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# Minutes

## WAML Executive Board Meeting

### Tuesday, September 19, 2023

9:00 am - 11:00 am PDT / 12:00 pm - 2:00 pm EDT

Registration link:

<https://jh.zoom.us/meeting/register/tJlldOmupj4oEtGd6hbrmeFtPT-BQH3fzn-4>

**Call meeting to order: 12:08 pm Eastern**

#### **Officers in attendance:**

- Jessica Benner (President)
- Meg Miller (Vice President)
- Kat Strickland (Past President)
- Lena Denis (Secretary)
- Bruce Godfrey (Treasurer)

#### **Absent:**

**Other attendees:** Ken Rockwell, Chrissy Klenke

#### **Approval of minutes from last meeting:**

- [2023-08-09 - Executive Board Meeting Minutes](#)
- Approved by email on August 23, 2023

## **Officer Reports & Check-In**

- Jessica Benner (President)
  - Finalizing some things from the conference including updating the conference manual



- Will meet with Meg and Cheyenne (along with Evan) this week to talk about conference take-aways
- Will be gearing up to start on non-conference president duties
- Meg Miller (Vice President)
  - Repeats about meeting tomorrow
  - Map collection and bulletin position (both in minutes)
- Kat Strickland (Past President)
  - Kathy Rankin sent notes from the wake and Kat wrangled a picture, will reflect these in the IB
- Lena Denis (Secretary)
  - Trying to get minutes and invitations sorted, feel free to suggest improved workflows
  - Meg notes invitations go to spam folder
- Bruce Godfrey (Treasurer)
  - Honoraria checks have gone out from conference, all but 2 cashed

## **Actions approved over email by E-Board since August 2023 E-Board meeting**

- None to report

## **Appointed Position Reports**

- Chrissy Klenke (Information Bulletin Editor)
  - WAML IB Editor Vacancy
    - (From Chrissy 9.15.23, email to the Board) I am thrilled to announce that Sarah (Tong) Zhang has agreed to take on as the WAML IB Editor. We had a chat about duties, responsibilities, the google folder and some tips and tricks and she still agreed to take it on! I will co-edit the next issue 55.1 with her. I will also be available for future help if needed. Sarah is the Librarian for Geography, GIS & Maps at Simon Fraser University in Burnaby, British Columbia. She is a WAML Member and was one of the WAML Scholarship recipients for 2018! Sarah will need to be added to the following platforms for the editor duties as soon as possible:
      - Shared Google Folder: WAML IB → **ACTION: Meg** to share WAML IB Google folder with Sarah



- WordPress – create an account for editing (please provide the same permission as I have) → **ACTION: Jessica** to write to Kevin about getting the WordPress account for Sarah
- Added to the Web Communications Committee
  
- Ilene Raynes (IB Book and Geospatial Resources Review Editor)
- Georgia Brown (IB Features Editor)
- Nick Beyelia (Membership Manager)
- Mike Smith (New Mapping Editor)
- Amy Work (Social Media Manager)
- Kim Durante (WAML Archivist)
  - Should we change this to Zoe Dilles? I think she officially accepted the role at the conference.
  - **ACTION: Kat** will email Kim to confirm that Zoe is now the archivist
- Kevin Dyke (Web Administrator)
- Ken Rockwell
  - Here at this meeting to discuss the indexer position – made a first attempt but needs to know what the compensation will be and requests a decision on that (this is Chrissy’s current action item)
  - **ACTION: Meg** will email Chrissy to discuss new indexer compensation → update during meeting, Chrissy will get more fully involved in this once editor offloading is done, and will bring Sarah up to speed on this too
  - Goal to have the compensation info by next meeting so Ken can get a final number for posting

## Updates from task forces, committees, etc.

- Continuing Education (Jon Jablonski)
  - Kat might be interested in taking this on as chair from Jon (who doesn’t want to do this anymore)
- Communications Committee (Georgia Brown)
  - Sarah will be on this in Chrissy’s place from now on
- Scholarship Committee (Philip White)
  - Scholarship Committee Chair Vacancy
    - Jo-Ann Wong has agreed to chair next year’s committee
    - She’ll need to be added to the website and given access to Scholarship folder(s) on Google Drive → **ACTION: Meg** will share Scholarship Committee section(s) of Google Drive with Jo-Ann and



get her on the website

- **ACTION: Jessica** will connect Phil and Meg so he can confirm what Jo-Ann needs access to as Scholarship Committee Chair

## Old Business

- UCSB-WAML maps (Meg & Kat)
  - Propose that we make this a main topic for October (JB)
  - Kat, Meg, and Tom will debrief about this before that meeting
  - **ACTION: Kat** will schedule a meeting with Meg and Tom to discuss the map collection before the October Exec Board meeting
- Remaining appointed position and liaison vacancies (Jessica)
  - Social Media Manager (has a message ever gone out to membership?)
    - Amy never sent a message out the way Chrissy did, since we'd hoped to recruit at the conference
    - **ACTION: Kat** will ask Amy to draft a social media manager stepping-down with solicitation message to send out to the listserv
    - Becky is willing to do it if we still don't get anyone
  - National Geospatial Advisory Committee (NGAC)
    - Ryan Mattke is a potential candidate. (Is he a WAML member?) Laura M. mentioned in the Business Meeting that he already does this information sharing for BTAA members.
    - **ACTION: Lena** will email Ryan Mattke about being a potential WAML-NGAC rep
  - GeoScience Information Society (GSIS) (Chrissy wants to step down)
    - Zoe Dilles is a possible candidate, since she does geology
  - Special Libraries Association - Geography and Map Section (SLA/G&M)
  - NACIS? Should we have a rep for NACIS? → yes, we've had one in the past, it would be great to find somebody
    - **ACTION: Kat** will do some research about NACIS and what a rep would report back to us (it's October 11-14)
- **ACTION ITEM FOR EVERYONE:** brainstorm folks for vacant positions (especially GSIS and Special Libraries) to discuss at October meeting
  - **ACTION: Lena** will put an action item on next month's agenda for our ideas about who to put in vacant positions
- Listserv migration (Meg)
  - **ACTION: Meg** will poke Evan to connect her with the relevant people who



are going to handle the various steps in the listserv migration

- Policies and Procedures (Jessica)
  - For all that is holy I will have this done by tomorrow. Crossing all appendages.
  - Once Jessica finishes track changes, etc., should the board see it next to approve it? Then the website?
    - Kat confirms just we have to approve it, doesn't require big votes like bylaws changes do, so after E Board sees it we can put the updated policies and procedures on the website
    - **ACTION: Jessica** will finish policies and procedures edits and share it with E Board ahead of our next meeting
- The conference
  - 2023 (Jessica & Bruce)
    - Budgeting
      - [Total income and costs](#): \$6831 USD
      - **ACTION: Bruce** will confirm the costs listed on the spreadsheet and add things like Eventbrite, etc. that he has and wouldn't be in there so far
      - We overspent by \$5.18 on the conference!
    - Update to conference manual
      - To reflect the hybrid additions
    - **ACTION: Jessica and Bruce** will ask Kevin to clean up the website to show BC as past conferences and put Albuquerque up for next year
  - 2024 (Meg)
    - Discussing logistics with Cheyenne about dates so it doesn't overlap with other conferences, possibly plan around tourist events like hot air balloon festivals
    - Discussing the possibility of tie-dying conference t-shirts with Gabby!
      - Chrissy has expertise in tie-dying at events and will share with Meg and Gabby ☐

## New Business

- Virtual Workshops for this year? (Kat)
  - Conference workshops:
    - Chris, Janet & Martin (ACMLA?) and Tom & Stephen



- Wikipedia/Wikimedia Commons/Wikidata for maps (Lena)
- Meg can promote the ones she's working on with ACMLA, and we can think about doing joint ACMLA-WAML workshops and invite them to ours
- Python workshop (Phil)
- **ACTION: Kat** will start working on organizing the virtual workshops
- Membership & Website membership portal (Jessica)
  - Propose we make this a main topic for November (JB)
- Update on a physical address for WAML – Jessica was going to email Julie about this but Evan asked her to wait until he's local (his job starts October 16), so he can follow up

## Potential Social Media Announcements

- none

## Next Meeting

- Vacant positions discussion

**Meeting adjourned: 12:55 pm Eastern**

Minutes submitted by Lena Denis (Secretary).

Approved by the Executive Board by email on September 25, 2023

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## Action Items

**ACTION ITEM FOR EVERYONE:** brainstorm folks for vacant positions (especially GSIS and Special Libraries) to discuss at October meeting

### Kat

- ~~**ACTION: Kat** will request a checklist from Amy for the Social Media Manager position and create template checklists for each of the Appointed Positions. She will look into creating a separate shared drive for appointed positions. Also, mention that we'd like to recruit at the conference.~~



- **ACTION: Kat** will email Kim to confirm that Zoe is now the archivist
- **ACTION: Kat** will schedule a meeting with Meg and Tom to discuss the map collection before the October Exec Board meeting
- **ACTION: Kat** will ask Amy to draft a social media manager stepping-down with solicitation message to send out to the listserv
- **ACTION: Kat** will do some research about NACIS and what a rep would report back to us (it's October 11-14)
- **ACTION: Kat** will start working on organizing the virtual workshops

## Jessica

- ~~**ACTION: Jessica** to send Chrissy the updated member list for the Communications Committee~~
- ~~**ACTION: Jessica** to write to Kevin about getting the WordPress account for Sarah~~
- ~~**ACTION: Jessica** will connect Phil and Meg so he can confirm what Jo-Ann needs access to as Scholarship Committee Chair~~
- **ACTION: Jessica** will finish policies and procedures edits and share it with E Board ahead of our next meeting
- **ACTION: Jessica and Bruce** will ask Kevin to clean up the website to show BC as past conferences and put Albuquerque up for next year

## Evan

- ~~**ACTION: Evan** will follow up with Tom Brittnacher and request a list of items in the map collection they are holding on behalf of WAML.~~

## Meg

- ~~**ACTION: Meg** to share WAML IB Google folder with Sarah~~
- ~~**ACTION: Meg** will email Chrissy to discuss new indexer compensation → update during meeting, Chrissy will get more fully involved in this once editor offloading is done, and will bring Sarah up to speed on this too~~
- **ACTION: Meg** will share Scholarship Committee section(s) of Google Drive with Jo-Ann and get her on the website
- **ACTION: Meg** will poke Evan to connect her with the relevant people who are going to handle the various steps in the listserv migration



## Chrissy

- **ACTION: Chrissy** will update the website to reflect changes in committees
- **ACTION: Chrissy** will draft a formal resignation message email for the E Board to review, then send final version out before the conference
- **ACTION: Chrissy** will check average rates for this kind of indexing work, how many pages recent issues have been, etc.

## Lena

- **ACTION: Lena** will email Ryan Mattke about being a potential WAML-NGAC rep
- **ACTION: Lena** will put an action item on next month's agenda for our ideas about who to put in vacant positions

## Bruce

- **ACTION: Bruce** will correspond with Kim about honoraria for WAML Archivist.
- **ACTION: Bruce** will confirm the costs listed on the spreadsheet and add things like Eventbrite, etc. that he has and wouldn't be in there so far
- **ACTION: Jessica and Bruce** will ask Kevin to clean up the website to show BC as past conferences and put Albuquerque up for next year

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