

## IASSIST Hybrid General Business Meeting

### Minutes

Approved on 30 May 2024

1 June 2023

Philadelphia, PA

All documents for this meeting are available in the [2023 Business Meeting Google Drive](#).

1. Called to order at 12:56
2. **Approval of Minutes from the 2022 Business Meeting**
  - The minutes were distributed by email. Cannon asked if there were any corrections and there were none. The minutes are approved as distributed.
  - Motion: Spencer
  - Second: Mandy
  - Minutes were approved by general acclamation.
  - Abstain: 1
3. **Introductions**
  - Cannon introduced the executive individually: Robin Rice, Vice-President; Lynda Kellam, Secretary; Jen Doty, Treasurer; Tuomas Alaterä, Past-President. She introduced the IASSIST Administrative Committee as a whole.
4. **Executive Reports**
  - President's Report (Cannon) - [report](#)
    - Our conference in Philadelphia is our first in recent history without a single host institution. Much of the work was done by individual members and our conference management services and we learned a lot. We are planning for next year more effectively.
    - We officially formalized our relationship with the Africa Chapter. The Chapter has had tremendous growth over the past year.
    - There is more to do:
      - We have several open positions including Archivist, Social Media Coordinator, IQ Editorial Board support, etc. If interested in learning more, attend the Birds of a Feather.
      - We need to create a post-COVID strategic plan.
      - We need to try to get back on a long-term planning cycle for conferences.
      - We want to continue communicating our work and collaborating on projects. We want everyone to know the value of participating in IASSIST.
  - Treasurer's Report (Doty) - [slides](#)
    - Doty showed our finances from 2022. This was the last complete fiscal year. Our expenses exceeded our income.
      - Generally income comes from membership. The conference also brings in income through sponsorships. We are very grateful for our sponsors.
      - A large portion of our expenses have been on mission based activities. The major expenses were the conference management service, the scholarship pilot with ALA and ICPSR, the Fellows program, the Africa Chapter, and our own sponsorships. We also had

election activities and increasing administrative and infrastructure fees.

- In our fiscal year 2023 Budget, we expected that our income would be much less than our expenses because we budgeted a loss.
  - We still value holding the conference despite the expectation of the loss.
  - Over the last five years, our income from membership has decreased and the expenses have increased.
  - We have been fortunate in having good balances. We could take the hit with the balances we have had. The US account balances however shrank significantly.
- Questions:
  - Jester - Is our UK account in pounds?
    - Yes on the slide they are converted to US\$.
  - Spencer - What is the 25K budget?
    - It is a conservative estimate of membership fees.
  - Alicia Urquidi Diaz - What is part of the host institution's role?
    - The conference host takes on support for infrastructure, budget, and provides volunteer work hours. This was the first year where hidden costs were made clear. Some of our assumptions about the conference were wrong.
  - Mandy Swygart-Hobaugh - Given the mistakes made? What are potential strategies going forward?
    - We will have a debrief with lessons learned. We have a 2024 conference in the works. We understand where the cost pressures are and will examine cost issues for next year. As we plan for next year, we already have estimates, and we are talking about what hybrid costs are and all of the volunteer power required.
  - Ron Nakao - He wanted to express appreciation for leadership. First conference since 2019. It was an obvious effort to pull the conference together.
    - Thank you Ron!
  - Robert Downs - There has been increasing inflation in holding events. We need to adjust the fee structures for the hybrid versus in person participants to cover the costs of AV.
    - Through this process we have learned the true costs of "free" labor and the true costs of hosting a hybrid conference. We would expect to see significantly higher registration costs for hybrid attendees in the future.

## 5. Committee Reports

- Membership Committee (Tickner) - [report slides](#)
  - Our numbers are fairly flat. We are consistently around the low 400s. We could increase our membership, but a consistent membership is good.
  - The numbers show we are a global organization. We are mostly academics but from all different sectors. We do not have many corporate members.
  - We have supported a variety of organizations globally with our sponsorships. Thank you to the IASSIST members who reviewed the sponsorship requests.
  - Get involved! We need volunteers! Also let people know about IASSIST.

- Questions:
  - Spencer - Regarding membership numbers, have we considered group discounts?
    - This is an interesting idea that AC could discuss.
    - Rice reminded the group that we did create a reduced rate across some categories (students, retirees, low-income countries).
  - Lynnee Argabright - With the stagnant membership, does that include first time conference members?
    - Not data we collect at this point.
- Constitutional Review (Green) - [report](#)
- Professional Development Committee (Young & Bordelon) - [report](#)
  - The committee's mission is to support the learning of the membership. They held three webinars over the past year.
  - The YouTube channel has had good traffic, with new subscribers up from last year.
  - A survey went out on the listserv about Open Data / Data Laws around the world. There is more to come on that project.
  - The committee is working with the Fellows Committee to welcome our Fellows to IASSIST.
  - They welcome ideas for the webinar series and other ways that the committee can support learning and professional development.
  - Young recognized outgoing co-chair Bordelon. Thank you for his work. Wei Yin is coming in as co-chair.
  - Questions: None
- IASSIST Fellows (Arguillas & Young) - [report](#)
  - The committee's mission is to provide support to data professionals in underrepresented regions and early career individuals.
  - Introduction of new fellows.
    - **Olanike Alabi**, Senior Librarian, University of Lagos, Nigeria
    - **Zuzana Singh Kvapilova**, Librarian, Oriental Institute of the Czech Academy of Sciences, Czech Republic
    - **Noé Nessel**, Librarian, Ministry of Education, Argentina
    - **Wahidah Mohd Zain**, Senior Lecturer, Universiti Teknologi MARA, Malaysia
  - Please join the committee if you would like to help out.
- Elections Committee (Alaterä) - [slides](#)
  - 2022-2023 was an election year. We used SimplyVoting to run our ballots.
  - The distribution of at-large seats remained unchanged as it corresponded to membership distribution across regions.
  - All candidates and voters must be members in good standing.
  - Contact your Regional Secretary if you have questions about regional matters.
- Communications Committee (Alaterä) - [slides](#)
  - The committee focuses on website maintenance (blogs, resources, jobs repository, webinars) and minor website development, such as for accessibility.
  - In June 2022, our domain name was suspended due to unreceived ICANN information update requests, but we are back online.

- The annual conference site was hosted on IASSIST's website for the first time since 1999.
- They are managing feedback received via the online feedback form.
- They also moderate our listserv and manage the social media platforms (IASSIST Facebook, Mastodon, and Twitter).
- Statistics for July 1, 2022 to June 30, 2023\*
  - Approx. 75 000 webviews on iassistdata.org
  - 55.2% rise in webviews when compared to July 2021 to June 2022
  - Visitors have on average, spent more time on the website than previously
  - Our hosting of the conference website explains the growth since November 2022. The conference landing page was visited more often than the iassistdata.org landing page.
  - The jobs repository, main page, and conference section are the most frequently visited areas
- The committee needs more volunteers, especially a social media coordinator. You can be a content provider for the blog. Email Tuomas if you are interested.
- IASSIST Achievement Award
  - IASSIST is about networking and sharing expertise, and sometimes members contribute beyond all expectations. To recognize those individuals, IASSIST has the Lifetime Achievement Award.
  - A committee of three past presidents (Tuomas Alaterä, Melanie Wright, Bill Block). This year the committee decided to award the award to Karsten Rasmussen, longtime editor of the IQ.
  - Karsten is an Associate Professor at the University of Southern Denmark. His first conference was in 1978, and has attended over 30 conferences. He also worked on an early version of DDI. He has steered the *IASSIST Quarterly* through many changes, writing many editorials. He has been an essential part of IASSIST today.
  - Rasmussen wrote a thank you letter.
  - Rasmussen will receive a lifetime membership to IASSIST.
- *IASSIST Quarterly* report (Hayslett & Schwartz-Soicher)- [report](#)
  - The new editorial board for IQ has been meeting with Karsten to document his experience and knowledge. We have two positions on the editorial board, and a few opportunities for new features, columns, or special issues. They plan to have the editorial board meet at least once or twice a year.
  - If you are presenting at this conference, please submit your paper to the *IQ*.
  - The next issue will be published in June 2023. A double special issue from the second African workshop is planned for the end of 2023.
  - Reach out to Michele or Ofira, if you have any topics for *IQ*.
- Program Committee report on 2023 Conference (Manuel) - [slides](#)
  - Thank other members of the Program Committee, Anja Perry and Jonathan Bohan.
  - Statistics
    - 4 days hybrid conference (1-day in-person pre-conference workshops / 3 days conference)

- 110 submissions (84% accepted)
  - 32 reviewers, 3 diversity committee members
  - 11 coordinators
  - Type of presentation: 59 presentations, 9 panels, 15 posters, 5 lightning talks, 1 fireside chat with 3 speakers, 1 keynote speaker
  - 5 Workshops
  - 256 Attendees (164 in-person; 92 virtual)
  - Diversity Theme
    - 33 diversity related submissions
    - 8 dedicated diversity sessions
    - Topics included: Accessibility, Anti-Racism; Equality, Equity and Inclusivity; Indigenous peoples; LGBTQ+; Women's rights
    - The PC received positive comments about the topics covered.
  - New Features in 2023
    - A new feature was the fireside chat format for special guest speakers.
    - We had many options for networking activities in prominent slots, such as Interest Groups, Regional Group Meetings, Birds-of-a-Feather.
    - They created a diversity committee with 3 members who were active during the review process.
  - Recommendations in 2024
    - Continue with diversity session stream in future conferences
    - Maintain a diversity review committee
  - Consider volunteering as a program chair for 2024
- 6. Action Group Reports**
- No active action groups
- 7. Interest group Reports**
- Interest groups are easy to create if there is interest.
  - Diversity, Equity, and Inclusion Data Resources Interest Group (Hayslett) - [report](#)
    - They started developing resources two years ago. All are linked on the website now. Thank you to the group members.
  - Qualitative Social Science & Humanities Data Interest Group (Karcher & Montgomery) - [report](#)
    - QSSH DIG is being handed over to new leadership.
  - Geospatial Interest Group (Tickner & Murack) - [report](#)
    - In the upcoming year, they will focus on a repository of open educational resources for GIS. They will send out info on the listserv.
- 8. Regional Secretaries Reports are online**
- Africa Regional Secretary [report](#) (Nekesa)
  - Asia/Pacific Regional Secretary (Spencer) - No report provided
  - Canada Regional Secretary [report](#) (Fry)
  - Europe Regional Secretary (Fink Kjeldgaard) - No report provided
  - USA Regional Secretary [report](#) (Tulley)
- **Adjournment**
    - Motion: Paula Lackie
    - Second: Ashley Jester

- We adjourned at 14:06