

**Date:** Monday, December 9, 2013

**Subject:** Board of Directors Teleconference

**Board Members Present:** Alan Leidner, Susan Nixson, Julia O'Brien, Rich Quodomine, Julie Tolar, Carol Zollweg

**Committee Chairs and Officers Present:** Ann Deakin, Michelle Debyah, Christa Hay, Joe Jones, Razy Kased, Andy Mendola, Bruce Oswald

**Not Present:** Mickey Dietrich

**Minutes:** The teleconference meeting began at 10:04 AM.

#### Previous Meeting Report

A motion was made by Alan to approve the minutes from the October Board of Directors meeting. Motion was seconded by Carol. Motion carried unanimously.

#### Treasurer's Report: Christa Hay, Treasurer

The Draft Treasurer's Report dated December 9, 2013 was reviewed. The current balance is \$50,626.04. Expenses since the last report include NYGeoCon expenses, and there is roughly \$44,224.00 in outstanding NYGeoCon bills to be paid. There has been \$237.77 in income from membership dues. The year-end balance after all anticipated expenses is about \$1,700.00. Please let Christa know of any other anticipated expenses. Christa will finalize this month's Treasurer's Report for approval at the next meeting.

#### President's Statements

Julie explained that the Annual Meeting Minutes need not wait until the next Annual Meeting for approval, waiting a year for approval is actually discouraged. The Executive Board can be authorized to approve the minutes. Julie would like a draft of the minutes distributed to the members for review and comment for approval at the next meeting. Based on clarification following the meeting, the Annual Meeting Minutes will be approved at the next Annual Meeting, and the members will be asked to give the Executive Board authorization to approve the Annual Minutes going forward.

Julie said Susan is archiving all the NYGeoCon 2013 comments to a Google Drive folder at: <https://drive.google.com/folderview?id=0B9CQkQsF0XwSTFhPcW5ONWZXQmc&usp=sharing>. If you have any comments please send them to Susan so she can upload them.

Julie reported that the Association nominated four members to the Geospatial Advisory Council (GAC). The local government nominees were Mike Ross (City of Rochester), and Brian

Barnes (Town of Amherst). The non-profit nominees were David Bubniak (Southern Tier Central Regional Planning and Development), and Brent Kinal (New York Natural Heritage Program). The GAC will meet this Thursday to decide who will be appointed to council. Alan will represent the Association as an ex officio member and serve as liaison between the GAC and the Association.

#### Committee Chair Appointments

Julie identified the following committees and chairs for 2014:

- Communications Committee – Carol Zollweg
- Education Committee – Ann Deakin, Andy Mendola
- Geospatial Summit 2014 Committee – Bill Johnson, Co-Chair to be determined
- Government Committee – Julia O’Brien, Co-Chair to be determined
- Legislative Committee – Joe Jones
- “Outreach” Committee – Rich Quodomine
- Membership Committee – Razy Kased
- Professional Development Committee – Mickey Dietrich
- Regional Coordination Committee – Alan Leidner

The Private Sector Committee is transitioning into a new committee temporarily being called the Outreach Committee while the committee and its mission are being developed. Rich will chair the committee, and Alan will be a member.

In response to requests for help in explaining the benefits of GIS to local governments, and in answer to concerns regarding New York State Civil Service exams related to GIS, a new Government Committee is being formed. Julia has agreed to help, but she and others have concerns about a Federal employee heading such a committee. Julie said Mike Ross with the City of Rochester has expressed interest in participating on the committee, and she will see if he would be willing to co-chair.

A motion was made by Rich to approve the committees and chairs as outlined by Julie. Motion was seconded by Alan. Motion carried unanimously.

All chairs should send an updated roster of committee members to Carol, Julie and Michelle.

Christa mentioned that Dennis Wischman has expressed an interest in being a liaison between the Association and GISP.

#### Membership Committee: Razy Kased

Membership stands at approximately 512, and the committee would like to try to double that in the next year. Razy was encouraged by the number of people he met at NYGeoCon that are interested in participating and volunteering with the Association. Please let Razy know of anyone interested in volunteering and he will pair them with the appropriate committee. He should contact the committee chairs directly, but because they are in transition he should contact Julie regarding the conference or summit committees.

Julie requested that the Membership Committee keep in mind that we will need to decide how to proceed with membership as we try to include more GIS professional and users in the Association. A discussion at the conference showed that some members agree with the idea of including all GIS users in the Association, while others think it should be restricted to only “GIS professionals.” The idea of a two-tiered membership system also showed a division in the membership as to whether this would be a good idea. Julie stated that the Membership Committee, and the Board as a whole, will need to address these issues in the future.

#### NYGeoCon 2013 Committee: Bruce Oswald

The NYGeoCon 2013 Committee hopes to hold their last meeting on Friday to review NYGeoCon and the final survey results. Bruce mentioned it’s not too early to start thinking about the 2015 conference location and the option of re-signing the management firm. Bruce will schedule a meeting to discuss.

#### Legislative Committee: Joe Jones

Joe reported that the surveyors were surprised by the resistance they met in regard to the proposed legislation, and are unsure as to whether they will move forward or not. Darren Morgan has agreed to let Joe know as soon as they decide, and Joe will work with Darren concerning exemption for GIS in the beginning of the process if they do move forward.

#### Professional Development Committee: Mickey Dietrich

Mickey was unable to attend, but Julie said that he does already have some ideas for training. Alan has contact information for three possible presenters; he will send Mickey the information.

#### Education Committee: Ann Deakin & Andy Mendola

The Education Committee intends to begin strategic planning in January. Ann will reach out to Mickey regarding his thoughts on the common core standards. The webpage will be updated over semester break. The educational sustaining institution flyer will be going out in the near future. Ann and Andy have several ideas for potential speakers for webinars or the 2015 conference from the GeoTech Center, National Visiting Committee, and the California University of Pennsylvania. Andy will be travelling to colleges statewide and intends to promote Association membership to students. Carol will send Andy the links to registration pages on the website.

Alan mentioned he will be attending the New York City Open Geoportal Meeting this week. He will report at the next meeting.

#### Outreach Committee: Rich Quodomine

The committee and its mission are still being developed. Members haven’t been put in place yet. Julie mentioned Dan Allen with MRB Group has expressed an interest and will forward his contact information to Rich.

#### Regional Coordination Committee: Alan Leidner

Alan intends to reach out to the regional points of contact in January and would like to work with them to develop a regional GIS agenda he can share with the New York State Geospatial Advisory Council. He would also like to work with Razy to have the regional groups encourage

their members to join the Association. Alan is also committed to helping Onondaga/Central New York build an active regional group.

#### Communications Committee: Carol Zollweg

Carol has posted photos from NYGeoCon on Facebook, which has generated lots of comments and activity. She and Julie encourage anyone whose on Facebook use it to promote the Association. Carol has added an email opt-out field to the member database for those who don't wish to receive email from the Association, though they will still get renewal reminders. Eventually she plans to put the opt-out option on the profile page so members can manage it themselves. The committee is still actively working on a member update workflow.

Carol proposed renewing the maintenance contract with Cattayan Campbell for \$800 a year. Domain and site hosting of about \$300 also needs to be paid. A motion was made by Carol to approve \$1100.00 in website expenses. Motion was seconded by Rich. Motion carried unanimously.

Carol gets complaints that the website is slow, and thinks it is because it is on a shared server. She is exploring the possibility of having it moved to a dedicated server, which she thinks may cost an additional \$360.00 annually.

Carol is also looking into purchasing videotaping equipment for the Association. Three cameras, SD cards, and tripods would cost about \$850. In addition to taping conference and summit presentations, the equipment could also be used to record and share regional group meetings. Carol will send out the price information she had put together for the video equipment.

Julie asked if the committee is still looking into membership software that might transition us to rolling membership year. Carol said yes, but the software is expensive, and she feels it might not be worth the expense and the extra work that would result for her on a weekly basis.

Sheri has agreed to be a liaison between the Communications Committee and the Geospatial Summit Committee. Carol hopes this will result in a better workflow for posting and updating information on the website.

Carol provided the following stats via email:

Facebook: 216 Likes, 6 Talking about this

LinkedIn: 149 members

Twitter: 1,225 Tweets, 832 Following, 1,489 Followers

#### Secretary and Treasurer Appointments

Julie requested a motion to appoint Christa Hay as Treasurer and Michelle Debyah as Secretary. Motion was moved by Rich. Motion was seconded by Carol. Motion carried unanimously.

#### Audit Committee

Christa reminded the Board that an Audit Committee composed of three Association members with at least one being a Board Member needs to be appointed by the Board to review the finances of the Association. The Audit Committee will provide a report to the Board within 30

days of the end of the fiscal year. Susan volunteered as the Board Member, Ann and Michelle volunteered to be on the committee as well. A motion was made by Rich to appoint Susan, Ann and Michelle to form the Audit Committee. Motion was seconded by Alan. Motion carried unanimously.

#### 2014 Meeting Schedule

Julie will send out a poll to determine the best day and time to hold the monthly teleconference meetings.

A motion was made by Rich to move to executive session. Motion was seconded by Alan. Motion carried unanimously.  
No motions were made during the executive session.

A motion was made by Rich to end the executive session. Motion was seconded by Carol. Motion carried unanimously.

A motion was made by Alan to adjourn the meeting. Motion was seconded by Carol. Motion carried unanimously.

The meeting adjourned at 11:45 AM.

#### Action Item List

1. Rich will write up findings about continuing education credits for Carol to post on the website.
2. Carol will research software to manage a membership year that extends from date of sign-up.
3. Dale will send Rich (and Ann) information on GISP for Dale to discuss with the Professional Development Committee.
4. Razy and the Membership Committee will develop a membership information page.
5. Carol will work on a "Donations" button for the GIS Job Posting page.
6. Christa will send membership dues to GISMO.
7. Rich will send Carol Sam Wear's presentation for posting to the YouTube site.

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8. Christa will finalize this month's Treasurer's Report for approval at the next meeting.
9. Christa will finalize the Annual Meeting Minutes and send to Carol for posting/distribution.
10. Everyone should send any comments they have on NYGeoCon 2013 to Susan for archiving.
11. Rich will develop the new temporarily named "Outreach Committee" and outline its mission.
12. Julie will contact possible co-chairs for the Government and Geospatial Summit Committees.
13. All chairs should send an updated roster of committee members to Carol, Julie and Michelle.
14. Bruce will schedule a meeting to discuss re-signing the management firm for 2015.
15. Alan will send contact information he has for three possible webinar presentations to Mickey.
16. Julie will send Dan Allen's (MRB Group) contact information to Rich.
17. Carol will send out the price information she had put together for the video equipment.
18. Christa will send finance information to the Audit Committee.
19. The Audit Committee will submit a report to the Board.
20. Julie will send out a poll to determine the best day and time to hold the monthly teleconference meetings.