

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 5:00pm - hotel van pickup at 5:15pm

Meet in hotel lobby at 6:00pm to carpool for dinner @Cafe Hollander on Downer Avenue

Online attendees in Zoom:

<https://us02web.zoom.us/j/81789490967?pwd=NEIVc2MzRTNCTTdWbUZYa0dleDkvZz09>

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)

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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)

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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
 - Goodweeb 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 Geopardy 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