

Date: Wednesday, December 3, 2014

Subject: Board of Directors Teleconference

Board Members Present: Mickey Dietrich, Susan Nixson, Julia O'Brien, Rich Quodomine, Pete Walsemann, Carol Zollweg

Committee Chairs and Officers Present: Michelle Debyah, Christa Hay

Not Present: Julie Tolar

Minutes: The teleconference meeting began at 12:02 PM.

Secretary's Report: Michelle Debyah, Secretary

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

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), renew the PO Box (Treasurer), submit budget requests for the year (Committee Chairs), submit plans/goals for the year (Committee Chairs), and renew contract for website maintenance (Communications). The items on the task list for January are to send a "Letter to the Membership" explaining priorities for the year (President), hold webinar (Professional Development), and financial review of previous fiscal year (Audit Committee).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated December 3, 2014 was reviewed. The current balance is \$30,414.19. Expenses since the last report include lanyards, Election Buddy, WebEx, Awards Committee, and the 2015 website contract. There has been \$527.28 in income from membership dues. The approximate year-end balance after all anticipated expenses, except Summit and GISMO/WNYSGIS expenses, is \$28,368.01.

Christa prepared a draft proposed budget for next year. The Proposed 2015 Budget Upcoming Yearly Operating Expenses includes office expenses, meeting costs, travel expenses, software, insurance, sponsorships, and promotional items. Proposed Committee expenses were included for the Professional Development, Awards, and Communications Committees.

A motion was made by Julia to approve the Treasurer's Report. Motion was seconded by Carol. Motion carried unanimously.

President's Reports

Susan announced that Pete Walsemann won the special election and is the newest NYS GIS Association Board Member. She will send out another Doodle Poll to finalize the Board Meeting schedule for the next year.

To conduct the special election, Susan paid the \$49.00 Election Buddy fee. A motion was made by Mickey to reimburse Susan \$49.00 for the Election Buddy fee. Motion was seconded by Carol. Motion carried unanimously. Since Election Buddy charges per election, Susan suggested perhaps trying Survey Monkey for the next election.

Michelle Debyah was appointed as Secretary and Christa Hay was appointed as Treasurer in November, but never confirmed by the Board. A motion was made by Mickey to confirm the Secretary and Treasurer as appointed by Susan. Motion was seconded by Carol. Motion carried unanimously.

Susan identified the following Committees and Chairs for 2015:

- Awards Committee – Ben Houston
- Communications Committee – Carol Zollweg
- Education Committee – Andy Mendola
- External Development Committee – Rich Quodomine
- GeoSpatial Summit 2016 Committee – Kate Kiyanita
- Government Committee – Julia O’Brien, Mike Ross
- Legislative Committee – Joe Jones
- Membership Committee – Razy Kased
- NYGeoCon 2015 Committee – Bruce Oswald
- Professional Development Committee – Garvis DiLauro
- Regional Coordination Committee – Alan Leidner, Jim Daly

A motion was made by Julia to confirm the Committees and Chairs as appointed by Susan. Motion was seconded by Carol. Motion carried unanimously.

Susan appointed Mickey and Michelle to the Audit Committee.

Susan met with PSP Unlimited for information on setting up an Association web store. While she did receive a few samples of potential clothing items, they have not gotten back to her with actual items and numbers. She is waiting on a final proposal before further discussion with the Board.

Susan signed the contract with the Albany Hilton Hotel for NYGeoCon 2015. If anyone has suggestions for a keynote or speakers, please send them to Bruce or any NYGeoCon Committee member.

Mickey and Alan have been discussing “GIS have-not jurisdictions”. While conducting a recent needs assessment, Mickey found that a lack of knowledge about GIS and a lack of support are the biggest obstacles to GIS at the local government level. Mickey suggested a workgroup of GAC and Association members to discuss promoting GIS to local governments. He said a lack of computers for training provides another challenge, and speculated whether the Association might be able to establish a mobile training lab that could also be used during natural disaster or emergency situations. Susan suggested starting an Association workgroup, and sharing their ideas with the GAC through Julie.

Board Member Reports

Carol is in the process of moving the nygeosummit.org domain name to Go Daddy so all Association domains are under one account. Carol said Cattyann has started developing a design for the NYGeoCon 2015 website.

Susan mentioned there is very little content on the Association's LinkedIn page. Carol isn't sure there is a way to automatically post to LinkedIn, but she will follow up with Cattyann, Danielle, and Don.

Rich has accepted a Senior Analyst position with Esri Canada, and will be moving to Toronto at the end of the year. He plans to finish his term, but will not rerun. He intends to spend the next year working to ensure a smooth transition of the External Development Committee. Susan questioned whether this would be manageable with moving and starting a new job; Rich said if it becomes too much he will step down from the Board.

Pete joined the call to introduce himself. He hopes to work with the Education Committee to encourage State Universities to recognize and add GIS as a general education requirement, which hopefully will increase exposure and interest at the high school and community college level.

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

The meeting adjourned at 12:46 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.
 4. Carol will send Michelle changes to the task list for website hosting and domain fees, and the website maintenance contract.
 5. Julie will send a letter of appreciation to committee members.
 6. Board members will sign and return annual statements.
-
7. Christa will renew the PO Box.
 8. Susan will send a "Season's Greetings" message to membership.
 9. Committee Chairs will submit budget requests for the year.
 10. Committee Chairs will submit plans/goals for the year.
 11. Susan will send out another Doodle Poll to finalize the Board Meeting schedule for the next year.
 12. Christa will reimburse Susan \$49.00 for the Election Buddy fee.
 13. Susan will try one more time to get a final proposal from PSP Unlimited.
 14. Carol will follow up with Cattyann, Danielle, and Don regarding the LinkedIn page.

NYS GIS Association, Inc.

December 3, 2014

Treasurer Report

Christa Hay

As of December 2, 2014 there is \$30,414.19 in the bank account.

Expenses (since last report):

Lanyards	\$496.74
Election Buddy	\$49.00
Final WebEx	\$225.00 (the last check they never cashed and was sent back)
Stop Payment on Check for WebEx	\$35.00 (since took so long to send check back I did not trust them to not cash)
Awards Committee	\$688.17
2015 Website contract	\$800.00

Income:

Membership	\$527.28
------------	----------

Balance: **\$30,941.47** [includes checks not cleared* and Summit income]

Upcoming 2014 general expenses (approx.):

Office Expenses	(\$75.00)
Meeting Costs	(\$150.00)
Travel expenses	(\$500.00)
Accounting Software	(\$275.00) onetime cost
Communication Committee	(\$300) domains, site hosting (\$121.63 remaining in budget)
	(\$240) site speed improvement project
	(\$50) new conference theme
	(\$850) video equipment for conferences
Printing Costs	(\$200)
Awards Committee	(\$111.83)

Balance (EOY-approx.): **\$28,368.01** [does not include Summit or GISMO/WNYSGIS]

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

Office Expenses	\$400.00	includes PO Box office, election buddy, printing
Meeting Costs	\$150.00	printing, refreshments etc
Travel expenses	\$500.00	generally do not use entire
Accounting Software	\$300.00	I still might get it finalized this year
D&O Insurance	\$900.00	
Sponsorships	\$600.00	ex, GIS/SIG
Professional Development Webinars	\$710.00	Click Webinar
Promotional Items	\$500.00	
Awards Committee	\$2,000.00	includes "book"
Communications	\$2,050.00	Domain monthly, Domain registration, Video equipment, yearly Contract for Website maintenance (\$800)

Education
External Development
Government
Legislative
Membership
Regional Coordination