

**Date:** Tuesday, November 5, 2014

**Subject:** Board of Directors Teleconference

**Board Members Present:** Mickey Dietrich, Susan Nixon, Rich Quodomine, Julie Tolar, Carol Zollweg

**Committee Chairs and Officers Present:** Michelle Debyah, Christa Hay

**Not Present:** Julia O'Brien

**Minutes:** The teleconference meeting began at 12:08 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for November are to appoint Secretary, Treasurer, and Committee Chairs (President), write "President's Message" (President), develop Association priorities for the year (President), acknowledge departing Board Members, Committee Chairs, and Officers (Past President), send letter of appreciation to committee members (Past President), confirm Secretary, Treasurer, and Committee Chairs (Board of Directors), sign annual statement (Board of Directors), submit photo and contact information (new Board Members), update roster of Board Members and Committee Chairs (Secretary), distribute annual statements (Secretary), renew PO Box (Treasurer), review and confirm roster (Committee Chairs), update Board and Committee rosters on website (Communications). The items on the task list for December are to send a "Season's Greetings" message to membership (President), appoint Audit Committee (Board of Directors), collect signed annual statements (Secretary), submit budget requests for the year (Committee Chairs), submit plans/goals for the year (Committee Chairs), and renew contract for website maintenance (Communications).

Secretary and Treasurer Appointments

Michelle Debyah was appointed as Secretary, and Christa Hay was appointed as Treasurer.

Treasurer's Report: Christa Hay, Treasurer

The updated Annual Treasurer's Report dated October 21, 2014 was reviewed. The current balance is \$48,525.94. Expenses for 2014 were approximately \$22,105.83. Income for 2014 included \$4,690.92 in membership dues, and \$10,900.00 from the GeoSpatial Summit (preliminary). The approximate year-end balance after all anticipated expenses, except Summit and GISMO/WNYSGIS expenses, is \$26,000.00. Basic yearly costs almost doubled from about \$4,000.00 to \$7,900.00, primarily due to the purchase of video equipment, and the doubling of the Awards Committee budget. The Awards Committee budget increase is to add an awards category for GIS Applications, and to produce a book describing each application. Susan will follow up with Ben for more information. The changes to the Annual Treasurer Report will need be approved at the next Annual Meeting.

### President's Statements

A motion was made by Carol to authorize the President to sign the contract with the Albany Hilton Hotel for NYGeoCon 2015. Motion was seconded by Julie. Motion carried unanimously.

Susan would like to explore setting up a web store with PSP Unlimited to sell Association branded merchandise. The primary intent is to sell promotional items to market and promote the Association and GIS, but this could also be a funding source for scholarships. For an example of what PSP has to offer, visit <http://www.pspunlimited.com/mobile/Category.aspx?id=98>. Christa questioned how taxes would be handled. If we were tax exempt, we could make the site available to members only and there would be no sales tax. Since we are not tax exempt, Susan said the site can be open to everyone and PSP Unlimited will collect and handle the taxes. If the web store is very successful and taxes become complicated, the Association could consider hiring an accountant. Since PSP Unlimited is located in Ithaca, Susan will set up a meeting to get more information, Christa can call in to ask financial questions.

Susan split the Board and Committee Chair calls to allow more time for discussion and collaboration between Committee Chairs. Minutes will only be taken at the Board Meeting, and will be distributed to everyone. A separate, informal list of action items will be noted for the Committee Chair call. Susan scheduled the first Committee Chair call for Friday, November 14<sup>th</sup> from 11:30 AM to 12:30 PM. She will send out a Doodle Poll to schedule future Committee Chair calls.

Julie plans to send out emails to thank committee members for their efforts in the near future. She will be on the post-Summit conference call tomorrow.

Mickey and Alan had a conversation on how the Association can assist rural organizations getting started with GIS. Mickey is considering creating a one or two page document listing:

- Resources available (websites)
- Funding and grant opportunities
- Data sites
- Low cost data collections solutions (smart phones or GPS partnering)
- Free GIS software (Quantum GIS)
- Training materials or tutorials
- Mentors

Rich mentioned other possibilities including agencies that receive federal funding can federalize funds through grants, possible opportunities under the NYS ELA, and succession planning. Susan suggested perhaps collaborating on this with the GAC.

### Board Member Statements

The contract for website maintenance with Cattyann needs to be renewed. The cost is the same as last year, \$800.00. Cattyann will have a more active role in the NYGeoCon 2015 website, including finding a new (possibly free) theme and helping with content. Though the site is not up yet, there is already a "Save the Date" headline and link to the exhibitor/sponsor brochure on the main site. A motion was made by Carol to renew the website maintenance contract with Cattyann for \$800.00. Motion was seconded by Julie. Motion carried unanimously.

Carol has put up a GeoSpatial Summit review in pictures, and a page highlighting the awards. Once Ben reviews the wording on the awards page, she will send out a post.

### Open Discussion

Susan scheduled the next Board Meeting for Wednesday, December 3<sup>rd</sup>, from 12:00 PM to 1:00 PM. Susan hopes to make the Board Meeting the first Wednesday of the month from 12:00 PM to 1:00 PM, based on the availability of the new Board Member from the special election. There are currently four candidates for the open board position.

A motion was made by Rich to adjourn the meeting. Motion was seconded by Julie. Motion carried unanimously.

The meeting adjourned at 12:55 PM.

### Action Item List

1. Christa will obtain software to document all income and expenditures.
  2. Julie and Carol will coordinate acknowledging departing Board Members, Committee Chairs, and officers on the website (1-2 months prior to and after the annual meeting).
  3. Julie will follow up with Bill to see if the action restricting GAC members requires a change to the bylaws.
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4. Carol will send Michelle changes to the task list for website hosting and domain fees, and the website maintenance contract.
  5. Susan will appoint Committee Chairs at the December Board Meeting.
  6. Julie will send a letter of appreciation to committee members.
  7. Michelle will distribute annual statements.
  8. Board members will sign and return annual statements.
  9. Christa will renew the PO Box.
  10. Susan will follow up with Ben for more information on the GIS applications book.
  11. Michelle will add getting the amended 2014 Annual Treasurer's Report approved at the next Annual Meeting to the task list.
  12. Susan will sign the contract with the Albany Hilton Hotel for NYGeoCon 2015.
  13. Susan will meet with PSP Unlimited.
  14. Susan will send out a Doodle Poll to schedule future Committee Chair calls.
  15. Carol and Christa will renew the website maintenance contract with Cattyann.
  16. Susan will conduct the special election to fill the open Board position.

**NYS GIS Association, Inc.**  
October 21, 2014  
Annual Treasurer Report

As of October 16, 2014 there is **\$48,525.94** in the bank account. This includes deposits from the Summit registrations.

**2014 Expenses:**

|                            |                                    |
|----------------------------|------------------------------------|
| Web hosting and Domain     | (\$178.37)                         |
| GIS/SIG sponsorship        | (\$400.00)                         |
| Westchester GIS Sponsor    | (\$200.00)                         |
| Election Buddy             | (\$49.00)                          |
| Website support            | (\$400.00)                         |
| D&O Insurance              | (\$900.00)                         |
| PO Box                     | (\$78.00)                          |
| Awards                     | (\$688.17)                         |
| Cisco Webex                | (359.00)                           |
| ClickWebinar               | (788.00)                           |
| Give-aways                 | (884.50)                           |
| GeoSpatial Summit Expenses | (\$17,180.79) <i>not finalized</i> |
| <b>Total:</b>              | <b>\$22,105.83</b>                 |

**2014 Income:**

|                          |                                     |
|--------------------------|-------------------------------------|
| Membership               | \$4,690.92                          |
| <i>GeoSpatial Summit</i> | <i>\$10,900.00 is not finalized</i> |

**2015 Budget Upcoming Yearly Operating Expenses (approx.):**

|                     |            |  |
|---------------------|------------|--|
| Office Expenses     | \$200.00   | includes PO Box office, election buddy               |
| Meeting Costs       | \$150.00   | printing, refreshments etc                           |
| Travel expenses     | \$500.00   | generally do not use entire                          |
| Sponsorships        | \$600.00   | ex, GIS/SIG  |
| Website Maintenance | \$800.00   | yearly contract                                      |
| Webinars            | \$710.00   | Click Webinar  |
| Accounting Software | \$300.00   | I still might get it finalized this year             |
| D&O Insurance       | \$900.00   |  |
| Promotional Items   | \$500.00   |  |
| Awards Committee    | \$2,000.00 | includes "book"                                      |
| Communications      | \$1,250.00 | Domain monthly, Domain registration, Video equipment |

**Basic Yearly Costs to Operate the Association are approximately \$7,900.00 this does not include expenses for annual state conference or Summit.**

**Approximate Year End Balance: \$26,000.00** (does not include summit or GISMO/WNYSGIS)