is it wise to have a committee/working group to help plan the succession

-Susan: She can start documenting things now that she does. Help identify tasks that may belong to someone else.

-MBC: she sees the continuity that Susan has had is very important. This should be a long term commitment.

-Mamata: it would be good if Susan could be shadowed for a while

-Leo: would we need to change our bylaws/incorporated under State of Wisconsin. How would that be affected?

-Susan: there are some sticky things that need to be updated: credit cards, bank accounts, etc. Moving it around would be hard.

-Ginny: sounds like we have a business side and conference side, those could be separated. One person keeps all business activities long term

-Susan: she's just been accumulating more and more conference duties as the years go on, those could strip back and ease up a lot. Just need to figure out all of the really time sensitive communications.

-Ginny: maybe we need to make a committee to help define these roles?

-Tom: lets offline come up with a committee to start shepherding these duties.

-Susan: it's hard to imagine that she's going to be leaving both NACIS and work at the same time.

-Tom: if she comes back as emeritus we could give her free conference registration :)

Vision 2: Fundraising to support video streaming

-he made a plea for support. Andy Stauffer from USGS spoke up, but he's not confident

-Kate Leroux (from Amazon) approached Susan. She and her colleagues are working for a memorial for Bruce Daniel. Daniel had worked up a sheet that outlines different sponsorship rates so Susan gave it to her.

- Mamat: a mentioned Carto's request – the original request from Daniel was for 10K, large amount. There were no tiers at that time. Maybe if there are other options she can ask her company to revisit.
- Susan: we also found that companies are committed to fundraising in the future, not now - they plan on spending in advance, so don't often have available funds for an immediate donation.
- Tom got an email from Travis White regarding t-shirt sales. People had contacted him about t-shirts of his talk, and Tom has also had a lot of requests about his Equal-Earth shirt. Travis suggested an online store (PrintFul.co). that sells NACIS and related items. We could have members upload donated designs to the store, the company takes care of print and shipping. We could set the price, and the difference is our profit. Tom was at first leery. Travis agreed to be in charge if we go ahead with it. Realistically how many shirts would we have to sell to make a difference. Travis also suggests that these sales could support accessibility. (ASL interpreters, etc.)
- Ginny: fun to have other products that support us
- Tom: open to members, go through someone to make sure they are tasteful, etc.
- Tom: site looks straightforward, but there is more investigation needed, so he suggests we ask Travis to come up with a proposal.
- Ginny: have it coordinated with our website to keep the presence coherent
- Tom did a test order of one shirt to try it out. He was pleased with quality.
- Hans: if we start selling things, can we unify our stores somehow so people don't have to order from multiple places?
- Ginny: Tom, please get in touch with Travis to investigate this.
- Rosemary: keep her in the loop so she can maybe work on Tacoma shirts in conjunction with this.

Vision 3: Outreach:

- increasing participation from Latin America
- with Tacoma, it's going to be popular, let's look to underserved groups in the community. Let's broaden our reach
- everyone think of groups to reach out to

Finance Committee | Mary Beth

- [Treasurer's report](#)
- [Draft 2019 Budget](#)

- We'll vote on the 2019 budget at the end of the day, after any discussion adjustments have been made.
- Last year we spent \$40,000 more than ever before. We had over \$45,000 to the AoD 4.0. It brought us an incredible amount of revenue – it sold out.
- We're approaching our limit of what we can have in reserves as a not-for-profit. We need to think of this. Were almost too healthy for our status right now.
- \$20,000 spent for streaming
- We gave away \$11,000 in awards
- biggest allocation was not spent – reprint of AoD volumes 1, 2, 3. It was estimated at \$79,000, but we haven't paid for it yet. We have \$48,000 income on it but no payment yet. We had a lot of money come in. Profit is high, but we don't have all the shipping fees in yet. It has netted almost \$30,000.
- The conference netted \$36,000. This is a lot.
- Susan – we had some hotel issues, and they refunded us about \$6,000. So we made more than expected. She likes to profit around \$10,000, any more is a lot. There were 292 registrants.
- The bottom line - end of the year we netted over \$80,000. Last year we lost \$10,000.
- In summary, since 2008 we've had good revenue overall.
- Nick mentioned the 2-year cycle of AoD.

- Some general discussion on budget numbers:
- Ginny: nice to see the big jump in donations, especially for travel grants.
- on average it's about \$900 in donations on registrations.
- video streaming – 10 people gave \$50 on registration form, \$1,300 came from Big Cartel donations

Proposed Budget:

- quick review for now, further discussion throughout the day
- Daniel did come in with a \$69,000 and \$14,000 shipping request for reprints of AoD volumes 1,2,3

Cartographic Perspectives | Amy Griffin

- [Report](#) from Editor
- <http://cartographicperspectives.org/index.php/journal>

- Not much to report since October
- Two new section editors are operational and producing
- The last issue of 2018 is lagging a bit. There are 5 papers in the issue so taking a bit of time to get it sorted. 1 paper having final edits, then it should be good to go
- 1st issue of 2019 is half ready, should come out on time, 2nd issue of 2019 is on track, and several papers on review for further issues.
- Rosemary: how's it going with the practical section?
- Amy: Sarah Bell is great at getting people on board. It's doing better. There are at least 2 in development. Any leads on content please contact section editors. We are low on education section.

Publications Committee | Lauren

- Lauren reached out to Daniel to check in on the reprints of AoD volumes 1, 2, and 3. Production files were sent out late Jan/Early Feb. Books should be ready to ship in March.
- MBC: Financially, we do pay copy editing fees in budget. Should Daniel receive a fee? Let's talk about this later?
- Atlas IV is sold out. We even sold the damaged copies.
- Now the committee is preparing for the next round of editors. Submission will open this fall (2019). Carolyn Rose will be staying on as editor, Lauren is unable to due to work commitments. Alethea is also rolling off. They are documenting all their work to help with future committees. They have 2 spots open for editors. Maybe 3, it depends on how much people can take on.
- Carolyn set up a form for the potential editors to document abilities. Some people approached them about helping, and they reached out to someone. They talked about opening it up publicly. Lauren feels they have a good short-list of potential committee members.
- Where are the documents being stored? They have a giant Google Drive production system that archived their work. There is a main document they use.
- All files should be stored in our cloud storage system we are paying for.
- the Google Drive is AoD only
- Lauren needs to contact Daniel to make sure that all documentation is properly documented and stored on Teamwork.
- Ginny: keep in mind that NACIS 40 coincides with 2020 and AoD5.

Awards Committee | Martha

- [Report](#): Activity summary & plans for the year

Corlis Benefideo Award:

-Martha: the award has fallen by the wayside this year. Nobody from previous committee responded to emails for follow up, or suggestions of members for new committee. She doesn't have time to take this on.

-Is there an actual interest in the award, if we have such problems getting it moving, and getting nominations.

-Amy: doesn't think it crumbled, she doesn't think it was properly spearheaded after the initial committee rotated off.

-Jon: can he spearhead getting this moving?

-Ginny: do we as a group support keepin the award? (General consensus was yes)

-Leo: we need to push it, and advertise more

-We need better outreach, and a committee to get it going

-Meghan: What is the cost of it? And what about reinventing to include community engagement?

-Rosemary and Jon work to get energy going. Lauren, Meghan, AmyLee are on subcommittee.

-for this iteration of the committee it's the board members trying to reinvigorate life.

-previous schedule doesn't need to be followed

-maybe good to align with NACIS 2020?

-Add to name for better understanding of what the award entails?: CB Imaginative cartography award

-Rosemary: likes Meghan's idea to broaden horizons.

-Nick: idea of what imaginative is could be broadly understood

-Amy: the award has brought to our attention those people who aren't central to the common idea of cartographic work. Brings in the periphery.

-Lauren: wanted to make it more approachable for those in the greater NACIS community.

-Jon: non-members can be nominated? Yes.

SDMC:

-Mamata: wants to think about how to incorporate more digital into the conference to represent them better.

-General discussion on how can we overcome issues with hardware and security?

-lets go back to demos during banquet again.

-2 main issues for interaction with conference attendees: voting and live demos

-Let's explore options to improve digital options

-Awards committee needs to investigate options for improving digital outreach.

-talk to MBC about the ICC solution – it was expensive, but maybe we can brainstorm from it.

Student Travel Grants

-Can we up the amount ? Martha feels that with rising costs, current amount doesn't help students that much with their travel costs.

-Leo suggested \$500

-This received some agreement

-Mamata: submission for professional grant. Grant is due end of May, same as the abstract deadline.

Can we adjust one of these? To make it later?

-MBC: often deans will match value, so this could increase their money overall

-Rosemary: it seems smart to push deadline until you know the talk is accepted

-Change travel grant and Map Gallery deadlines to August?

- Jon: does the flip work? If I don't get a grant should I even submit a proposal.
- Martha: is it possible to have a rolling date? First come first served. We start awarding on a date and then keep funding until the money runs out.
- We will work up verbiage for the rolling grants.
- Map Gallery deadline now for Aug 31. To accomodate printed schedule deadlines, we can remove list of maps from print book, just have a promotional page, then put full listing on Sched.

10:30 am Break

Membership/Analytics Committee | Brooke

-Susan gave an update on membership numbers: Snapshot: 2/16/18 - 2/16/19 = 81 student; 505 Regular; 33 Affiliate (619 total)

- Summary of activity [Report](#)

- Reaching out to people that had expressed interest in analytics, to see if they are still on board.
- Survey to members that hadn't attended to find out why they didn't come.
- General discussion on attendance numbers over the years, and the number of first time attendees we typically have for each conference.
- Can we target some awards to underrepresented populations?
- Lots of potential as what we can do to encourage new demographics of attendees
- Do our board goals align with our strategy?
- Jon: Where can we access our membership database?
- Ginny: It's convoluted to match registrators to membership database, we don't collect all demographic information.
- It would be good to compare membership to conference attendance vs past attendance & locations of conferences
- Our new system should address ideas to make it easier to analyze data
- Identify the demographics we want to gather, see if we ethically can – look at privacy issues.
- What do we want to know?
- study on types of talks – Dylan Moriarty
- Lauren suggested that Laris Karklis has expressed interest.
- Brooke will start a doc to format an initial survey

- Meghan – can we expand to include inclusion and diversity information, make it more of a climate survey?
- We must make clear that it is an optional survey
- Meghan would like to team up on this.
- Martha to try and find old 2009 Membership survey.
- Susan suggests that we don't send to members that don't want to receive communications
- MBC – trend of members in the last 5 years averages 340 per year. If we want to diversify, how big can we get logistically for our conference? 10-15 years ago we averaged 151 people, 5-10 years ago was 260, and 0-5 is 340. We are growing, so how concerned are we with people that don't come every year?
- Amy: streaming helps with this.
- Rosemary: we struggle with the growth of the organization, and the pros and cons, but should we ignore the expansion? No, she doesn't think so/
- Ginny: expansion does impact who we are, and the culture of the society.

-Tom: NACIS has grown, and has become more professional. He doesn't think growth has affected the nature of the group so far, but it may in the future.

MBC: She thinks that outreach should target more diversity, and that increase in diverse numbers would be good.

Communications & Outreach Committee | Rosemary

- Summary of activity [2019 Report](#)
- Latin America and Caribbean Outreach | Tom

-Working of figuring out what they do vs the Director of Operations.

-Channels of communications: newsletter, twitter, FaceBook

-All these accounts are good to continue managing

-Both Nick and Rosemary reached out about this.

-It has been brought up that administration of these channels should be under the committee on the board. Should we formalize the length of terms to ensure longer term positions?

-Ginny: It's an opportunity to get other people involved, but if it's not broken why fix it? Both Katie Adam seem happy with their roles.

-There is a bit of a gap with absence of Carto Talk on what to do with ads for jobs or internships. Should we have a place for this? Or is it not part of our purview to advertise this for people.

-One idea would be to use Slack

-Amy: consider differentiating between jobs and internships, to increase the value proposition for students to have that available.

-Rosemary: thinks we should have a resource to direct people towards for jobs, but not something we have to manage.

-What about a student page on the website?

-We'd probably reach more people on social media

-It seems we're all okay promoting internships for students, but not so much jobs for professionals

-If anyone has ideas on how to do this, let the committee know

-If there are any other channels we need to have a presence on, let them know.

-Do we have a LinkedIn presence? investigate this, and see who runs/controls it.

General Outreach:

-Promotion and collaboration opportunities list was updated.

-If anyone is attending an event and wants to promote NACIS contact them

-How can we increase promotion at these events? Ideas sent to committee please.

-If you're aware of other opportunities to outreach please share your ideas with Rosemary.

-Longer term ideas for mentoring with high-school level students

-Make more resources available for our membership for mentoring opportunities

Increasing attendance from Latin America and Caribbean | Tom

-Our participation focuses on US despite North America in our name. Very little participants from that part of the world -Central America and the Caribbean. He'd like to make a push to increase attendance

-He compiled a list of national mapping agencies and sent them information and the CFP.

-He's also trying to contact university departments of geography.

-Aly Olivierre has done a lot of work in Caribbean and may have contacts

-He suggests sending out the CFP with a Spanish translation

-Lauren spoke at Infovis conference in Mexico City, 2 years ago, and they have a push to spread Datavis Information. They had a lot of small dataviz communities they interact with. We could contact them and reach out to that community.

-When CfP goes out, add a sentence or two that we are trying to expand participation in Latin America, so if anyone wants to forward the CfP to friends to encourage.

-Leo: he thinks we need to make clear that English is working language of organization and they shouldn't expect translation services at conference.

Diversity and Inclusion

Meghan: she thinks there is a lot of momentum with having special panels at meeting, so she thinks it's a critical moment to build on this. Do we even know what we're doing on diversity and inclusion? How many are trained on this? Meghan feels that the board should have some training on this. -training us, resources at conferences, resources on website, code of conduct prevents behaviours, but doesn't show support. We should have a statement of inclusion on it too. She feels that the code of conduct is somewhat vague on consequences. She thinks it could be beefed up on 'sanctions'. Accessibility – how do people seek accommodations currently? See how to improve this. Panel on diversity and training at conference for people that work in a traditional white male workplace – how to become more diverse and inclusive. She thinks we need to push more internally.

-Ginny: Can Meghan start with drafting some language around this?

-Meghan: would like to make it more collaborative, and has concerns with her short tenure as a board member. Can it belong to a more established committee.

Ginny: would Tom take it on as part of his efforts for increasing diversity in our membership? Tom declined to add this to his tasks.

-Rosemary: is happy to take lead on diversity statement.

-Can Meghan send Rosemary any resources that she has, for us to start with.

-Mamata is also willing to provide some resources

Nominations Committee | Fritz

- [Slate of Candidates](#)
- [Proposed bylaw and constitution amendment](#)

-See his links

-Patrick is recommended by committee to move forward as Vice President Elect

-5 candidates for the general Board of Directors

-Secretary – Hans van der Maarel has expressed interest, will further discuss with Martha

-Two students have been contacted about serving

-General conversation suggests that we don't want a competitive vote for student position.

-Madison Woodrum for this year as she's a senior, Bill Limpisathian to be asked if he is willing for next year.

-It's good to have so much interest in the VPE position. Good there is a lot of interest sparked.

-Ginny: does Fritz want to pursue language formalizing how the committee is run, or just have generalized documentation in Teamwork for a guideline on how they determine the VPE.

-Presently the president is excluded from membership on the nominations committee. The reasoning was that Robert's Rules states it helps avoid a transference of power.

-A possible solution is the president can be brought in as a tie-breaker in cases of ties.

-Fritz would propose we remove language barring President from serving on the nominations committee. This will need to be voted on by membership. It can go on the ballot.

12:15 – Break for Lunch.

Nominations Continued...

-is there any further discussion to Fritz's proposed bylaw amendment? (no)
-Leo moved we accept the proposed change and move for the membership to vote on this on the election ballot. Mary Beth seconded this motion. All voted Aye. Motion was approved.

NACIS Streaming 2019 and beyond

- 2018 streaming and YouTube metrics | Nick
 - [Live Stream and YouTube Report](#)
- 2018 costs | Mary Beth/Susan/Nick
 - Breakdown of streaming only, versus recording only
- Do we need alternative source of funding for streaming and recording? | Ginny/Leo/Mary Beth
 - Mary Beth's initial estimates (as of October 29, 2018)
 - 1) the amount that membership fees would need to be increased to cover one conference of recording.
 - Average total membership income per year for past 10 years = \$21,808
 - So, \$23,190 (2018 budgeted streaming expense) / \$21,808 (annual average membership income) = \$106% = approximately \$53 increase per membership
 - 2) the amount that registration dues would need to increase (from average reg fee) to cover recording.
 - Based on past 10-year average conference attendance per year @ 283:= \$23,190 (2018 budgeted streaming expense) / 283 = approximately \$83 increase per registration

-Do we want to Stream in 2019? We need to discuss the metrics and financial implications for the years to come.

-General Discussion

-Nick presented his report. See link above.

-Our engagement is much higher than typical live streams according to E3. People that tune in stick around for quite a while.

-Viewership is consistent throughout the year.

-PCD has 280 unique views.

-Average committed viewing time is just over an hour.

-Youtube videos are getting popular, and viewing duration is very good.

-Notes on spikes: keynote created a spike. Bulk release of videos created spike. Missing video additions created 3rd spike. NACIS news blast created 4th spike. These are general interest, not specific videos.

-Lifetime: you see increasing spikes and viewership as the years progress.

Costs for LiveStreaming:

-2018 was \$20,858 – that includes tech support.

-Consensus that we want to keep streaming.

-Tom: he thinks if we discontinue, it would be a bad thing for the society. Looks like we're doing poorly.

-Ginny: Membership is sort of prepared for a cost increase, as we've been mentioning it.

-MBC: we're currently \$110,000 over our red line of \$75,000 committed contracts. We have a big cushion, but need to rebuild our website and spend money on AoD. MBC feels odd asking them to increase our membership when we've announced that we are healthy.

-Ginny: even if we had to outlay \$20,000 for website, we're safe for around 5 years.

-Susan: she thinks that we should make the expenditure for a few years until we actually need to ask for more money. As it is, we're close to having too much money, and raising dues would maybe put us into another category for taxes.

-Ginny: any there alternative perspectives?

-Mamata: should we be advance fundraising for a couple years down the road, since we have a cushion for now. Might have better success now that we have some data to prove the benefit, and can gear the fundraising for a few years out.

-Susan: read Daniels proposed tier structure and how they would be acknowledged for donating

-Nick suggested that we consolidate how people can donate for ease of tracking.

-E3 will add sponsors to videos for us, if they are provided the list ahead of time.

-Tom: He's hearing that he should head up another effort for sponsorship geared to a couple of years down the road.

-We need to spend some money so we don't lose our not-for-profit status.

-We need to plan for sponsorship now, so we don't get caught shorthanded in a couple of years, but it's not necessary to update dues/fees immediately. We will revisit needing to changing fees/dues on a yearly basis.

-Lauren: concern at the Post is that the sponsorship reflects the views of the presentations. Conflicting political or controversial views.

-Tom asked for suggestions of people/companies to ask for funding

-Rosemary: are there other funding sources? Grants? Etc.

-Would need to be looked into.

Website RFP | Nick/Tom – add links to reports

- Current Candidates
- Proposal Details
- Recommendation

-Nick gave a quick background for the need for our RfP.

-the posting of the RfP to upwork was basically a spam-factory for him.

-NACIS media and personal outreach got us candidates.

-They pared down candidates to Gecko and Radish (see in reports).

-Matthew removed himself from running

-Gecko Designs – Gabe Silverman, worked with Nick years ago. Been doing it for a while, super responsive.

-Nick's notes are in report

-\$16,000 to transition the site, ongoing \$1500 maintenance

-Radish Lab – no formal proposal from them yet.

-See details in notes

-New website design built from the ground up is about \$70,000

-not what we were looking for

-transition to squarespace is around \$20,000. Nick has concerns about some of the functionality

-No quote yet on the maintenance fee

-Nick is recommending going with Gecko.

-Tom: where are they located? Missoula.
-Ideally it will streamline financials for Susan, as everything will go through one place.
-Ginny: they need to know by March 15. 50% due to initiate project.
-The proposed timeline is 16 weeks.
-website has 9 people on staff
-Ginny: when would they start so that we wouldn't interrupt Workflow for Tacoma.
-Susan: Save you contacted people they did work for? Are they happy?
-Nick has worked with them and was pleased.
Tom: you you think \$16,000 was reasonable?
Nick: yes.
-Ginny: what is our current annual maintenance?
-Nick: he doesn't bill currently, and works ad hoc.
-Rosemary; is there a contract length for annual maintenance?
-Nick & Tom: there is also talk in contract about additional work costs.
-MBC: how many people get trained?
-Our RfP asked for 4-5 I think.
-Ginny: What does it mean by projected costs?
-Nick: that is for additional features/scope. We just need to define the scope well initially.
**sideline discussion on updating some numbers in the proposed 2019 budget to reflect website costs.
-Ginny makes a motion to proceed with the proposal submitted by Gecko Designs for the purposes of updating our website. Nick will proceed with Gecko Designs. Rosemary seconds the motion.
Discussion on motion:
-Susan: is our website domain name part of the proposal?
-Yes, it was brought up in the RfP, and our other hosting fees will be eliminated after migrating.
-Susan: Who signs the proposal? Usually the ED has authority.
-Susan will pay.
- No further discussion. All in favour Aye. No opposition. Motion was passed.

Tacoma 2019 | Leo/Mamata

- CFP
- Survey results and changes/solutions
- Program planning: status and changes
- [Conference Committee](#) tasks: status
- T-shirts and give-aways
- Organized lunch outings (lunch bunch)
- Field trips
- PCD | Mamata

-Things are rolling well. CfP's are ready. Please take some with you.
-website update for conference is next
-keynote speaker is Kate Harris. Kateharris.ca
-NNO venue has been chosen. Cool place. Swiss Restaurant and Pub. Might be tight space, but options were very limited.
-Survey results as they pertain to conference – there weren't any major concerns so he's reviewing the suggestions for improvement.
-Ginny: Is there anyone who wants to volunteer with annual meeting that doesn't currently have a task?
Please volunteer.

- Look at Conference Committee links to see tasks and volunteers
- Branding and Print Program: Rosemary and Lauren
- They got together and had Dan Coe create some designs for the logo, sticker, etc. Susan has asked them to provide the design to Neil for the nametags.
- Rosemary – looking at tshirt providers.
- She's reviewing sites we used in the past and testing others currently, getting estimates for pricing based on past years.
- Giveaways: buttons and stickers standard now. Stick with them.
- Fairly good reception to not having swag at banquet. But, people that brought things to give away were brought up short in not having a place to give them.
- *Discussion on donations, and not soliciting items now.
- Suggestion has been made for informal Tuesday night meetup. Seems like it might be a good place.
- Lunch Bunch: might tie in to New Attendee Ambassador position. Find people to lead right around conference time. Didn't advertise people leading - Anonymous worked well. Have a variety of food options. Maybe have people rotating off board lead a group.
- Local area map: Riley Champine has said he would be willing to help.
- Field Trips: seems to be a good area for trips. Obvious is Mt Rainier. Will talk to local coordinator about ideas.
- PCD: coordinators have reviewed survey feedback.
- a lot of manual organisation involved in mapping out the talks
- discussion on room setup – classroom/theatre

NACIS 2021 | Ginny/Susan

- Discuss options for 2021 and vote on preferred venue
 - [Susan/Michelle spreadsheet](#)
 - [Board's site suggestions](#)

- The location suggestion spreadsheet was evaluated
- Ginny, Susan, and Michelle reached out and found 3 ideas that panned out for our needs
- Of the submitted list, a number were outright rejected. 22 targeted hotels. 16 rejected. 6 said they could accommodate us. 2 were SW (Albuquerque and Tucson, remotely located so eliminated), Kansas City or Omaha. KS turned us down, Omaha contender, but 199 room rate with a few other pluses/minuses. Best option of remainder is Sheraton OKC. Willing to waive room rental fees, willing to accommodate government block numbers, free wifi in meeting space and hotel rooms), room rate of 159.
- Tom: what are flights like for OKC?
- Susan: she tested pricing at \$300s from Chicago.
- Tom: Should she make a trip and do a site inspection?
- Susan: She would like to.
- Tom: What is the downtown like? In terms of restaurants, etc.
- Ginny: They have a Riverwalk, they've had a revitalization.
- Jon: He was there before and it seemed to be a good consumer community in the downtown area.
- Brooke: weather?
- Susan: Tornado season is not October
- Ginny: Does anyone have concerns or feel strongly about this?

-Ginny makes proposal to pursue OCK Sheraton Downtown hotel for the 2021 meeting, and that Susan make a site visit soon to determine. Brooke seconds. Discussion: no All in favour – Aye. All voted Aye. Motion is passed.

-Susan – has idea for 2022 in Pittsburgh again.

-Rosemary: discussion on how to make our room blocks, but combat full rooms and space opening at last minute.

– Susan does a lot of juggling.

-Leo: will update website with conference items for Tuesday, including link to hotel.

2:50 pm Break

CaGIS/NACIS Collaboration | Fritz, Tom

-Fritz was on CaGIS board for a few years, and has been in conversations with their executive about some sort of collaboration. He provided some background on the organization for those not familiar. Some discussion on possibly bringing the two organizations together has ensued.

-Tom: the Judging for this year's CaGIS map competition is next week in DC at the Smithsonian. One idea is to display the Best of Category winner's in Tacoma at our Map Gallery.

-Ginny: How would we get these?

-Tom: Possibly delay sending them to the Library of Congress so we would have them.

-Ginny: would it still be named CaGIS map competition

-Tom: Yes, it's just a display of their maps at our conference. As far as merging, no. It's their own entity.

-Martha: Thinks it's a good idea - it could be this years special display in our gallery.

-Fritz: they also have 2 graduate scholarships. It's good for student outreach. Would it be an idea to have a NACIS undergrad scholarship?

-Susan: how much are they?

-Fritz: \$500 and \$800 he thinks.

-Ginny: clarify who is offering this?

-Fritz: he is proposing an idea for NACIS to offer an undergraduate scholarship – separate from CaGIS graduate student scholarships.

-Martha: what type of application does CaGIS have?

-Fritz: 3-prong approach. 1 statement of career goals, research, etc. 2. Transcripts. 3. Letter of referral from current CaGIS member.

-Ginny: Amy, as an educator, do you have any thoughts?

-Amy: students are always wondering the value of engaging in the organization, so things we could do to improve that would be beneficial.

-Fritz: with CaGIS, the intent is the student attends the AAG. So our caveat would be that they attend the conference? Could also apply for the travel grant, or we could pay their way? Would it break the bank? Or pay off to get students involved?

-Meghan: She's part of the cartography group of the AAG, and undergrads are underrepresented. She thinks it would be a bonus.

-Martha: would 2-year certificate and diploma students be able to apply, or just a 4-year undergrad

-Fritz: open to everyone.

-Rosemary: timing?

-Amy: doesn't matter really

-Ginny: Fritz, can you draft up some language? When would you want to implement? This year, or is it too soon to implement?

-Amy: If we make an effort to get them to the meeting, we need to make an effort to engage them in the meeting. They need a mentor to get involved, so they get the best experience possible.

-We all think this is a good idea for Fritz to proceed with.

3:50 pm

Proposed bylaw and constitution amendments [Vice President-Elect Inclusion](#) | Ginny
(see [Meeting Minutes from Aug 2015](#) where these changes were mentioned)

-Ginny explained the issue - that back when we created the position of Vice President Elect we neglected to formally update the constitution, and when we did do it, it never got updated on the website. The problem being that we need the membership to vote on this change.

-Ginny makes a motion to update the constitution to the proposed wording that now includes the position of Vice President Elect. Leo seconded. No discussion. All in favour. Motion passed.

-MOTION STRUCK AS WE FORGOT TO INCLUDE AN ISSUE.

-Ginny amended the motion to include wording that any updates are contingent on finding documentation from 2011. Fritz seconded the revised motion. No further discussion. All voted Aye in favour. The motion was passed.

Review 2019 Budget (finalize) | Mary Beth

Conferencing software:

-Martha explained hassles with current system, and proposed a solution of purchasing a Zoom subscription. Everyone agreed this would benefit the meetings.

-Martha will get this set up, in conjunction with Susan for payment.

New projectors:

-Mamata brought forth the quality and condition of our current projectors.

-Tom and Ginny talked yesterday, and wondered if it was needed this year.

-We currently have 4 projectors.

-Ginny: could we put a placeholder item in the budget?

-MBC: Projectors are part of the conference budget. Not itemized on the main line item expenses.

-Susan: We might want to rethink that, as it's a corporate expense spread over multiple years

-MBC: moved these to the corporate expenses.

MBC: so we would buy 3? How much are they approximately?

Ginny: Let's use \$5,000 as a placeholder.

MBC: suggests buying a backup bulb

Ginny: who wants to research these? Tom volunteered.

Ginny moved to approve the 2019 budget with changes as implemented throughout the day. Rosemary seconded the motion. No discussion ensued. All voted aye and the budget was passed.

Other Business

Organizational Documents:

-Rosemary: A lot of documents on Teamwork link to the NACIS Google Drive. How does someone create something? Can we access the NACIS Google Drive?

-Can we make locations of documents more apparent?

-Martha will work with Nick on ideas for clarifying Teamwork, and the location of organizational documents.

-There was an informal discussion on possible changes to make to the Teamwork structure

-One resulting idea was to create committee tasks that aren't needed for continuity from year to year, but so that each committee can track their own projects.

Meeting adjourned at 4:33pm.