

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=U2hJL3o0UnVMd2ZmRDVINjZmaEJCQT09>

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 on TeamWork
 - Kate posted documents [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.

- Neil: End of February deadline.

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 web site when conference ends.
- Matha: Assigned to Secretary. Got missed this year.
- Susan: Should be one web site 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

- 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