

Minutes

NISO Board of Directors Meeting
January 21, 2002
Morial Convention Center, Room 353, New Orleans, LA

Approved by the NISO Board of Directors
June 18, 2002

Attending: Beverly P. Lynch, Chair
Patricia Harris, Executive Director and Secretary
Pieter Bolman (by telephone)
Carl Grant
Brian Green
Jose-Marie Griffiths
Donald J. Muccino
Jan Peterson, Vice-chair/Chair-elect and Treasurer
Albert Simmonds

Absent: Priscilla Caplan
Richard Luce
Sally McCallum
Norman Paskin
Steve Puglia

NISO staff: Jane Thomson

1. Call to Order

The January 21, 2002 meeting of the Board of Directors of the National Information Standards Organization was called to order at 2:30pm CT by the Chair, Beverly P. Lynch.

2. Adoption of the Agenda (BD-780)

The agenda was approved with no additions.

3. Administrative matters

•Approval of the Minutes

The minutes of the Board of Directors conference calls of September 20, 2001 and September 28, 2001 were approved with no changes.

•Note: The approved Minutes are: BD-789

4. Executive Director's Performance Evaluation

The Board of Directors met in executive session to discuss the Executive Director's Performance Evaluation. Beverly Lynch agreed to discuss the evaluation with the Executive Director immediately following the meeting.

5. Building NISO's Financial Resources and Goal Setting

Jan Peterson reviewed the Treasurer's Report (BD-791). Peterson reminded the Board that in framing the 2001 Budget the Board had committed \$120,000 from cash reserves to support NISO's development and growth, Peterson noted that NISO did not spend up to that amount in 2001. However, Peterson noted, total revenue in 2001 did not meet budgeted expectations: Membership renewal income, New member income and the Library Standards Alliance failed to reach budgeted targets and the NISO/NIST Ebook conference did not produce the anticipated return.

Harris reviewed the NISO Press report (BD-782). Harris noted that although total income from the sale of NISO Press products and royalties exceeds budgeted expectations, the revenue from the sale of hardcopy print standards dropped 60% from 2000 levels. As a result of the discussion which followed Jan Peterson and Peter Bolman agreed to work with Pat Harris to review all aspects of the NISO Press operation and report at the next meeting of the Board.

Peterson and Harris reviewed the proposed 2002 Budget (BD-784) and the Budget Priorities (BD-786). It was noted that the proposed Budget anticipates a \$122,000 draw-down from cash reserves to support both program activities and development/growth activities.

The Board discussed how best to apply NISO's resources to advance the Organization. Lynch noted that the current Strategic Plan, drafted in 1999, was expected to have a useful life of three years, so it would be appropriate to revisit the Plan.

The Board of Directors supported the development of a new Strategic Plan and a parallel business plan identifying the various activities that will support a new strategic vision. It was moved, seconded, and the Board of Directors

VOTED, to approve the 2002 Budget as presented in BD-784 with the understanding that the Board will engage in a strategic planning exercise in March 2002 that will include an examination of the Budget for 2002 and the framing of a business plan.

Jan Peterson, Beverly Lynch, and Pat Harris will identify the planning issues and develop the agenda for the strategic planning activity.

6. Appointments

Beverly Lynch announced that Jan Peterson wishes to be relieved of her responsibilities as Treasurer and invited suggestions for a replacement. It was noted that the Treasurer is an appointed position.

Beverly also noted that Cilla Caplan will step-down as chair of the Standards Development Committee in 2002. Nominations for a new chair are invited.

In regard to the 2002 Board election, it was noted that the terms of office for three members of the Board will expire June 30, 2002: Brian Green, Richard Luce, and Norman Paskin. All can be nominated to serve a second term.

7. Standards Development Report

Lynch alerted the members of the Board to review the Standards Development report (BD-787).

8. 2002 Meeting Calendar

The Board of Directors will meet:

- March 21 and 22, 2002 in Washington DC: Strategic Planning Retreat
- September 19, 2002 in Washington, DC

9. Adjournment

There being no further business Beverly Lynch adjourned the meeting at 4:15p.m. CT.