

**Date:** February 14, 2012

**Subject:** Board of Directors Teleconference

**Attendees:** Christa Hay, Verne LaClair, Dale Morris, Dorothy Nash, Bruce Oswald, Julie Tolar, Amy Work

Guests: Ben Houston, Rich Quodomine, Carol Zollweg

**Meeting Objective:** Discuss Items requiring Board Action: Future meeting planning, Committee progress reports

**Minutes:**

The teleconference meeting began at 2:04 pm

Previous Meeting Reports

A motion was made by Christa to approve minutes as modified for the January Board of Directors meeting. Motion was seconded by Verne. Motion carried unanimously.

Treasurer's Report

The Treasurers report was discussed briefly. Christa stated that the current balance is \$11,856.32. There have been a few small expenses, the GISMO money has been separated from the "general" money, and a \$500 (10 hours @ \$50/hour) yearly expense was added for web maintenance.

Bruce noted that there will be tax on the iPad, so the amount budgeted should be adjusted from \$600 to \$650.

Bruce also requested that in future Treasure's reports there be a tally of all the upcoming expenses and that be deducted from the current balance and shown on the report. Christa will add this "balance."

A motion was made by Dale to approve the January treasurer's report with the discussed modifications. Motion was seconded by Dorothy. Motion carried unanimously.

Future Meeting Plans

Bruce stated that the first Association meeting should be held at the end of March and that he had emailed Eric Herman at the Thruway Authority for a venue. Bruce would like to include call-ins and screen-sharing (for members) as part of this meeting.

Emergency/crisis GIS was suggested as one idea for a presentation at the meeting, but Bruce stated that he would rather not use this topic because it will be covered at the State GIS Conference.

A presentation on the Census was suggested and everyone agreed this would be a good topic. Bob Scardamalia was suggested as a speaker – Rich will contact him.

Bruce suggested that we charge \$10 for attendance at the meeting for those who are not members. People could also pay the \$10 membership fee and attend that meeting for free. The group agreed.

The group also agreed to discuss training at the Annual Meeting at a later date.

### Committee Changes & Charges

Committee reports and discussion were as follows:

#### Conference – Chair: Verne LaClair

- Verne, Bruce and Bill Johnson identified all the key players in the Summit and State Conference planning and held a 1-hour conference call on February 10<sup>th</sup>.
- The group decided on the following schedule: Spring 2012 State Conf., Fall 2012 Summit at the Lodge, Fall 2013 State Conf., then alternating each Fall between the Summit and State Conf.
- This year's Summit will be held in late October – we are waiting on a high-level speaker before setting the exact date.
- We need to identify a venue for the 2013 State Conference.

#### Education – Chair: Amy Work

- Amy has been busy adding new members to her Committee by reaching out to other important GIS-related education committees. So far the Committee consists of: Amy, Rich, Ann Deakin, Bob Jones (Retired, Hannibal Central School District), Alex Chaucer (Skidmore College), Sue Nixon (City of Ithaca), Sue Hoskins (Cornell University) and Mike Jabot (SUNY Fredonia).
- Amy stated that this committee will meet soon – within the next two weeks.
- There has already been one webinar regarding the K-12 implementation; there will be two more – 2/15 and 3/6. These webinars will cover the statewide license and how to access it and using GIS in the classroom.
- The Committee is also designing a new webpage to help get the word out about the statewide license.

#### Professional Development: Chair – Rich Quodomine

- Need to work closely with the Education Committee.
- Committee currently consists of Rich, Amy and Ann Deakin. Rich is looking for new members via the listserv.
- Rich is talking with Esri to see if the Association can create larger groups of members to get lower per-person costs for training. DOT may be able to provide a facility for this training. Bruce advised Rich to make sure there is no conflict of interest for DOT and Rich said he is looking into that.
- Committee is looking for ways to support the GIS Mentor Program and GIS Day.

#### Communications – Chair: Carol Zollweg

- The new database is live on the new web site. The team has input unique passwords and they are working on the informational letter that will go out to all members with login and password.
- A member map with clusters has been added to the new web site.
- New website will be LIVE in the next few days.
- Bruce asked everyone to check their profiles within the next few days.
- Bruce mentioned that there is a new “Welcome Message” from Bruce – a video.
- Board members should send in their pictures for inclusion on Board page.

#### Legislative – Chair: Bruce Oswald for Joe Jones

- Developed a response to NYSAPLS – Bruce will distribute it to the Board.
- Will set up a meeting with NYSAPLS.

#### Marketing – Chair: Ben Houston

- Group has not been able to meet yet, but they will by the end of February.
- Their initial focus is on supporting the Membership and Communications Committees and providing content for the new web site.
- They are setting up scheduling for a Spring survey and will be asking for input from the Board on content.
- Branding and sponsorship are still issues, and this is complicated by the fact that there will be both a State Conference and a Summit in 2012.

#### Membership – Chair: TBD

- Bruce stated that he will get this group together and try to get things started since we still do not have a Chair for this Committee.

#### Regional Coordination – Co-Chairs: Dorothy Nash & Dale Morris

- Dale has drafted a work plan.
- They are working on updating contact information for the regional groups and prioritizing the signing of MOUs with regions that have not yet done so.
- They are also trying to add new committee members.

Bruce mentioned that he would like to see members’ names on the member map on the web site (no contact information, just name). The group decided that we will try it this way and if we get complaints from the members we will reevaluate it.

A motion was made by Verne to adjourn the meeting. Motion was seconded by Christa. Motion carried unanimously.

The meeting was adjourned at 3:35 pm.

#### ACTION ITEM LIST

1. Committee chairs to meet with their committees in the next 2 weeks and review tasks assigned to them. – *Ongoing*

2. Committee chairs to come up with a budget for their committees. – *Ongoing*
3. Bruce to update the Responsibility Matrix.
4. Board to come up with ideas for a Membership committee chair. – *Ongoing*
5. Verne to send out meeting report notes from Annual Meeting.
6. Bruce to finalize a location for the March Association meeting with Eric Herman.
7. Bruce to set up call-in and screen-sharing capabilities for the March Association meeting.
8. Rich to contact Bob Scardamalia (or another speaker) to speak on the Census at the March Association meeting.
9. Conference Committee will set date for Fall 2012 Summit.
10. Conference Committee will identify a venue for the 2013 State Conference.
11. Board members should send in their pictures for inclusion on Board page on the new web site.
12. Bruce will distribute the Legislative Committee's response to NYSAPLS to the Board.
13. Marketing Committee will create a schedule for a Spring survey.
14. Bruce will organize a meeting of the Membership Committee.
15. Carol will add members' names (instead of ID#) to the member map on the web site.