Minutes - NACIS Board Meeting

Topic: January board meeting
Time: 4:00 PM Central Time (US and Canada)
Minuted Recorded by Pat Kennelly

Zoom Meeting
https://us02web.zoom.us/j/81704439475?pwd=U2hJL3o0UnVMd2ZmRDVINjZmaEJCQ#T09

Meeting ID: 817 0443 9475
Passcode: 994898

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

Executive Board (voting)
Pat Kennelly, Past President (term expires 10/23) Present
Travis White, President (term expires 10/23) Present
Brooke Marston, Vice President (term expires 10/23) Present
Hannah Dormido, Vice President Elect (term expires 10/23) Present
Hans van der Maarel, Secretary (term expires 10/23) Not present
Neil Allen, Treasurer (term expires 10/24) Present

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

Ex-Officio (non-voting)
Amy Griffin and Jim Thatcher, Cartographic Perspectives Editors Jim is Present
Nat Case, Atlas of Design Present

Welcome (Everyone, 5 min)
Approval of minutes (Travis, 2 min)
- Tuesday, Dec. 13, 2022 minutes
- Vicky motioned to approve
- Kate seconded
- Unanimous approval

Spring Board Meeting logistics & agenda items (Group, 10 min)
- In-person attendance headcount (logistics table here)
- Hotel/Airfare reservations & issues
  - Travis: Make hotel reservation soon for $90 rate
  - Susan: Bus service from Chicago to O'Hare to Milwaukee (couple miles from hotel)
- SBM agenda items
  - Executive board role clarifications (Executive Director, Director of Continuity, Business Manager)
  - From Nick: affiliate membership levels & business listings
- Optimal mic & camera setup for virtual folks
  - Travis: Any suggestions for mic and camera setup?
  - Kate: Webcam and mic in the past
  - Nat: Setup from another meeting
  - Travis: Time to figure it out
  - Bill: Hardware setup not expensive
  - Kate: Ask from UW
  - Susan: Just needs to know what to ask for and help with setup

Nomination Committee (Pat, 5 min)
- Current nominations - Board at Large
- Other positions currently in discussion
- Position description updates
- Pat: Vicky has accepted the nomination of VP-Elect. Board nominees are being asked.
- Nat: How to strike or eliminate committees like Publications committee
- Martha: That's decided by the Board as needed
- Rebecca: Would anything be lost?
- Nat: Other publications initiatives didn’t work out, so no.
- Martha: Committee in place to represent AoD on the Board, but we wouldn’t lose anything.

NACIS Mentor Program (Becca, 5 min)
- Hans set Kate and I up with an email to address questions (mentoring@nacis.org)
- Program Documents
  - Incorporated board edits as best as possible. Thank you for your input!
Based on some decisions concerns will be revisited and accessed in post survey to improve program for next year

- 6 months too long? Or is timing during summer not work for academia?
- Mentor responsible for scheduling meetings
  - Current version of Documents posted online and we tested them, ran smooth

Program Launched Today

- Deadline to Sign up **Feb 15 2023**
- If you are so moved, please sign up as either mentor or mentee!
- Email Pairings deadline to participants **March 5 2023**
  - approx 2.5 weeks to pair (more if we access and begin pairing as they come in)

Next steps:

- Slack Post - Bill & Vicky
  - Private Slack channel for participants and interested board members has been created. More use will occur March - August
- Twitter Post - Alex & Hannah
- Outlining a script/slide deck to record as video for brief overview of the program - Becca
  - Rebecca: 6 mentors and one mentee. Deadline is Feb 15th. News out and on Slack. Twitter soon. We will also recruit as needed. Will get feedback via survey. 2 ½ weeks to prepare everyone.
- Hannah: Current question on Twitter

**Atlas of Design (Nat, 5 min)**

- Reprints this year? Timing for budget request.
  - Nat: running low on supply. Will get in budget request for SBM. Who should I talk with?
  - Neil: Bring to Finance Committee for review.
- Looking for a new fulfillment house
  - Nat: Hunting for someone for fulfillment/shipping especially map publishing. Let Nat know of suggestions.
- Need to get on the stick to get the v7 team
  - Nat: Someone should cycle off although all three want to keep going.
- Need better structure to budget that includes value of inventory.
  - Nat: Better budgeting and reporting structure, including the value of the inventory.
  - Nat: Slack year before Volume 7 gears up.
  - Neil: More proactive approach to AoD budgeting would be good. Will discuss with Nat.
  - Nat: Do I need to be at SBM in person. Prefer to Zoom in.
  - Travis: To Neil, how much lead time do you need for budget at SBM.
Updates to **Leadership** page on website (Kate, 2 min)

- What happened? Should I have done this sooner?
- Still requesting pronouns from: Susan, Nick, Hans, Neil
- Kate: Almost all updated.
- Susan: Need someone assigned to update website when conference ends.
- Matha: Assigned to Secretary. Got missed this year.
- Susan: Should be one website updater
- Kate: This can be me as Chair of Website Committee but we can discuss at SBM

**2023 Conference Updates (Brooke & Hannah, 20 min)**

- Will update NACIS websites as appropriate (thanks, Kate!)
- Brooke: One person will streamline and avoid confusion
- CfP update:
  - Pushed up deadline for abstracts from May 30 to May 15; deadline for map gallery is still set for Aug. 31
  - Brooke: Earlier deadline after talking with Travis
  - Link for reserving NACIS room block? [There’s a new, current link for Pittsburgh hotel]
- Postcards
  - Printing for 500ct = ~$100
  - Postage for 300ct = $132; 400ct = $176; 500ct = $220
  - Kate: Was it CfP or Wish You Were Here
  - Brooke: Both
  - Martha: CfP postcard more immediate concern
  - Susan: Have to get addresses for mailing list out of database
  - Martha: Can look into it but lots of duplicates, multiple addresses, etc.
  - Susan: We may want to winnow list down
  - Neil: How do we measure success?
  - Hannah: Add a digital postcard.
- Map gallery coordinator
  - Brooke: How to reach out to current coordinator
  - Travis: How to resolve outstanding issue
  - Ginny: Have to resolve outstanding issue first - delay map gallery coordinator until after SBM
  - Kate: Provide a deadline to the email request
- Jeopardy
  - Brooke: Do we continue Jeopardy? Defer the discussion to the SBM.
  - Travis: Will update board on previous discussion via email

○ Neil: End of February deadline.
- **PCD**  
  - Hannah: Pusing PCD to more practical day. More like a hands-on workshop. Perhaps a specific hour.  
  - Martha: We have rooms agreed to in the contract. One room for PCD.  
  - Susan: Maybe the first hour is a workshop, for example.  
  - Nick: Waxes and wanes on how practical PCD is. We should consider new ideas.  
  - Susan: Hard to say what is practical for everyone.  
  - Neil: Saturday option for the workshops for more specific skills.  
  - Sarah: I don’t sign up for it but I am assigned to it. So provide info to the presenter about what PCD is all about.  
  - Neil: Demonstrations of work  
  - Nat: Breakout structure within one room. Map gallery also could participate more - how they made the map.  
  - Rebecca: Ask presenters to include tutorial or additional document to access later.

**2024 Conference Location (Susan, 5 min)**

- Any suggestions? Need to find a hotel that can hold 3 concurrent sessions and a plenary session Thursday & Friday that's in an accessible city; reasonably priced hotel; downtown (ish) …not airport or suburban location.  
- Susan: Need to find one soon. Possibilities - Louisville, KY and Colorado Springs, CO. The hotel is the important consideration. Michelle is still helping