

NACIS: October 15, 2019 - Board Meeting Minutes

Hotel Murano, Tacoma WA | Cavallino

6pm Pacific 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:

- Implementation of Travis White's t-shirt proposal

Awards:

- Tom to prepare proposal regarding the CaGIS map design competition and integration with NACIS.

Motions Approved:

- Minutes from the August Board Meeting were approved.
- Created a NACIS student Scholarship for \$1,000.
- Guidelines for the Nominations Committee Operations and Election Procedures were approved.
- Created an Associate Business Manager Ex-Officio Executive Board position.

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) (*regrets*)
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)

Guests in attendance: incoming board members Molly O'Halloran, Bill Limpisathian, Kate Leroux

Quorum is $\frac{2}{3}$ of voting members in attendance (9 people required, 12 in attendance, we meet quorum).

Welcome and year in review | Ginny

- Introductions to all the new incoming board members, telling who we are and what we do
- Short explanation of the meetings, yearly schedule, etc.. What to expect on Friday meeting.

Minutes | Martha

- Approval of [August minutes](#)
- Martha made note that she had implemented all corrections and revisions suggested by board members.
- Mary Beth made a motion to approve the minutes from the August board meeting. Leo seconded that motion. No discussion ensued. All in favour voted Aye. No Nay, Motion was passed.**

Executive Director Report | Tom

New projectors!

- Bought three new, better, brighter, higher resolution projectors to replace our ailing ones.
- They will be housed in Madison. Daniel updated our Pelican cases to fit the new ones.
- The three new come to meetings, plus one old as a spare.
- What to do with the rest of the old projectors? We may sell first come first served to whomever wants them.
- We also purchased a number of new Mac adapters.

Travis White's t-shirt project.

-[Proposal](#)

- We will be moving ahead. Travis has gone out and bought samples, and has brought them to meeting for people to look at. He will put them at the registration desk to show to people.
- Ginny: We have a consensus that the board is okay with moving forward. Do we need to vote?
- Martha: If there is no financial output from NACIS required, then she doesn't believe there is a need to.
- Board all agrees that the proposal sounds good.
- We will talk on Friday about integration.
- Travis has agreed to spearhead, but we need a gatekeeper for design approval so that no poor taste designs get uploaded.
- Funds raised will go towards accessibility, student travel grants, video sponsorships.
- Ginny: This is a great example of how someone not an elected board member has made an impact on the organization.
- Tom will announce at the Annual Board Meeting (ABM) on Thursday to generate interest.
- Tom: The appeal to him is it's another way to engage NACIS members and the world at large.

Proposal to jointly sponsor CaGIS Map Design Competition.

- CaGIS map competition now in 47th year. They would like to jointly sponsor the competition with NACIS. Tom will be talking to Dan Cole at NACIS this year. It could happen in many different ways, so how to do this without any conflict with our own competitions. If we get to that point in discussion then it would come to board discussion and vote. Theirs offers \$500 cash prize and a copy of MaPublisher.
- History in our board of association with their group.
- Tom feels like it may be time to get the old guard out of the way and revitalize it (their competition).
- Ginny: will Tom put together a formal proposal?
- Tom will bring it up again on Friday after meeting with Dan Cole.

Finance Committee Report | Mary Beth

Finance Committee [Report](#)

- Our finances have changed dramatically in 2018 primarily due to the Atlas of Design (AoD) - mostly in a good way.
- Mary Beth gave a short history on history of NACIS budget for the new members.
- AoD ended up with a net income of \$30,000 for Volume 4.
- We decided to reprint Vol. 1, 2, 3 and that gave us (at this point) net -\$7,000.
- In retrospect it's a wise move to have made the reprints.
- Video streaming support of almost \$6,000 from donations that goes towards the \$20,000 cost.
- Good effort in getting some sponsors.
- Tom: Penn State is promising \$3,000 for next year.
- Martha: Where are we with our ceiling for being a not for profit?
- Mary Beth: The rules have changed, and the ceiling has increased for a Not For Profit, so it's no longer a worry.

Publications Committee | Lauren

- the AoD Volume 5 Editorial Team - Caroline Rose, Vanessa Knopke-Wetzel, Nat Case, Brooke Marston
- Lauren will meet with them this week to figure out the file storage and documentation issues.
- Nick will assist Lauren in getting account info to help with Google Drives.

Awards Committee Report | Martha, Fritz

[NACIS Undergraduate Scholarship](#) | Fritz

- Fritz provided a recap of his SBM proposal for a NACIS undergraduate scholarship.
- We're at the point now where everyone has had opportunity look look at it, and we should discuss.
- Ginny: Questioned the treasurer on how this works with our budget.
- Mary Beth: We'd have to vote, then add a line item to the budget
- Ginny: How was the \$750 amount determined?
- Fritz: He based it on some CaGIS scholarship amounts. He's not set on amount if others feel differently.
- Ginny: Has there been discussion of recipient giving back to NACIS in some way? Cartographic Perspectives, volunteer, etc?
- Fritz: Would be nice to have. Need to determine this criteria.
- Meghan: Could they possibly do cover art for Cartographic Perspectives?
- Fritz: What if someone is not a graphic designer? There could be multiple options for how to give back.
- Brooke: Could it be that they write about how they are going to pursue their careers?
- Fritz: Where would it go? Newsletter?
- Ginny: How about an indication where the student gives back to NACIS community in a way to be determined? Then we could move ahead with this in time for next year.
- Rosemary: Do other scholarships require a contribution?
- Mamata: Since they're invited to come to the conference, maybe give a short talk on what the scholarship did for them?
- Leo: How to determine a winner from multiple nominations?
- Ginny: Maybe have Awards Committee oversee, and they prepare a way to vote.
- Tom: It sounds like coming to the meeting is optional
- Fritz: Yes, the argument was that they might need to spend all their money to come here, so would the scholarship be beneficial if they were required to attend the conference?
- Martha: Could the award also include conference registration?

Fritz: There was some criticism of that idea.

Leo: The registration fees are the least part of their budget for travelling to a conference.

Leo: **Motion to approve \$750 in budget for the purposes of a NACIS Student Scholarship.**

Rosemary seconded the motion. Discussion ensued as follows:

Meghan: As a student representative, she thinks \$1,000 has more cache to it.

-Some agreement with her on that.

-Ginny: She thought that Fritz's logic made sense. How do people feel about \$1,000

-Mary Beth: She thinks a \$1,000 gives more impetus to get people to pay attention.

-Discussion on whether 2 or 4 year program makes a difference. Decided that it did not.

-Ginny: **Amends the motion to change the value of the scholarship from \$750 to \$1,000.**

-Mary Beth seconds the amendment.

-No Further Discussion on the motion.

-All voted in favor of the amended motion. There were no Nay votes or absentions. Amended motion was passed.

-Mary Beth: Thanks Fritz for bringing this idea to the table.

Travel Grants | Martha

-This year we awarded seven general member grants, and 25 student grants.

-One additional general member grant than was budgeted for at August meeting.

Corlis Benefideo Award reinvigoration efforts | Rosemary, John

-Moved to Friday meeting

Communications and Outreach Committee | Rosemary

Code of Conduct and Diversity and Inclusion

-Rosemary and Mamata have had some good email discussions, and Meghan shared notes. Brooke, Amy Lee, and Lauren have all shared ideas on creating the D&I statement. Biggest things are to have the statement drafted and approved for next year.

-Going forward, would like to do training for board members.

-One of small things this year was to order pronoun stickers.

-Mamata: does it make sense to have a subcommittee? Is it part of Communications and Outreach?

-Ginny: good to have something that shows we have a presence in this field

-Leo: he sees a subcommittee is fine, no need for additional committee

-Rosemary: We struggle to advertise to the membership that non-members can volunteer on the committees.

-Mamata; how do committees get their info out to the membership?

-Leo: will be talking about this at the Annual Board Meeting.

-Ginny: The details can be added to a newsletter, or announced at ABM.

-Rosemary: Okay, then we'll create a subcommittee

-Meghan: an issue at AAG is communicating why these initiatives are taking place. We want to include language on why we're working on these initiatives. Will send to board. We should support these as a board and work to be allies.

-Ginny encouraged Meghan to stay on committee as a volunteer.

-Mamata: D&I - what groups are we talking about. We need to address that. We should make sure are representing all groups.

-Ginny: These are the things that the subcommittee can define.

-Rosemary: Maybe a question added to the post conference survey regarding this topic. Would be good to have some groundwork data.

-Rough [proposal](#)

Guidelines for the Nominations Committee Operations and Election Procedures | Tom

-Guidelines

- Background for newcomers on the history of this document and committee.
- Stress that these guidelines are not hard and fast rules. He thinks of it as a living flexible document that will change as NACIS grows and changes.
- Ginny: Mamata has a comment in the doc about creating a form to nominate, rather than send an email.
- Tom: That may be more efficient than an email chain.
- Mamata: Then the chair can manage the forms.
- Ginny: she already has a google doc she's keeping. A formal web form can feed into that to track contacts, etc.
- Lauren: Agrees that a form would be helpful. Less of a chance of things falling through the cracks. So easy to forget you talked to someone offhand, and it's easy to implement.
- Nick: We could create a Gravity form as part of the website.
- Rosemary: could that be available to the board? The results of the form? So we know who has already been talked to?
- Ginny walked through a description of someone who wants to run on the board - how the system would work with the guidelines.
- General discussion on how the form might work.
- The information regarding an online form will be added to the Guidelines document.
- Ginny: thinks it's good to try it out for the year, and then re-access and reformat if necessary.
- Ginny: **Makes a motion to approve the Guidelines for the Nominations Committee Operations and Election Procedures with the addition of verbiage for an online form available to submit nominations.** Rosemary seconded the motion. No further discussion. All in favour voted aye. No opposition or absentions. Motion was passed.
- Tom thanked Fritz for preparing the original document that the committee worked with.

NACIS Bylaws | Ginny

a. Original (1980):

S/he shall be an ex-officio member, without vote, of all Society committees, except the Nominating Committee. In the event of disability, absence or with-

b. 1989:

report for the Board on the state of the Society. S/he shall be an ex-officio member, without note, of all Society committees, except the Nominating Committee. In the event of disability,

- Ginny gave an explanation of the debacle to everyone, and informed that it would be discussed at the Annual Business Meeting.
- Leo will be working on reviewing and correcting this in the new year.

NACIS Business Manager Transition Special Committee | Ginny

NACIS Business Manager, Susan Peschel, is expected to retire in 2022. This Committee will be charged with ensuring a smooth transition leading up to the date when a

successor will assume the position. A smooth transition will entail thorough knowledge transfer from Business Manager to successor, Executive Director, Director of Operations, and other relevant parties. A smooth transition will involve a thorough documentation of Business Manager's roles and responsibilities (both official, and un-official). The Committee will be charged with determining an appropriate timeline and plan for transfer or delegation of roles and responsibilities to ensure that the annual meeting runs smoothly. The Committee will ensure that the NACIS business matters (address, licenses, taxes, etc) are solidified. Responsibilities of the Committee may evolve over time as needs are identified, and determined by the Board. The Committee will be expected to report to the Board, per bylaws, at least once a year on their progress and plans. Recommended members (to be solidified on Friday): Co-Chairs: Susan Peschel and Martha Bostwick Members: Executive Committee, plus 2 active Directors at Large (the latter will be rotating from cycle to cycle).

- Ginny reviewed the purpose and meaning behind the creation of the special committee. Special committees don't need a vote, but Ginny feels that it's important to discuss.
- We need documentation for continuity among the board.
- Tom asked about the legalities of location of business office.
- Susan gave a brief history on the legal status of NACIS within the state of Wisconsin.
- Ginny : part of the committee is to identify how the role of Business Manager may need to change.
- Can non-board members serve on this committee? Yes.
- Susan: may be good to have input from some past presidents that have familiarity working with the Business Manager.

Creation of Associate Business Manager position | Susan, Martha, Ginny

Proposal to create an ex-officio Executive Board position: "Associate Business Manager" for Martha Bostwick. With Martha rolling off the Executive Board this year she would like to maintain a channel of communication with Board activities until she takes over the Business Manager position. This position would be dissolved upon Martha filling the Business Manager Position.

- Martha has been shadowing Susan for several years now. As she is rolling off the board, she has requested a way to stay involved in board while she learns the position until Susan retires.
- Martha explained her rationale behind asking for the creation of this position.
- The only added expense to this position would be an additional person at the Spring Board Meeting.
- Leo: **Made a motion to create the Associate Business Manager Position, with a concurrent budget line increase for this person's attendance at the Spring Board Meeting.** Ginny seconded this motion.
- Discussion was as follows:
 - Mary Beth: Susan already has an allocated fund that she doesn't need. Strike the budget part since this accounted for.
- No further discussion. All in favour vote Aye. All voted. No opposition. No abstention. Motion passed.

Tacoma Meeting | Leo, Susan, Nick, Mamata

- Update on registration numbers (as of 2:30pm Tuesday)
 - Total registered: 454 total registered
 - New attendees: 209
 - PCD: 271
 - Field trip: 48

- Last minute coordination / issues to resolve
 - some room changes
- Volunteers needed for specific tasks.
 - t-shirt sales
 - sign changers
 - swag discussion
- Map gallery foam issues

Meeting was adjourned at 7:10pm.

Addendum to Meeting Minutes:

Notes from the NACIS Annual Business Meeting
Thursday, October 17, 2019 12:30pm
Hotel Murano, Tacoma WA | Venice Ballroom

Ginny Mason (President):

1. Welcome from President
2. Transition year with new Executive Director and Director of Operations
3. Focused on transfer of knowledge and best practices for keeping organization moving in a forward direction
4. Video Streaming Update: raised \$6,000 in sponsorships, thanked those who donated.
5. Latin Outreach
6. Website Backend and Infrastructure upgrades
7. Travel Grants - \$12,500 in student grants, and \$2,100 in general member grants
8. Undergraduate Scholarship
9. Planning for future transition of Business Manager, and new Associate Business Manager position
10. Ballots and Bylaws - updates, and upcoming clarifications

Tom Patterson (Executive Director)

11. Guidelines for the Nominations Committee Operations and Election Procedures

Mary Beth Cunha (Treasurer)

12. [Treasurer's Report](#)

Amy Griffin (CP Editor)

13. Cartographic Perspective Updates

Ginny Mason (President)

14. Thanks and appreciations to outgoing board members and continuing board members
15. Welcome to new board members
16. Transition of board

Leo Dillon (new President)

17. Focus for his year will be on bylaws, manage the growth of the organization so as not to lose our vibe, beginning planning for the Business Manager transition.
18. Corlis Benefideo Award
19. Atlas of Design - Volume 5
20. Announcements from members, Updates and notices for remainder of conference.