

NACIS Board Meeting

Topic: October 13, 2023 Board Meeting

Time: 12:00 PM Eastern Time (US and Canada)

Location: Pittsburgh, PA

Zoom Meeting

<https://us02web.zoom.us/j/87312385380?pwd=bXpWSGdJRG1uY0g1VTVQeDJLOWFwQT09>

Executive Office (non-voting)

- X Susan Peschel, Business Manager
- X Martha Bostwick, Associate Business Manager
- X Nick Martinelli, Director of Operations (*term expires 12/23*)
- X Kate Leroux, Director of Operations (*incoming*)
- X Jenny Marie Johnson, Executive Director

Executive Board (voting)

- X Travis White, Past President (*term expires 10/24*)
- X Brooke Marston, President (*term expires 10/24*)
- X Hannah Dormido, Vice President (*term expires 10/24*)
- X Vicky Johnson-Dahl, Vice President-Elect (*term expires 10/24*)
- X Josh Ryan, Secretary (*term expires 10/26*)
- X Neil Allen, Treasurer (*term expires 10/24*)

Board of Directors (voting)

- 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*)
- X Carl Sack (*term expires 10/25*)
- X Joanna Merson (*term expires 10/25*)
- X Nathaniel Douglass (*term expires 10/25*)
- X Michael Sparks, Student Board Member (*term expires 10/25*)

Ex-Officio (non-voting)

- X Jim Thatcher, *Cartographic Perspectives* Editor
- X Nat Case, *Atlas of Design*

Other (non-voting)

- X Silas Hill

Welcome and Approval of Minutes (Brooke, 5 mins)

Went around the room and everybody stated their current position and any committees they are on.

Did not approve [minutes from Tuesday's Board meeting](#) as not everyone will have had a chance to review yet. We'll vote to approve at the next Board meeting.

Proposal to Establish a Volunteer Coordinator (Daniel Huffman, 18 mins)

Daniel - It would be good to improve the volunteer pipeline. The process can be opaque. A lot of the time, various tasks are on a "who do i know" basis. Results in perfectly great volunteers, but... A lot of people won't volunteer because we don't have a specific task laid out.

Thinking about other Non-profits. They have an HR person who works on managing the pool of volunteers. They match them with labor that needs to be done. Make sure people are on task and happy. Important for the DEI committee.

Pipeline for board is in these volunteer roles. Helps with filling out the ballot. Have better representation. Opportunities to shift tasks away from people in this room. A lot of responsibility creep and board members take the brunt of that. If a person wants to volunteer and NACIS gives them 1 task that takes 5 hours a year, they get really good at it.

Kate - I don't want it to be apart of my role. Good to have a menu of available tasks

Daniel - A volunteer jobs board

Nick - We were starting this before the pandemic. We can make a list

Bill - How does this fit into committees?

Daniel - Don't need to fit into committees. Moving projectors for example. Task by task basis whether it needs to be on a committee. Part of the volunteer coord role - let's survey everything to figure these things out

Vicky - What is your tether to the Board? How is this position related to the local delegate for the conference?

Daniel - A need comes up. Talks to the coord. Help me figure out how to find the labor. Start to reach out to those people. Documentation of all the jobs will be an important part.

Vicky - What can we do (as a board) to support you? Enumerate all the volunteer tasks that we can think of?

Daniel - There isn't a centralized concept of volunteers. Centralization is the first big thing. A lot of people run for the board because they want to volunteer. But a bunch of people don't want to commit that long

Nathaniel - When I got asked to moderator, it was surprising and flattering. I was volun-told, in a good way. Make sure this is done in an equitable way. Spread out the labor. People who don't typically get seen moderating. Seeing a DEI face.

Daniel - I envision that. More outreach. A lot of people don't think of themselves but would help if encouraged

Jenny Marie - It's fine to put out a call. The call isn't that successful. "I can do that, but others would be better". It's flattering to get asked specifically. We all need to be part of building the volunteer database. "I saw you do this, can I put your name on the list as a possibility to help us". Tell people why we are approaching them. We seen something in them that we think they would bring to the table

Brooke - Time running out. Propose - Daniel draw up all the details. Goal is a tangible doc to actually vote on and discuss at Nov/Dec meeting

Committee Updates (various, 36 mins)

General overview of what each committee does, and what you've accomplished this year ([link to document describing each committee](#)):

Awards (Bill):

- 39/41 grants award (2 withdrew)
 - Mostly in the form of travel grants
- Student map winners:
 - Dynamic: Foreclosure Sales in Louisville, KY (2016-2022), Jacob Saindon, Univ. of Kentucky
 - Research: Understanding Mars: The Goldilocks Planet, Sid Ramavajjala, Univ. of Wisconsin-Madison
 - Design: we have 2 winners:
 - Zibo Map of Culture and Tourism, Atlas Guo, University of Wisconsin-Madison
 - they mark me out as being trans, Bethany Craig, University of Kentucky
- Undergraduate Scholarship Program
 - Going through a revitalization headed by Fritz Kessler
- Corlis Benefideo award
 - Discussed with Nat. Nat and Molly O'Halloran will be the sub-committee point people on this award

Communications and Outreach (Travis)

- Social Media
 - Some of this falls under Kate's purview
 - Post-conf survey question: which social media platforms do our members use & rely on? I suggest consolidating and focusing our efforts on those only.
 - Our community seems scattered
 - We should do ranked choice survey with Twitter, Slack, Bluesky, a specific Mastodon server
- Outreach
 - We did not do a lot of outreach last year. Absolutely needs to be changed. Reaching out to MSIs. Students. What we lack is a road map or doc.
- Mentor Program - future of coordinating / future of program up for future conversations on how it's coordinating transitions in the future (Becca)

Martha - Heard back from Amy Rock about the student comp. There is a tie. As a board, we have to decide. This has happened twice before. Do we split? Or do we award them each the full prize? In the past, we have done the full award to both.

Bill - Two people withdrew from the travel grant. So we can afford to give the full prize

Bill - I motion to award both of the tied winners for the design map gallery student competition by reallocating the saved money from the travel grant

All approved

No dissents

Motion approved

Diversity, Equity, and Inclusion (Travis)

Travis - DEI Sessions this morning. Covered registration fees for some of the speakers. Great feedback. No other immediate updates, Couple of things coming up later on. No negative feedback from the committee

Martha - Larger orgs do pay their speakers. I'm concerned about the slippery slope of "paying speakers". A semantics thing

Travis - We are covering registration fees for participations. Are we awarding travel grants AND covering registration fees? Is that double-awarding some folks? That might take away from other deserving folks

Martha - Make sure there is clear comms between DEI and Awards

Bill - That is happening right now

Carl - I'm not clear on the current practice. I do want to strongly point out in Tribal communities there is expectation of an honorarium. Those folks need the money to get there. If we are inviting DEI speakers, we should be offering them travel assistance in addition to free registration

Finance (Neil)

Neil - Yesterday (at the Annual Business Meeting) I just outlined what I do. Susan bookkeeps and pays all the bills. I'm just a checksum. I take care of reporting everything to the IRS and filing online. Take care of gathering everybody's (committees) budget. I'll give you numbers from last year and the year before. One thing I want to do in the future: never below line. What has the AoD done to our vulnerability. By the spring board meeting, what is the risk? Rainy day event?

Susan - When I sign a contract, I have to commit. Potentially up to 150,000 dollars. Once it's signed, we are committed to pay that. OKC was almost a disaster. 75 people showed in person. Hotel graciously forgave us. We would have had to pay at least 100,000

Martha - Tacoma - Min 45000. 161,000 anticipated. 200,000 is going to be committed

Neil - Then our never below line is definitely not adequate

Membership Analytics (Vicky)

Vicky - Our post-conf survey went out in Dec. Need to work out the approval process. Got the questions in survey monkey, Survey had to be approved by either the VP or the Pres? Can we nail that down?

Brooke - Likely the VP who organized the conf

Vicky - Past years we've had really long surveys. We've narrowed that down. The SM question is a good one. I want to get this survey out as soon as possible

Vicky - Can someone send me the form email that new members get?

Susan - Used to do it manually. I can probably find the old letter. Or we can start a new one?

Bill - There is one for Slack. Includes CoC and where to go for help

NACIS Store (Becca)

- Shirts
 - 36 sold
 - 64 remain
- Enamel pins
 - 50 Sold out
- Stickers
 - 33 Sold
 - 42 Remain
- Almost net 0 gain/loss in sales as of now (excluding samples, shipping). All profits go back to support NACIS initiatives
- Will have specific run down with final outcome at next meeting after all sales have completed
- I've been reaching out to get submissions

Conference Committee (Hannah)

- Tacoma, Oct. 14-19, 2024

Publications

- Does this still exist? Last discussion about disbanding was in January 2023 minutes but no action recorded.

Brooke - Question. We added Nat and Jim's positions. The whole point of the publications was to serve as the liaison. But now that Nat/Jim are on the board, do we still need this? Last board meeting we talked about this, but no follow up on that

Becca - I make a motion that we disband the Publications committee until a need arises in which we will request to reorg

No discussion

All approve

No dissents
Motion passed

Onboarding (Nick & Kate, 4 mins)

- Status of Teamwork
 - Invites to Teamwork usually go out after an onboarding meeting.
 - Nick & Kate to discuss Teamwork use and path forward.
- Please send materials to Kate (kate@mynameiskate.com):
 - Headshot (weirdly wide: 290x136 or a multiple of that)
 - Email (visible on website so consider NACIS-specific vs. personal accounts)
 - You might get spam message asking for money. Don't fall for that
 - Phone (for Board contact if needed)
 - Twitter (maybe remove?)
 - Pronouns

Meeting Updates (Brooke & Hannah, 11 mins)

- Bylaws and Code of Conduct voting results
 - [Online results here](#)
 - Pronouns
 - Approve = 82 = 73 online, 9 paper
 - Reject = 2 online
 - Student Membership term limit
 - Approve = 83 = 74 online, 9 paper
 - Reject = 1 online
- End of conference survey

Nathaniel - A lot of new attendees. Do we have any numbers?

Susan - About 130

Martha - Proportionally, pretty standard

Other Issues

Jim - I was approached. Not formal. They asked me to take it the board. They didn't like the first and last sentences of one of the abstracts. They were offended and felt it was personally targeted towards them. I can answer questions, but that is all the information I have

Hannah - Why did they not go through the process?

Nick - We have a system. You (Jim) can use the form. Unless you feel it needs to be the entire group. Board members can fill out the form

Vicky - Raised to me in a different context. Not just one person's issue

Brooke - I'll take responsibility. As the program organizer, I'm the one who reads through them all. Maybe next meeting we can have several volunteers read through all the abstracts to catch these type of things

Jim - I'd be happy to help with that. I can read, that's what I do for a living

Carl - I wanted to flag that quite a few people did not get into NACIS night out

Susan - I had umpteen comms with the manager. I asked them to staff up and stay later. It was physically big enough, just not enough staff. 250 people coming. Manager said "no problem", it was a problem

Becca - Place has management issues. Several people quit recently (unrelated to the NACIS event)

Annual Meeting Update (Hannah & Vicky, 1 min)

- Any notes on Tacoma...

Brooke - No information yet

Budgeting (Neil, 1 min)

Neil - Prior to spring board meeting. I'll provide previous budgets to each committee

Annual Meeting Schedule (Brooke, 4 mins)

- Late Nov/December (virtual)
- Spring Board Meeting (in-person, ideally) (March 17-24?)

Susan - I think I can still host it. Might have to change the format a bit. Best week to have is March 17th-24th. Not available late March, early April. Fly in on a Thur so we can see the collection

Martha - We have a small stipend for travel

- Typically others in late spring, midsummer, September (virtual)
- Two meetings at the conference: Tuesday night and Friday lunch (in-person)
- Other meetings may be called at discretion of President
- Committees may meet on their own, as determined by the committee members and/or as needed

Committee Composition (Brooke, 7 mins)

- Determined committee chairs, and solicited members for each of the committees:
 - Nominations Committee
 - Chair: Travis
 - Members (we need at least 3 members): Bill, Sarah, Vicky, Jim
 - Awards:
 - Chair: Bill
 - Members:
 - Map Gallery and Student Competition Coordinator: Check with Amy Rock
 - Corlis Benefideo Award subcommittee: Nat Case and Molly O'Halloran
 - Student Undergraduate Scholarship subcommittee: Fritz Kessler
 - Communications and Outreach:
 - Chair: Brooke

- Members: Bill, Becca, Carl, Kate
 - Social media subcommittee: Bill
 - Website subcommittee: Kate
 - Outreach subcommittee:
 - Mentor Program: Kate, Becca
- DEI:
 - Co-chairs: Travis & Lourdes Ginart
 - Members: Carl, Nathaniel
- Finance:
 - Chair: Neil Allen
 - Members: Susan Peschel, Martha Bostwick
- Membership Analytics:
 - Chair: Vicky
 - Members: Brooke
 - Volunteers:
- NACIS Store:
 - Chair: Becca
 - Members: Vicky, Bill
- Conference Committee:
 - Chair: Hannah
 - Members: Vicky
- Ethics Committee:
 - Members: Brooke, Hannah, Jenny Marie

Brooke - The Ethics Committee will Brooke, Hannah, Jenny Marie

Martha - Didn't vote on that on Tuesday

Travis - I make a motion to establish Ethics Committee which is composed of the sitting President, the sitting Vice President, and the sitting Executive Director

No discussion

14 ayes

No dissent

No abstains

Motion passed