

Date: Monday, May 19, 2014

Subject: Board of Directors Teleconference

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

Committee Chairs and Officers Present: Michelle Debyah, Razy Kased, Kate Kiyanitsa, Andy Mendola, Bruce Oswald

Not Present: Christa Hay, Ben Houston, Bill Johnson, Joe Jones, Verne LaClair, Mike Ross

Minutes: The teleconference meeting began at 10:34 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for May are to file tax returns (Treasurer) and renew Survey Monkey (Treasurer). The items on the task list for June are to renew liability insurance (Treasurer), and to send out membership renewal reminders (Communications Committee).

Treasurer's Report: Christa Hay, Treasurer

Julie shared an abbreviated Treasurer's Report from Christa. The current balance is \$26,161.67. She has sent payment to GISMO for their web site domain renewals. The D&O liability insurance is due and is going up by \$100 for a total of \$900. Christa has sent forms to our insurance provider to search for other policies. Christa filed a tax extension form. She would like the Board to consider giving the person that has helped her for years with the taxes some form of thank you, as has been done in the past with some of the other volunteers.

Christa wants to know who should be the additional signer for the bank account so she can get the forms and send them out. It was determined that the President should be the additional signer.

Christa has requested clarification on the webinar company we are using, Mickey will follow-up.

President's Statements

Julie has not purchased the raffle prizes yet, she is waiting on the cost for the Connie Brown print. The LIGIS MOU has been signed, as has the contract with Delaney Meeting and Event Management.

A proposal will be requested from Delaney Meeting and Event Management to take over solicitation of Association sponsors. If this moves forward, Julie will be the contact.

Julie and Alan would like to offer honorary memberships to strategic individuals who support GIS even though they are not GIS professionals, such as politicians or heads of companies. While there was support for the idea, there is a need for guidelines on how these are handed out. Alan will work on outlining guidelines.

Alan will attend the next GAC meeting on June 12th. The focus of the meeting will likely be a statewide parcel layer.

Susan led a discussion on the SWOT responses. A priority that she found to be important is the need for marketing materials that can be printed easily and brought to events. Mickey thinks there is a need specifically for materials to educate public officials on what GIS is. Julie found the “too few people are doing too much” statements significant. Alan is hopeful that the affiliation groups will help by getting more people involved.

GeoSpatial Summit 2014 Committee: Bill Johnson & Kate Kiyantsa

Registration is now open and a notice will be going out very shortly. The committee is now focused on obtaining sponsors and finalizing the details of the reception.

Awards Committee: Ben Houston

Ben sent out an Awards Program procedures proposal. A GIS Application Award was discussed, but will be presented every other year at the conference. The three awards proposed for this year are the Individual Contribution to the Profession, Champions Award, and Lifetime Achievement Award.

The following changes were recommended:

- The Lifetime Achievement Award winner need not be a member
- Membership should be required to make nominations
- Individual Contribution to the Profession nominee can become a member at time of nomination
- Information (including a picture and bio) should be sent to Carol prior to the award presentation so she can update the website immediately

Julie will ask Ben to make revisions and send them out prior to the next meeting. If anyone has comments on the revised procedures, they should send them to Ben before the next meeting so the plan can be approved at the next meeting.

Communications Committee: Carol Zollweg

The website has been steady with posts and featured items. There were 33 posts in the month of April. Two more webinars have been posted to the YouTube channel. A new featured item “where is this picture” will be added to the website. Membership details are now available as soon as a member logs in. Membership profiles can now accept Canadian zip codes.

The committee reviewed some free membership software, but feels this is a task better served by the Membership Committee. They shared the information they gathered with the Membership Committee, and will play a technical support role. If this endeavor is successful, Carol thinks it will take at least a year to implement.

NYGeoCon 2013/2015 Committee: Verne LaClair & Bruce Oswald

The contract with Delaney Meeting and Event Management has been signed. Delaney is already looking for facilities roughly between Poughkeepsie and Saratoga.

Education Committee: Andy Mendola

The Education Committee recently reviewed its mission and goals. Only 14 schools and youth groups are involved with the NYS Esri K-12 GIS License program, the committee is actively working to expand that number. The committee is closely monitoring MCC's experience as they apply for two GeoTech Center grants. MCC is also developing a dual credit course. The GeoTech Center conference will be held in June, several members of the committee will be attending. The committee is also working on an effort for statewide sharing of labs and exercises. Webinar details are being finalized with Vince DiNoto, Director of GeoTech Center.

Carol is making the academic sustaining institution updates to the website for SUNY Geneseo. She wants to be sure the other items don't get overlooked, and question who was responsible for them. Julie said she thinks she is responsible.

External Development Committee: Rich Quodomine

Rich is working on getting Association webinars approved for continuing education credits and GISCI.

Government Committee: Julia O'Brien & Mike Ross

The committee is looking at local government job titles and requirements. A meeting that had been set to discuss the changes and standardizations that have been made at the state level was cancelled and needs to be rescheduled.

Legislative Committee: Joe Jones & Bruce Oswald

There was no Legislative Committee report.

Membership Committee: Razy Kased

The membership year is coming to end in June, so efforts will soon be underway to encourage renewal. The committee plans to send out one reminder message per week. Razy and Carol will work together on the message, and hope to send out the first email as soon as this weekend. The committee will set a deadline to start following-up with non-renewals. The Membership Committee is also working to promote the formation of the Affiliation Groups. Transportation is the first group being created; Razy hopes two or three more will follow by the end of the year.

Professional Development Committee: Mickey Dietrich

The committee is working on a webinar schedule. There will be a John Deere presentation in June; as soon as the details are finalized an announcement will go out.

Regional Coordination Committee: Alan Leidner

Alan thanked Carol for supplying the member list by zip code. The regional groups will use it to recruit members in their area that are not members of their own group. Alan recently spoke at the Westchester GIS Conference promoting membership, and will do the same at the LIGIS Conference next week. During the next conference call, Alan will remind the regional groups to send their event information to Carol for the Association calendar.

General Discussion

Christa is researching how the Association could pay interns, perhaps using a stipend.

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

The meeting adjourned at 11:57 PM.

Action Item List

1. Mike or Julia will have a conversation with Rich to see if the External Development Committee can take the lead and work with the Regional and Education Committees on the educating government decision makers task.
 2. Mickey will create a tentative webinar schedule.
 3. Christa will obtain an Association credit or debit card.
 4. Julie will purchase two or three raffle prizes for the Summit.
 5. Christa will obtain software to document all income and expenditures.
 6. Christa will file tax returns (from the task list for May).
 7. Christa will renew Survey Monkey (from the task list for May).
 8. Ben will send Carol a list of Awards Committee members for website and database updates.
 9. Andy will see if any Education Committee members would like to co-chair.
 10. Mickey and/or Christa will purchase an annual subscription to Click Webinar.
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11. Christa will renew liability insurance.
 12. Razy and Carol will develop and send out renewal reminders.
 13. Alan will develop honorary membership guidelines.
 14. Ben will revise the Awards Program procedures.
 15. Christa will research automatic membership renewal.
 16. Christa will research how the Association could pay interns, perhaps using a stipend.