



Association for Information Science and Technology

Board of Directors' Meeting
Monday, 4 June, 8:30 am PDT – Tuesday, 5 June, 3:00 pm PDT
Hyatt Regency Vancouver

2017-18 Board of Directors:

Lisa Given, PhD (President)
Lynn Silipigni Connaway, PhD (Past President)
Elaine Toms, PhD (President-elect)
June Abbas, PhD (Treasurer)
Dania Bilal, PhD
Emily Knox, PhD
Kathryn La Barre, PhD

Brandi Loveday-Chesley, MLIS
Heather O'Brien, PhD
Soo Young Rieh, PhD
Abebe Rorissa, PhD
Kayla Siddell, MIS
Lydia Middleton, MBA, CAE (Executive Director)
Steve Hardin, MLIS (Parliamentarian)

Guests:

Sarah Buchanan, PhD
Timothy Dickey, PhD
Luanne Freund, PhD, Chair, AMPC
Brenda Woods, CPA

Staff:

Humberto Doldan
DeVonne Parks
Rodneikka Scott

MINUTES

1. CONVENE, WELCOME, INTRODUCTIONS

Lisa Given called the meeting to order at 8:33 am on June 4, 2018.

2. REVIEW OF MINUTES

The Board reviewed the Board Meeting minutes of February 14, 2018 along with the Executive Committee Meeting minutes of April 15 and May 16. A request was made to edit the Executive Committee minutes of April 16th to change the word Chapter to SIG on page 2. Motion by Rorissa, seconded by Connaway. **The motion to approve the February 14 Board Meeting minutes passed unanimously without amendment.**

3. PRESIDENT'S REPORT

In her President's report, Lisa Given noted that ASIS&T has held several successful meetups now. The first three were held in Australia in the early spring. Another was held while the Board was in Vancouver during the Board meeting. Additional meetups for the rest of the year will be arranged as the opportunities present themselves. She also reported that she is doing considerable work communicating about the 2019 meeting in Melbourne. She is standing ready to recruit members and

attendees for that meeting once we have more clarity on the theme and leadership for that meeting. Finally, she reported that she and the President's Advisory Group have been hard at work redefining ASIS&T committee roles and guidelines. That topic is discussed later in the meeting.

4. PRESIDENT-ELECT REPORT

Elaine Toms reported that she and Lydia had a very good opportunity to plan for the 2018-19 governance year by attending a meeting in Amsterdam designed to facilitate conversations between the staff and volunteer leaders of the organization. This meeting highlighted for her issues that she would like to focus upon in her president year. Among these issues are addressing the challenge of being simultaneously global and local as a membership organization. While it is critical that we plan and act as a global organization, members expect us to engage locally and to meet them where they are. She noted that this will be particularly evident at the 2019 meeting in Melbourne which will be a significant opportunity for us to determine whether or not our global reach is successful. She acknowledged that this meeting will be a risk for the association, and that we will need to proactively market the meeting to members and non-members alike. She went on to explain her interest in nurturing special interest groups and chapters, noting that we should be turning to these groups to develop content for ASIS&T. There are experts in a variety of topics within the SIGs and chapters and we should be seeking their input for such media as blogs or articles.

5. EXECUTIVE DIRECTOR'S REPORT

Lydia reported on the status of the separation from the IA Summit, noting that there is an outstanding payment due and therefore the outside contractor has not yet been paid for her work. When the outstanding payment is received, the outside contractor will be paid. The IA Summit will be known from now on as a IAC which, while still uncomfortably similar to our name, is not worth fighting at this stage. Lydia reported that discussions with Access Innovations around JASIST indexing are nearly complete and we anticipate that relationship to be resolved by the end of the year. She reported that transitioning our systems to accommodate GDPR has been burdensome. However, we are now in a good position to handle any request for data security from our European members. She noted that the award selection process is nearly complete and that announcements would be coming out sometime in June or early July. She reported that she now does intend to travel to the ALA meeting in New Orleans in order to market the annual meeting and identify potential sponsors. Finally, she reported that the staff is in transition, with Stefan Addo departing that same day, is in hand. Ads have been put out and she expects to interview to replace that position soon.

6. NOMINATIONS COMMITTEE REPORT

Lynn Connaway reported that three people were nominated for Director at Large and three people for the President-Elect position. She indicated they were two self-nominations for President-Elect and ten self-nominations for Director-at-Large. While all three nominees for President-Elect are from North America, the nominees for Director at-Large include one individual from North America, one individual from Europe, and individual from Asia-Pacific. One issue that the nominating committee strongly took into account in selecting nominees for the President-Elect position was how advanced they were in their career and their influence within their own organization.

7. FINANCE

The Board reviewed, discussed, and approved the FY2019 Budget which projects a bottom line of just under (\$100,000). This is approximately the amount of revenue anticipated to be lost from the loss of the IA Summit. It is important to note that there are three potentially revenue-producing activities (IA Summit, RDAP and EuroIA Summit) that are not included in the 2019 budget, so a total loss of \$100k is actually significantly less than the total potential revenue from these three meetings. She noted that there was one error that should be corrected to add an additional \$10,000 to the budget for travel for Regional Meetings. With that amendment, **Abbas moved and Rorissa seconded approval of the 2019 Budget. The motion passed unanimously without amendment.**

The Board reviewed, discussed and approved the FY2017 Audited Financial Statements which reported an overall loss of (\$279,604). This loss was budgeted prior to this year and can be explained as a result of a number of unusual expenditures related to concluding employment of four staff with more than 20 years each of tenure with the organization; hiring a new Executive Director; paying off the amortized cost of the website purchased in 2015; and less-than-budgeted revenue for the Annual Meeting. The Board met in Executive Session with the auditor to review the findings and ensure there were no hidden issues not exposed in the auditor's report which there were not. **Abbas moved and Rorissa seconded approval of the 2017 Audited Financial Statement. The motion passed unanimously without amendment.**

8. ANNUAL MEETING 2018

Luanne Freund, chair of the Annual Meeting Program Committee, joined the meeting to update the Board on preparation for the 2018 meeting in Vancouver. She reported that more than 300 reviewers were recruited to review 140 papers, of which 69 were accepted. They also reviewed 46 panel proposals of which 26 were accepted. At the

time of her report, the visual presentations were under review and had not yet been concluded. We can report now, however, that 100 proposals out of a total of 203 were accepted for presentation at the annual meeting. Luanne noted that there are several changes this year that make the program somewhat different from last year's annual meeting. Those changes are noted in the Annual Meeting section of this *Inside ASIS&T*.

It was also noted that sponsorship of panels to be indicated in the program. A request was made to put the program committee on the homepage of the website. There was discussion of where to publish the proceedings, with the notion of publishing them with ACM raised as a possibility. This was tabled until later in the meeting then discussed, with agreement that, in general, there was concern that while this might make the Proceedings more accessible and widely cited, it would put ASIS&T in a niche that we might not necessarily want to sit in. Further investigation revealed that there was not enough lead time to make this a reality for 2018 in any case, so the staff will proceed with the process in place from the 2017 meeting.

9. COMMITTEE GUIDELINES

The Board discussed proposed committee guidelines, designed to add more structure and consistency to all ASIS&T committees. The guidelines allow for two co-chairs for every committee, appointed in alternating years. Committees will have no more than 10 members nor less than 5. Each member will serve a term of two years with the option to renew for another 2 years. The president-elect will appoint the co-chairs and then, in consultation with the co-chairs, will identify individuals to fill the upcoming vacancies on the committees. Committee members will be oriented prior to as well as at the annual meeting. Committees will meet at least quarterly, prior to schedule Board meetings so that reports can be provided to the Board. Committees will use the iConnect community platform for communication and sharing of materials. Each committee will have a Board and staff liaison appointed to them. It was suggested that we should add that an individual cannot serve on a committee and be a member of the Board at the same time. A request was made to add Board Liaison responsibilities and a dissolution statement. **Given moved with changes and Connaway seconded approval of the revised guidelines. The motion passed unanimously without amendment.**

10. RESTRUCTURING COMMITTEES

Considerable time was spent discussing proposals from the President's Advisory Group regarding restructuring existing committees and reorganizing some of them under new committee structures. The Board thoroughly broke down the roles and responsibilities of each ASIS&T committee to determine how best to ensure that the

activities and functions of each committee were continued, but in the most efficient and effective manner. Additional structures were proposed that would address such critical topics as research engagement and new publications. Resulting proposals (found in the attached documents) were agreed in principle. However, a vote to approve the documents as written and moved by Givens/seconded by Toms resulted in a vote of 5 in favor and 6 opposed. **ACTION ITEM:** It was agreed that the Board would review terms of reference for each proposed committee at their September 5th meeting. It was further agreed that the Terms of Reference would be sent to the Board with at least 2 weeks to review the proposals. At that time the Board will take action to approve or revise those terms of reference and the attendant proposal for committee restructuring.

11. ANNUAL MEETING 2019

The Board reviewed and assessed the financial projections for the 2019 meeting in Melbourne. It was agreed that this meeting will present potential financial risks if we are unable to attract as many individuals to the meeting as we have been able to do within North America. It was acknowledged that our meeting in Copenhagen was aided by the fact that Europe is so condensed, and it was easily accessible to a great many people who don't typically travel to an ASIS&T meeting in North America. However, ASIS&T acknowledges that we didn't do a good job converting those individuals that came to the meeting for the first time over to continuing membership. There was some question as to whether or not we would be able to carry out all of the governance functions that happen at an annual meeting if members of chapters, SIGs and committees are unable to travel as far as Australia for a meeting. However, the strong consensus of the Board was that we are a global association committed to stretching our boundaries and making ourselves accessible to a wider audience. While Asia-Pacific is a huge area, and it may present unique challenges for our North American colleagues to travel there, we will make every effort to attract our growing membership in the region, as well as individuals who are not yet familiar with ASIS&T but would benefit greatly from the content of our meeting. Elaine Toms reiterated her concern about the risk involved in the meeting and asked that the minutes note her overall objection to holding such an important meeting in Australia at this point in our global development.

12. ASIS&T / ALISE CONJOINED MEETING PROPOSAL

The Board discussed a proposal developed by ASIS&T and ALISE to conjoin our annual meetings in 2020 with one day of joint meeting overlap. The Board agreed that there were both upsides and potential downsides to this proposal, and in the end, decided that the best course of action for 2020 would be to co-locate but not conjoin our meetings. While co-locating the meetings is convenient for members of both organizations, it also provides them the flexibility to determine how much of

each meeting they would like to attend. Colocation can allow for combined registration fees without either association having to sacrifice any of the valuable presentation time in each respective meeting. The Board specifically indicated that site selection for the 2020 meeting should be driven by ASIS&T's needs.

13. ALISE MANAGEMENT SERVICES PROPOSAL

The Board then considered a proposal to provide management services to ALISE in response to the request for proposals issued by ALISE for such a service. While it was viewed as a significant positive to more closely align the two organizations, the Board felt strongly that ASIS&T has enough pressing internal priorities at the current time and that offering services to another organization would not be prudent.

14. iFEDERATION

The topic of the iFederation was tabled for future consideration.

15. CHAPTER REVITALIZATION

The Board reviewed a report showing that the vast majority of chapters that have, at some time, existed within the ASIS&T infrastructure are now dormant or defunct. Further, there are considerable resources being held in reserve for these dormant chapters. After some conversation about how we might get existing chapters to become more active, it was proposed that we consider disbanding all of the inactive chapters and rethinking what our chapter infrastructure should be. **ACTION ITEM:** The Board asked the staff to come back with a proposal for discussion at the next meeting that might re-envision how ASIS&T chapters are defined and populated. It was agreed that it does not make sense to have multiple chapters within one state, and then only one chapter for an area so large as the Asia-Pacific region. One notion put forward was to dissolve all existing chapters then divide the world up into regions and establish a chapter in every region such that every member of ASIS&T was a member of a chapter. The staff will undertake a review of best practices and returned a report to the Board for initial consideration at the November meeting.

16. HISTORY FUND AWARD CRITERIA

The Board Revisited an outstanding item from the February meeting—the question of whether or not nominees for the History Fund Awards should be members of ASIS&T. It was noted that the History Fund was originally proposed and built on the understanding that the fund would be a source of support for furthering our understanding of the history and information science broadly, and never intended to be specifically a member benefit of ASIS&T. The Board discussed how issues of this type were handled for other funds that ASIS&T manages. It was pointed out that several SIGs have their own funds. The resulting decision from the Board was that

the History Fund and attendant awards be moved under SIG-HFIS and it would be the SIG's role to determine the criteria for the awards.

17. CODE OF CONDUCT

The Board revisited the need for a strong Code of Conduct for our meetings as well as potentially a reconsideration of the ASIS&T professional guidelines which are now more than 40 years old. **ACTION ITEM:** It was suggested that the SIGs might be able to contribute to this effort and it was agreed that we would reach out to the leadership of the relevant SIGs to request their input.

18. SIG Manual Updates

The Board reviewed updates to the SIG manual that allow SIGs to use up to \$500 of their funds to pay honoraria to speakers so long as the speaker is in no way related to an ASIS&T member. Additional edits were made to adjust the timetable for reporting to be in line with the new fiscal year. **Loveday moved and, in a subsequent vote taken by email, the motion passed unanimously.**

Next Full Board Meeting: September 5, 2018, 4-6 pm EDT via Zoom