

Date: Wednesday, May 6, 2015

Subject: Board of Directors Teleconference

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

Committee Chairs and Officers Present: Michelle Debyah, Christa Hay

Guests Present: Bill Johnson

Not Present: Mickey Dietrich

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

Secretary's Report: Michelle Debyah, Secretary

A motion was made by Rich to approve the minutes from the April Special Board of Directors meeting. Motion was seconded by Julie. 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), renew ClickWebinar (Treasurer), and send out membership renewal reminders (Communications).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated May 6, 2015 was reviewed. The current balance is \$44,968.62. Expenses since the last report include sponsorships, UPS, GAC travel, PSP Unlimited, DMEM, NYCON membership, and a wire transfer fee. There has been \$666.19 in income from membership dues, and a \$10,000.00 grant from the Fund for the City of New York. The approximate year-end balance after all anticipated expenses, except NYGeoCon and GISMO/WNYSGIS expenses, is \$29,861.96. There are six conference sponsors to date.

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

A motion was made by Julie to accept the Audit Committee's 2014 Financial Audit. Motion was seconded by Rich. Motion carried unanimously.

President's Reports

Susan reminded everyone that the May committee call was moved to May 22, 2015 to avoid conflict with the Westchester GIS User Group Meeting, and asked Michelle to send out a reminder.

Susan is updating the Association presentation for the Westchester GIS User Group Meeting. If anyone has any content suggestions, please let her know.

Susan has accepted the grant from the Fund for the City of New York (the Fund). Susan has prepared an announcement and will send it out for Board review before sending to Carol for distribution. It will be a featured item and post for now, when more details are available an email message will be sent to the members. The grant might also be worth mentioning in the renewal reminder mailing.

Susan's next steps regarding the grant will be to formulate deliverables with the Board and Alan, and develop a timeline. She hopes to have these done before the June meeting in Rochester. Rich will try to attend; Christa may not be able to make it. Michelle will see if it is feasible to have a phone available for anyone who can't attend to call in.

Bill Johnson revised the proposed Bylaws to incorporate the comments from the April Board Meeting:

- Article III Section 2, being a member in good standing was added to be eligible to serve on a committee.
- Article III Section 3, due dates are established by the Board instead on a hard date.
- Article IV Section 1, establishes that half of the directors terms expire each year.
- Article IV Section 2, the language regarding whether past board members are eligible to serve again was clarified.
- Article IV Section 3, the Secretary and Treasurer terms expire when the new officers are appointed at the first Board Meeting following the Annual Meeting so there is no gap in office.
- Article IV Section 4, a vacancy in the office of President shall immediately be filled by the President-Elect, but that time will not count against their full elected term. Vacancies in the office of President-Elect shall be filled by special election.

A motion was made by Julie that the Board recommend the proposed Bylaws to the membership for vote at the next Annual Meeting. Motion was seconded by Julia. Motion carried unanimously.

Presently, three director terms expire the same year. When Pete won the special election, there was a misconception that he was elected to complete Mickey's term, when he was actually elected to a full two year term of his own. A motion was made by Julie to clarify that Pete was elected to a full two year term. Motion was seconded by Rich. Motion carried unanimously. Carol will update the website.

Julie and Ben have not been able to attend the committee calls, so Julie shared an update for the Awards Committee. Ben is finalizing the documents for the GeoSpatial Application Award competition, and will be contacting Carol in the next couple weeks regarding updating the website. Julie foresees several documents and links, including the announcement, entry form, technical details, and links to the applications. Once the webpage is ready, they will begin to publicize and send out an announcement on the list serve. Advertising for the regular awards program will begin at the end of July.

Board Member Reports

Rich reported that the program he was contracted for with Esri did not come together. He is establishing his own firm, LocalPoint Technologies and Consulting, and will send out updated contact information shortly. He intends to finish his term, and will be meeting with Bev and the External Development Committee soon.

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

The meeting adjourned at 12:45 PM.

Action Item List

1. Christa will obtain software to document all income and expenditures.
 2. Susan will send a letter to the membership thanking Sustaining Businesses and Institutions.
 3. Christa will file tax returns.
 4. Christa will renew Survey Monkey.
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5. Christa will renew liability insurance.
 6. Christa will renew ClickWebinar.
 7. Carol will work with Razy and Susan (for possible mention of grant) to send out membership renewal reminders.
 8. Michelle will send out a reminder regarding the change in date for the May committee call.
 9. Susan will update the Association presentation for the Westchester GIS User Group Meeting.
 10. Susan will send out a draft grant announcement for Board review, then send to Carol for the website.
 11. Carol will post the grant announcement as a featured item on the website.
 12. Susan will formulate deliverables with the Board and Alan for the grant.
 13. Susan will develop a timeline for the grant.
 14. Michelle will see if it is feasible to have a phone available for the June meeting.
 15. Carol will update Pete's term expiration date on the website.
 16. Rich will send out updated contact information.

NYS GIS Association, Inc.

May 6, 2015

Treasurer Report

Christa Hay

As of May 6, 2015 there is \$44,968.62 in the bank account. I am working on taxes and might be filing an extension. The grant from the Fund for the City of New York was transferred to the bank account. Line item for the GIS Survey project was created.

Expenses (since last report):

Sponsor (Sponsorships)	\$200.00	Westchester Users Group
UPS (Office)	\$15.67	UPS Shipping of banner for GIS/SIG
Julie Tolar (Travel)	\$45.00	Travel - GAC
PSP Unlimited (Promotional)	\$102.60	digitize logo
PSP Unlimited (Promotional)	\$58.24	4 hats for GIS/SIG giveaway
DMEM	\$2,517.59	2015 NYGEOCON payment
Membership (Office)	\$60.00	NY Council of Nonprofits
Wire Transfer fee (GIS Survey)	\$18.00	

Income:

Membership	\$666.19	
Grant	\$10,000.00	Fund for the City of New York

Balance: **\$45,634.81** [includes checks not cleared*]

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

Office Expenses	\$324.33	(\$400 includes PO Box office, election buddy, printing,)
Meeting Costs	\$150.00	printing, refreshments etc
Travel expenses	\$455.00	(\$500.00)
Accounting Software	\$300.00	
D&O Insurance	\$900.00	
Sponsorships	\$00.00	(\$600 GIS/SIG, Westchester user group)
Professional Development		
Webinars	\$710.00	Click Webinar
Promotional Items	\$339.16	(500.00, Digitize logo, hats)
Awards Committee	\$1,550.00	
Communications	\$480.36	(\$1,200.00)
Membership	\$300.00	
Gov't GIS Survey Project	\$9,982.00	(\$10,000.00)

Balance (EOY-approx.): **\$29,861.96** [does not include NYGEO CON or GISMO/WNYSGIS]