NACIS 2023 Spring Board Meeting Agenda

Date: Saturday, March 18, 2023
Time: 9:00 am - 5:00 pm Central time

Location: AGS Library - University of Wisconsin-Milwaukee
Meet in hotel lobby at 8:30 am for transportation to AGS Library
Adjourn at 5:00 pm - hotel van pickup at 5:15 pm
Meet in hotel lobby at 6:00 pm to carpool for dinner @Cafe Hollander on Downer Avenue

Online attendees in Zoom:
https://us02web.zoom.us/j/81789490967?pwd=NElVc2MzRTNCTTdWbUZYa0dleDkvZz09

Executive Office (non-voting)
X Susan Peschel, Business Manager
X Martha Bostwick, Associate Business Manager
X Ginny Mason, Director of Continuity
X Nick Martinelli, Director of Operations

Executive Board (voting)
X Pat Kennelly, Past President (term expires 10/23)
X Travis White, President (term expires 10/23)
X Brooke Marston, Vice President (term expires 10/23)
X Hannah Dormido, Vice President Elect (term expires 10/23)
X Hans van der Maarel, Secretary (term expires 10/23)
X Neil Allen, Treasurer (term expires 10/24)

Board of Directors (voting)
X Alex Fries (term expires 10/23)
X Vicky Johnson-Dahl (term expires 10/23)
X Kate Leroux (term expires 10/23)
X LaToya Gray-Sparks, Student Board Member (term expires 10/23)
X Sarah Bell (term expires 10/24)
X Bill Limpisathian (term expires 10/24)
X Becca Ramsey (term expires 10/24)
X Chelsea Nestel, Student Board Member (term expires 10/24)

Ex-Officio (non-voting)
X Jim Thatcher, Cartographic Perspectives Editors
X Nat Case, Atlas of Design

We need 9 voting Board members present (either virtually or in-person) to meet quorum.
Welcome & Icebreaker (Travis, 25 mins, 9:00-9:25)
Travis: Welcome comments & introductions

Approval of minutes (Travis, 5 mins, 9:25-9:30)
- Jan. 17th Board meeting minutes
Vicky: motion to approve
Kate: second
Unanimous

Report - Business Manager & Financial Committee (Susan, Neil, & Martha, 9:30-10:00)
- 2022 Treasurer’s Report
- NACIS XLII Minneapolis meeting
- Proposed budget for 2023 (has 2022 numbers in it) (Neil)

Neil: Deficit budget as usual
Yellow means unsure
Stipend for SBM
Becca: Student Board member higher
Bill: What is sustainable?
Neil: New amount of $7,600 ($400 per Board member plus up to $1,000 for student Board member)
Susan: Minneapolis meeting
75 or 80 less people vs 2015 and food prices went up
Nick: Why EventBrite fee so much higher? Will check with Martha about documentation.
Neil: Are registration fees too low for 2023
Susan: Needs to be higher
Martha: Looking toward EventBrite alternative, flat rate of $4,000

Morning Break (15 minutes, 10-10:15)

Report - Atlas of Design (Nat Case, 10:15-10:45)
- Report text

Nat:
Fulfillment (Eastview) charged for warehousing for 5 years
Shipping prices: Currently 30%
Hans and Amy overseas shipping liaisons - Complications in when billing occurs
Nat: Billing policy for shipping
Nat: Proposal for reprints - demand for Vol 4
Vol 1 - had been out of print
Digital printing for cost savings and increased quality over time
Goal for similar inventory at end of 2023
Cost savings to do reprints at same time
Cover price - proposes $35
Volume 7 - Aaron staying on plus new editors
Is NACIS AWS account needed?
Reporting - permanent system on Google Docs - don't focus on volume by volume
Reprints 1-4
Budget for Vol 7
Hannah: Will member discount mean a loss?
Nat: Vol 2 and 3 going below cost
Nick: Not a philosophical change between $35 and $30
Martha: Motion give AoD team move ahead on reprints as discussed in the minutes
Becca: Second
Unanimous
Vicky: Approve incoming editorial board as in AoD report
Brooke: Second
Unanimous
Nat: Statement about pricing - Vetted by Communications and Outreach Committee

**Director’s Report - Operations** (Nick, 10:45-11:00)
- [Operations plan 2023](#)
- Director’s report previously the Executive Director Report, → Exec Position discussion...

Teamwork rework - kick off next cycle in Oct
Martha, Ginny and Hannah will join Nick in monthly meetings
Simplify video sponsorship
Affiliate membership - list on web site (now open to anyone) and discount to conference
(manual) - Nick will talk with Martha and Susan
Membership process unclear
Updating web site like no more fax number
Bill: Bylaws - Says student membership for only 3 years
Vicky: Volunteer to be video sponsorship person

**Report - Executive Positions** (Ginny, Susan, Nick, Martha, 11:00-noon)
- [Executive Committee Position Descriptions](#) < please review and make comments with any questions or items needing clarification

Ginny: Susan Martha and Nick - subcommittee
Looking for redundancies and where to shift
Roles change depending on individuals - this is ideal
Exec Director vacant since 2020
Director of Continuity will be eliminated end of this year
Some roles more detailed - Business Manager never spelled out before
Bylaws changes with respect to pronouns
Open sessions - which ones and should we make membership aware?
We should advertise our Board meetings via Zoom
Ginny will work on website version of position descriptions
Role of Business and Associate Business Manager
Martha has check signing authority - still needs credit card access
Ginny: Most of current responsibilities going to Nick and Martha

Draft Bylaw changes to consider later:
Motion to change pronouns in bylaw from any gendered pronoun to they/them and to strike
3-year limit for student membership.

Lunch (60 minutes, Noon-1:00)

Report - Communications and Outreach Committee (Travis, 1:00-1:30)
  ● Report - Comms & Outreach committee
    ○ Proposal to update the NACIS Code of Conduct
  ● NACIS YouTube channel video tags (Chelsea, 5 minutes)
  ● Report - Website Sub-Committee (Kate, 5 minutes)
  ● Report - Mentor Program Update (Rebecca, 5 minutes)
    ○ Mentor Program Update Google Doc

Travis: Comm and Outreach
Work leading up to conference
Updates to Code of Conduct
Need to have procedure
Need to make aware to board what was acted on
More vocal about the code of conduct -
Try to get approved by the Pittsburgh conference
Beyond the conference too
Reviews for CP
Jim: Will draft statement
Ginny: Important to consider liability

Chelsea: Tag NACIS talks
Two categories primary - type of presentation (informational, etc)
From Sched - most work done less interpretation
From GIST Body of Knowledge
From ICA
Kate: Email speakers regarding tags
Vicky: Membership survey and request taggers
Becca: Google form to Excel file to automate
Nick: Tags vs descriptions and playlists
Chelsea: Tags for search engine optimization - Organize talks for ourselves
Sarah: Highlight YouTube channel like other social media

During the conference - busiest months
Roles well defined
Role of Slack

Kate: Website subcommittee
Turnover of content annual
Waiting on new content
Neil: Is budget okay for nacis.org - Yes

Becca: Mentorship program
21 pairings off and running
Results presented in Pittsburgh

Report - Membership and Analytics Committee (Vicky, 1:30-1:50)
● Summary of NACIS 2022 survey results
  ○ Key points:
    ■ livestreaming
    ■ veggie option
    ■ Slack
    ■ accessibility
    ■ masking
    ■ alcohol
  ● Livestreaming Statement
  ● Membership promotion ideas
    ○ Coordinate with CfP
    ○ Promote grants/financial help to Pittsburgh-area schools

Vicky: Summary by Erin Greb
Summary of items above
Martha: Relationship of the MSI list to educational contact list
Ginny: Post conference survey to Membership/Analytics? Yes

Report - NACIS Shop Committee (Rebecca, 1:50-2:00)
- **Plans for onsite sales at conference**
  - Seek input for recommended time windows for sales

Becca: Not met as a committee but with Travis
Shirts, NACIS enamel pin, general stickers
Purchase to give away - I Love NACIS, Mentor pins, and Pittsburgh pin
Susan: NACIS Venmo account
Bill: Square runs an account
Neil: Do we track sales at conference?
Susan: Yes, goes into t-shirt total
Jim: T-shirts print on demand - can we add previous conference t-shirts?
Becca: Yes, vintage shirt initiative
Neil: Credit card fees?
Martha: Can get from Printful site?
Hannah: Call for design? Yes, on site

**Report - Cartographic Perspectives** (Jim, 2:00-2:20)

Jim: CP report
One themed special issue each year
Mentoring or pre-review process
Student paper competition - promote and other options
Vicky: Love special issue idea
Becca: Motion to approve budget to increase budget for Editing from $2,800 to $2,950 per issue
Hannah: Second
Unanimous

**Report - Awards Committee** (Bill, 2:20-2:40)

Bill: More of a discussion
Map Gallery - Survey says voting should be easier - same as previous years
Make it clear who a student and professional - better signage etc.
Martha: Can help with that
Bill: Time when people stand near map
Hannah: Birds of a feather or map show-and-tell
Vicky: Name plate tag for those in map gallery
Bill: How to approach Corlis Ben. award?
Bill: Undergrad scholarship. Drop in quality of submissions
Go from 20 to 23 awards
Bill: Motion to go to 23 student awards
Hannah: Second
Unanimous

**Report - Nominations Committee** (Pat, 2:40-3:00)
- Ballot
- Bios

Pat: Discussion of ballot
Travis: Director of Operations - Kate
Susan: Executive Director interested - Jenny Marie
In Camera discussion regarding DO position
Back on the record
Alex: Motion Kate appointed to DO for a 5-year term starting Jan 1 2024
Becca: Second
Unanimous

**Afternoon Break** (15 minutes, 3-3:15)

**Report - Conference Planning Committee** (Brooke & Hannah, 75 minutes)
- CFP & Submission Form – ready to go once website links/forms are active AND…
  - Decide on live streaming **statement** for 2023
  - COVID mask policy
  - Coincide timing with listserv/social announcements
  - Working on French/Spanish translations
  - Map Quilt website?
  - Questions for Awards Committee:
    - When do you want to start accepting applications for travel grants?
    - Thoughts on combining the **travel grant application page** with grants page?
- Conference
  - Highlight updated Code of Conduct at the meeting – where are there opportunities?
  - Keynote speaker + contract
    - Contact local bookstore
  - Map Gallery coordinator
  - PCD initial plans
  - Geodweeb Jeopardy
    - Review questions? Who reviews? Against what criteria? Timeline?
- 2023 Volunteers
  - Need:
    - Print program
    - Lunch Bunch
    - New Attendee Ambassador(s)
- Moderator coordinator – recruit session moderators, provide guidelines, serve as main POC
- Slack moderator(s)
- Room signs
- Confirmed:
  - Fun Run - Carl Sack
  - Map Quilt - David Lambert
  - Name tags - Martha Bostwick
  - Map in program - Tim Welch: Do we know all the rooms we'll be using?

- Publicity/social media for NACIS2023
  - Heavily advertise keynote
  - Publicize the meeting early: scheduled reminders, links to YouTube talks, regular Tweets, other ideas?

- Board requests/concerns?

Brooke:
CFP by end of next week or so
Live streaming - how best to approach?
Bill: Live stream but only for attendees
Brooke: Announce no live stream but available in X days
Travis: Live streaming with Slack was a positive environment
Hannah: In person plus online can be too much - times have changed
Alex: 2021 compared to 2020 did not capture feeling - don't overweight live streaming
Sarah: Carbon footprint of the conference
Brooke: Draft a statement on why not live streaming
Kate: Live stream if in attendance
Vicky: Travel grants for child care - add wording
Brooke: Communicate early not live streaming
Nick: Research area - possible path to financially viable
Majority vote: No live streaming option - communication tied closely to CfP

Masking policy - evolving and decide closer to conference

Code of Conduct - various methods to highlight

Geodweeb Jeopardy for 2023

Hannah: Lou Ginart and Nathaniel Douglass
One room and activities for the group between talks
Virtual hangout
More targeted presentations - how to
Prizes - donated from the membership
Report - Diversity, Equity and Inclusion (Travis, 4:30-4:45)

- DEI Budget Proposal
- DEI Initiatives
  - DEI Sessions at the annual meeting
  - Mandatory annual online diversity and inclusion training for board & leadership.
  - General member survey
    - 2013 member survey - ten years is a long time to go between surveys! This will be a good opportunity to take the temperature of the society.
  - DEI minutes & agendas doc
  - Proposal - Affinity Groups (Chelsea, 5 minutes)

Proposal - Special committee on cartographic education (Chelsea, 4:45-5:00)

Travis:
DEI in-practice sessions
Present and then panel featuring invited speaker (non-cartographer)
Speaker that gets honorarium to attend - cover registration
Accessibility and Community Mapping topics for 2023
Mandatory annual DEI training
Hold $2,000 for travel grants in reserve for late registrants who are students

Chelsea: Affinity groups for NACIS proposal
Travis: DEI will assist at NACIS 2023

Chelsea: Special committee on cartographic education
Vicky: NACIS kids tie-in
Jim: How can we make sure we're not enabling groups that go against the code of conduct?
Chelsea: Hard to say. Also, we probably don't want to police who can join which group

2024 Conference & beyond (Susan)
- Conference Site Selection
  - Recognize that many states are enacting anti-trans/lgbt+ legislation

Susan: Tacoma in 2024 - based on previous attendance numbers
Travis: Washington state remains a safe state
Susan: Will sign

Other Business- (Everyone)
Increase membership rates (Travis; I suggested the numbers below)
  - General member = $50
    - Increase 50% or $25 to $75 annually, would generate additional $8,500
  - Student member = $20
    - Increase 100% or $20 to $40 annually, would generate additional $2,300
  - Affiliates = $72
    - Increase to $100 annually, would generate additional $500
    - ???
    - How should we structure affiliate memberships in future?

- Drafting a livestreaming statement
- Approving updated travel grant language
- Bylaw change vote!!! (in case there are any additional changes to the discussion from above lunch)
- Vote for Executive Director (Jenny Marie Johnson has accepted).

Motion to strike 3-year limit for student membership.
Kate: Motioned
Bill: 2nd
Unanimous

Motion to change pronouns in bylaw from any gendered pronoun to they/them.
Chelsea: Motioned
Sarah: 2nd
Unanimous

Brooke: Motion to approve Jenny Marie for Exec Director for 5-year term
Bill: 2nd
Unanimous

**Approval of the 2023 Budget** (Neil)
- Review changes
- Vote to approve provisional budget

Neil: Suggests voting on provisional budget

Motion to approve provisional budget:
Pat: Motion
Hannah: Second
Unanimous

Meeting adjourned