



**SUBJECT: Board of Directors Meeting Summary**

**DATE: December 14, 2006**

**LOCATION: N/A (Teleconference Call)**

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***Meeting Purpose***

The purpose of the meeting was to finalize the By-Laws, propose methods to clarify membership enrollment procedure, and to discuss plan for 2007.

***Attendance***

Jeff Volpe, Sam Wear, Bob Brower, Christa Hay, Jeff Tweksbury, Sheri Norton

***Finalization of By-Laws***

At the 2006 NYS GIS Conference in Lake Placid, the By-Laws for the NYS GIS Association were distributed. Most of the document was approved, with the exception of Article VII Section 3. Bruce Oswald recommended inclusion to this Section requiring a percentage of the Board in attendance to meet quorum. The Board discussed this option, and decided to keep the requirement simpler. Sam Wear will check with the attorney to be sure this can be done.

Article V Section 2 of the By-Laws was also discussed. [?] explained that the purpose of the proxy option is to ensure quorum can be met.

An amendment will be recommended in 2007 to define in the By-Laws what constitutes an official Board Meeting. In the interim, the Board agreed that the majority of the Board present at a meeting would be sufficient.

***Membership***

Informal feedback on the membership registration has indicated that many people were confused about (a) whether signing up for the NYS GIS List constituted membership in the NYS GIS Association and (b) what the membership was for (e.g., disseminating Association information, establishing quorum for meetings).

Board recommendations for clarifying this process included:

- Sending an email over the NYS GIS List describing how to apply for NYS GIS Association membership and what said membership entails. This will include the current roster of members (names and organization only).
- Simplify the registration application, paring down the amount of information input.
- Setting up an email validation of membership via auto-response with website registration.



- For an individual to submit a vote for the Board of Directors at the 2007 annual meeting, the person must complete membership registration by midnight on August 30<sup>th</sup>, 2007 (i.e., 30 days before the annual NYS GIS Conference – October 1<sup>st</sup>).

In addition, the Board discussed adding an additional membership category for donators to the Association (if donations can be made – please see *Action Item 3*). Donators could be given banner space on the website and/or other compensations.

### ***Website***

Regarding pricing for banner space on the website, Christa Hay noted that she sent an email to the Board back in October listing pricing. She felt the pricing was too high, and recommended \$100/year for a banner. A discussion ensued about whether to charge for banner space or not. If a fee is applied, it wasn't clear how the finances would be handled. Christa interjected that organizations that do not charge for website banner space may have membership fees to provide revenue. Another recommendation was to focus on putting the NYS GIS Association logo on other web

The Board agreed that all website changes from now on will be channeled through Jeff Volpe.

### ***2007 Goals and Objectives***

- Continuing and expanding outreach was the primary goal for 2007. Bruce has been informally in charge of marketing. [redacted] will provide the Board a list of several key conferences to market the Association (perhaps in partnership with CSCIC).
- Formal appoint and/or assign persons to chair the five standing committees.
  - Education – Jeff Tweksbury
  - Marketing – Bruce Oswald (by appointment)
  - Regional Coordination – Larry Alber (by appointment)
  - Program & Legislative – Sam Wear
  - Business Development – Scott [redacted] (by appointment)
- Continue holding quarterly meetings of the Association. Tentative schedule:
  - March 8<sup>th</sup> (Albany) – in conjunction with NYS Coordinating Body Meeting
  - June 7<sup>th</sup> (Skaneateles) – in conjunction with GeoSpatial Summit
  - September – location and date unknown (location other than Albany)
  - December – location and date unknown (location other than Albany)
- Recommended use of “Go to Meeting” application for future meetings to enable remote attendees to share computer screens.

### ***Action Items***

1. Update the Board of Directors list on the website [Paul [redacted]]
2. Add the final copy of the By-Laws to the website [Paul [redacted]]
3. Check with attorney regarding Article VII Section 3 and whether NYS GIS Association is a charitable organization (i.e., if donations given are tax-deductable) [Sam Wear]
4. Send an email to current members announcing elected Board of Directors [Jeff Volpe]



5. Send an email over NYS GIS List clarifying membership registration process and meaning [Sheri Norton – pending approval by Board]
6. Send a thank-you letter to Girk Cakmak for all the help he's provided the Association [Jeff Volpe]

*The teleconference meeting was adjourned at 11:21 AM.*