Minutes

WAML Executive Board Meeting Monday, April 15, 2024 11:00 am – 1:00 pm PDT / 2:00 pm – 4:00 pm EDT

Call meeting to order: 2:06 pm EDT

Officers in attendance:

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

Absent:

- Kat Strickland (Past President)
- Kevin Dyke had intended to but was unable to join and said he'll send updates

Other attendees: Georgia Brown, Jack Tieszen, Ken Rockwell, sam hidde tripp, Jo-Ann Wong, Jennie Murack, Amanda Tickner

Approval of minutes from last meeting:

- 2024-03-11 Executive Board Meeting Minutes
- Approved by email March 19, 2024

Officer Reports & Check-In

- Jessica Benner (President)
  - Indexer interviews, hoping to offer position soon. Membership check in

with Nick and Kevin, update below.

- Meg Miller (Vice President)
    - Continuing to plan conference with Cheyenne
    - Next goal is to have CFP ready to go out at beginning of May
- Kat Strickland (Past President) – absent
- Lena Denis (Secretary)
    - Nothing to report
- Bruce Godfrey (Treasurer)
    - Submitted non-profit corporation responsibilities forms (IRS, CA Franchise Tax Board, CA Secretary of State)

Actions approved over email by E-Board since March 2024 E-Board meeting

- none

Appointed Position Reports

- Sarah Zhang (Information Bulletin Editor)
- Ilene Raynes (IB Book and Geospatial Resources Review Editor)
- Georgia Brown (IB Features Editor)
    - Nothing to report
- Nick Beyelia (Membership Manager)
- Mike Smith (New Mapping Editor)
- sam hidde tripp (Social Media Manager)
    - Welcome aboard!
    - No access yet to passwords, etc. but Jessica wrote to Amy (previous manager) and will follow up to connect them by email
    - **ACTION: Jessica** will follow up to connect Amy and sam by email for handing off social media manager logistical details e.g. account passwords
    - CFP makes sense to be a social media item
- Zoe Dilles (WAML Archivist)
- Kevin Dyke (Web Administrator)

Updates from task forces, committees, etc. (see below)

- Continuing Education (Kat Strickland)
- Communications Committee (Georgia Brown)
- Scholarship Committee (Jo-Ann Wong)

Old Business

- WAML Physical Address (Jessica)
    - Physical address is signed and complete. Here is the official copy: https://drive.google.com/file/d/16o_KKybrOZN-bkCB8-toUjiRnc-9DFC5/view?usp=drive_link
    - Bruce corresponded with holder of previously used address – former WAML Treasurer Lisa Lamont, San Diego State University – to let her know

- WAML Indexer (Jessica, Kat, Ken)
    - Interviewing is complete. Good candidates. Some with library knowledge, some with geographic knowledge, some with lots of experience, some with less. Hopefully making an offer this week.
    - Proposed plan = the committee makes a recommendation and then the Board can approve it by email → agreed this is acceptable

- Membership check in (Jessica and Kevin)
    - Idea to send an email to the WAML List with the list of current members once per year near the conference with just name and institution (as per conversation with WAML Archivist at the 3-11-24 Board Meeting).
    - Working on auto-renew option. Why are we on the July-June schedule? This seems to complicate things. Can we change this?
        - Bruce points out changing this would require a by-laws change, but we could do that, not sure what else is required
        - No one on the call remembers why July-June was it, assumption that it was a fiscal year reason back in the 1960s when WAML was established; Ken and Bruce point out that Kathy Rankin might have some idea – Bruce will start by emailing the former treasurer
        - General agreement that the announcements for membership renewal not being around events have been very confusing, so maybe an annual membership drive would be a better way to do

        things and try to align it to the conference timing, be clear that it's not an all or nothing annual fee without pro-ration, etc.
        - **ACTION: Bruce** will email the former treasurer to ask if there was a tax reason / other financial reason that would be an issue not to change the annual July to June membership dates
    - Kevin working on member space on the website. Would like to convene an Ad Hoc Membership Committee over the summer.
        - Will loop in Communications, letting Georgia know

- Plan from Jessica to turn appointment letters into an annual thing that we do for all officers as well as committee positions, et al.

New Business

Committee Check-Ins

Communications Committee (Georgia)

- Committee Update:
    - Have met a couple times, setting up a time to do a Map Librarians' Toolbox editing party to revamp it
    - Planning to revisit the charge next year and make sure it's all working out as such
- **2.2.b Communications Committee Chair**
    - 2.2.b.1 Executes the charge of the Communications Committee.
    - 2.2.b.2 Leads and coordinates the efforts of the Communications Committee.
    - 2.2.b.3 Provides oversight of WAML's web and social media presence in consultation with the Executive Board.
    - 2.2.b.4 Provides a summary report of the Communications Committee's activities at Executive Board and Business Meetings.
- **5.1.c Communications Committee**
    - 5.1.c.1 **Charge**
        - 5.1.c.1a The Communications Committee's charge is to coordinate and strategize the organization's outreach efforts, member recruitment, and web presence.
        - The committee shall direct and maintain the organization's presence on social media, waml.org, and other outlets. This directive also includes technical and content updates to waml.org.

    - 5.1.c.3 **Membership**
        - 5.1.c.3a The committee shall include as ex-officio members the Web Administrator, Information Bulletin Editor, Features Editor, Membership Manager, and Social Media Manager.
        - 5.1.c.3b Other ex-officio committee positions may be created or eliminated by the Committee Chair and members as needed with Executive Board approval.
        - 5.1.c.3c The committee may at any time solicit volunteers to join the committee as general members.
            - 5.1.c.3d The Chair shall report any new committee members to the Executive Board so that official rosters may be updated in a timely manner.
    - 5.1.c.2 **Governance**
        - 5.1.c.2a The committee shall submit two reports to the Executive Board during the year, one during the WAML annual meeting and one approximately halfway between WAML meetings.
        - 5.1.c.2b The committee shall submit all financial expenditure proposals or major web presence change proposals (such as a different web hosting service or new social media account) to the WAML Executive Board for approval.
        - 5.1.c.2c The committee may submit proposed changes to the charge at any time for approval by the Executive Board. The committee may discuss a name change to better reflect its charge.
          If the committee chooses to modify its name or scope, then it shall submit a request to the Executive Board for approval.

Scholarship Committee (Jo-Ann)

- Committee Update:
    - Has been officially announced and blasted on all the listservs – this year will be 3 scholarships, $750 each
    - Also 2 new committee members
    - Charge looks good
    - If you know of any listservs that might have been missed, let the committee know so they can spread the information as much as possible
    - **ACTION: Jo-Ann** will email Kevin with current scholarship winners and committee information to update what’s on https://waml.org/scholarships/
    - Past feedback about letting winners know too close to the conference so

they couldn’t plan travel well, so the deadline was moved back significantly this time

- **2.2.c Scholarship Committee Chair**
  - 2.2.c.1 Executes the charge of the Scholarship Committee.
  - 2.2.c.2 Leads and coordinates the efforts of the Scholarship Committee.
  - 2.2.c.3 Provides a summary report of the Scholarship Committee’s activities at Executive Board and Business Meetings.
- **5.1.e Scholarship Committee**
  - 5.1.e.1 **Charge**
    - 5.1.e.1a The Scholarship Committee shall administer scholarships for individuals to attend the Annual Meeting and other WAML-affiliated events, including advertising the scholarships to appropriate audiences, reviewing and selecting applicants, and securing and administering funding sources for scholarship recipients in collaboration with the Treasurer and Executive Board.
  - 5.1.e.2 **Governance**
    - 5.1.e.2a The committee shall submit all expenditure proposals including number of recipients and amount(s) of scholarship(s) to the Executive Board prior to advertising scholarships each year.
    - 5.1.e.2b The committee shall submit two reports to the Executive Board during the year, one during the WAML annual meeting and one approximately halfway between WAML meetings.
    - 5.1.e.2c The committee may submit proposed changes to its charge and/or name at any time for approval by the Executive Board.
  - 5.1.e.3 **Membership**
    - 5.1.e.3a The committee shall consist of at least two standing members who are not the immediate past recipients of the scholarship. One of these standing members shall act as the Chair.
    - 5.1.e.3b Annual meeting scholarship recipients are required to serve on the committee the year after receiving the scholarship. Recipients must serve a minimum of one year on the committee but may remain committee members indefinitely.
    - 5.1.e.3c The Chair shall report any new committee members to the Executive Board and Web Administrator so that official rosters may be updated in a timely manner.

Continuing Education Committee (Kat)

- Committee Update:
    - (Kat absent, comments from others)
        - Not active this year, was supposed to be responsible for Toolbox – Communications is happy to help with the editing party once a year or so, but it does make sense to keep this within Continuing Ed
        - Possibly needs to be thought through some more
        - Do a call for people who want to be on this committee? People who want to organize brown bags, connect to speakers, etc. → generally agreed this is a good next step, should be Kat who does it
        - **ACTION: Jessica** will work with Kat on recruiting people for the Continuing Education Committee
- **2.2.a Continuing Education Committee Chair**
    - 2.2.a.1 Executes the charge of the Continuing Education Committee.
    - 2.2.a.2 Organizes professional development and educational events for the WAML membership (i.e., workshops, webinars).
    - 2.2.a.3 Communicates learning opportunities to the WAML membership, including WAML-organized events and other opportunities such as MOOCs or distance learning courses.
    - 2.2.a.4 Facilitates collaboration with other organizations (i.e., MAGIRT, ACMLA) to present co-coordinated learning opportunities.
    - 2.2.a.5 Provides a summary report of the Continuing Education Committee's activities at Executive Board and Business Meetings.
- **5.1.b Continuing Education Committee**
    - 5.1.b.1 **Charge**
        - 5.1.b.1a The Continuing Education Committee's charge is to schedule and plan educational workshops, webinars, and discussion groups on behalf of WAML.

          The Committee shall work with the Communications Committee to create educational materials for distribution and with the Web Administrator to add relevant content to the WAML website.
    - 5.1.b.2 **Governance**
        - 5.1.b.2a The committee shall submit two reports to the Executive Board during the year, one during the WAML annual meeting and one approximately halfway between WAML meetings.
        - 5.1.b.2b The committee shall submit all financial expenditure proposals or new educational initiatives to the WAML Executive Board for approval.

        - 5.1.b.2c The committee may submit proposed changes to its charge at any time for approval by the Executive Board. The committee may discuss a name change to better reflect its charge. If the committee chooses to modify its name or scope, then it shall submit a request to the Executive Board for approval.
    - 5.1.b.3 **Membership**
        - 5.1.b.3a Committee shall consist of at least 3 members with one of the members acting as the Chair.
        - 5.1.b.3b The committee may at any time solicit volunteers to join the committee as general members.
        - 5.1.b.3c The Chair shall report any new committee members to the Executive Board so that official rosters may be updated in a timely manner.

Nominating Committee (Kat)

- Committee Update:
    - (Kat absent)
- Reminder – notes from last month: Process (From Bylaws and P&P)
    - March 1st: President appoints a three-member Nominating Committee which shall include the Past President.
    - Committee chair (Kat) solicits nominations from membership.
    - **April 30: Committee chair discusses slate with President**
    - May 15: Committee chair gets consent & submits slate (bios and statements of purpose) to Secretary, and informs the Executive Board of the slate.
    - Secretary (Lena) runs the election via email with a posted deadline date (no later than the first week of June).
    - Secretary counts & notifies the President of the results of the election.
    - President (actually Secretary) notifies the newly elected officers, the current Executive Board members and the unsuccessful candidates of the results of the election.
    - Secretary notifies the Membership of the results of the election via the Information Bulletin and other appropriate publications of the Association.
    - New Board should be ready to start on July 1, 2024.

- New home for IMGIS (Lena, Jennie, Amanda)
    - [OSF | Instruction Materials by and for GIS Librarians and Practitioners (IMGIS)] – Open Science Framework (OSF) doesn't feel like the right home

    for this anymore
    - Potential to leverage WAML connections and combine with Map Librarians' Toolbox
    - Despite best efforts with metadata schema and faceting, OSF is not very searchable and it would be really great if the work that's already there were more searchable
    - IMGIS originally came out of a data literacy discussion in the geospatial interest group of IASSIST, which then turned into a partnership with ROLGGE (an informal group of map and GIS library folks interested in education) and this attempt to make a searchable OER
    - OSF was originally picked in part so that it would be institutionally agnostic
    - BTAA Geoportal also feels more like a goal in that all of the metadata is really great and pulls in lots of open stuff, and it's searchable
    - Could work well with the Editing Party run by Communications but remain part of Continuing Ed Committee's tasks
    - Other groups could be interested in joining forces on this, Meg points out, including the Canadian association of map libraries
    - Very possible to use existing website and add templates, search boxes, etc.
    - Who's in charge of this institutionally? WAML, IASSIST, and ROLGGE? Smaller than that? Probably will continue to be a small working group and then cast a wide net to get more buy-in
    - **ACTION: Jessica** will convene an ad hoc committee for putting IMGIS/Toolbox resources together and determine appropriate institutional representation – to include IMGIS organizers, website manager, Communications, and Continuing Ed

Potential Social Media Announcements

- The CFP for the conference
- Interview in Features of Paige Andrew (Georgia will send info to sam)

Next Meeting

- In June, discuss stolen maps

Meeting adjourned: 3:45 pm EDT

Minutes submitted by Lena Denis (Secretary).

Approved by the Executive Board by email on April 26, 2024.

< issue toc next >>