

**Date:** Wednesday, July 1, 2015

**Subject:** Board of Directors Teleconference

**Board Members Present:** Mickey Dietrich, Susan Nixon, Julie Tolar, Pete Walsemann, Carol Zollweg

**Committee Chairs and Officers Present:** Michelle Debyah

**Guests Present:** Alan Leidner, Sheri Norton

**Not Present:** Julia O'Brien, Rich Quodomine, Christa Hay

**Minutes:** The teleconference meeting began at 12:07 PM.

Secretary's Report: Michelle Debyah, Secretary

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

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

The items on the task list for July are to send out membership renewal reminders (Communications), and hold webinar (Professional Development). The items on the task list for August are to send out an Annual Meeting announcement 30 days prior to selected event date (Board of Directors), and recommend a venue 12 months prior to selected event date (GeoSpatial Summit).

Treasurer's Report: Christa Hay, Treasurer

There was no Treasurer's Report.

President's Reports

Pete was the only one to send Susan comments on the survey. If everyone would please review the survey and get comments to Susan by tomorrow. The survey returns different questions depending on whether you answer yes or no to the first question, so please try it with both ways. Susan plans to send the survey out by the target date of July 13<sup>th</sup> to the county and municipal contacts, and through the Association of Towns.

Mickey would like that if question seven of whether someone provides mapping support is answered as yes, the next question asks who supplies the support.

Susan thanked Sheri and Pete for gathering data for the contact list.

Alan has a rough draft of the interview questions and will finalize shortly.

Susan still needs to follow up with Bruce regarding setting up room time for interviews during the conference.

Susan hopes to schedule a Special Grant Board of Directors meeting the week of July 27<sup>th</sup>.

Alan mentioned that if the Association would like to hire paid interns, it can do so through the American Geographical Society (AGS). The Association would pay AGS, who would handle all the logistics. He also mentioned that AGS would be having a large conference in NYC in early October, and that they will offer Association and GISMO members a discount registration rate.

Mickey talked with WPBS in Watertown. They do documentary videos, but usually hire a for-profit organization to assist them. They estimate the cost would be around \$2500.00 for a five to ten minute video, though it may be a bit less since we are not doing anything overly complicated, and are hoping to keep it around four minutes. He still needs to speak to someone to get a more final quote. They discussed showing some pictures of events related to the topic, interviews with people, and a video reenactment (like going out to collect GPS points on a water valve or hydrant). Mickey said it is similar to what Carol's contact, Javier, did.

The purpose of the video is to promote GIS. Susan imagines it will be similar to, but not a replication of, the Geospatial Revolution Project video series. It will be more focused on municipalities in New York State. Carol said the end of the video should include resources.

Carol suggested Mickey work with resources near him for the video he has envisioned, and she can work with Javier on a second video. Mickey will explore pricing near him. Carol will talk to Javier to see if he is willing to travel to Mickey (Village of West Carthage near Fort Drum), and will ask him if he would want payment beyond expenses. Carol will also ask Javier if he could come to the conference to record people talking about GIS.

Mickey has not found anyone interested in participating on the Nominating Committee. He has found some interest in joining the Board, but not as President-Elect. Mickey will try to find one or two people for the Nominating Committee, and if he is not successful Carol can send out a post.

Susan reminded everyone that Sheri is the GAC liaison for grant, and to please include Sheri and Alan in emails regarding the grant.

#### Board Member Reports

Carol reported that the first renewal mailing was sent to 469 people, 50% opened the email, and there were 84 renewals. There are currently 650 members for 2015, and 279 for 2016. A second renewal letter was sent on June 28<sup>th</sup> to 379 people.

The membership form now allows GISMO students with free membership to sign up and the database is automatically updated. However, since they didn't need to go through PayPal, they were not on the member update lists Christa sends to Michelle to send out welcome letters. Carol had Vijay add a field to the table that is filled in with the date when membership is updated. She can send a copy of the database to Michelle for welcome letters, and to Christa for tracking GISMO and WNYGISUG funds. This will save Christa having to create an excel spreadsheet of new and renewing members.

Cattyann plans to update the website to a new theme that will be more mobile compliant. The site may be up and down this weekend while she makes the update. The sidebars are an issue for mobile use and

will be removed. A few pages that are not being used, like the newsletter and blog, will also come down. There are no active sustaining institutions, so that will come down as well.

Susan wondered if Pete's colleague, Joel, would be willing to review the survey questions or what we have for collection. Pete will see what level of input he is willing to provide and what his time frame would be.

Michelle mentioned that we get many emails through the gmail account inquiring about training. She has been trying to collect training emails that come through the list serve. Perhaps if we all compiled training resources we come across, we could offer a comprehensive list on the website. Pete suggested great wording for a heading that included the list was a compilation of free and paid training and that inclusion on the list does not constitute endorsement by the Association.

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

The meeting adjourned at 1:00 PM.

#### Action Item List

1. Christa will obtain software to document all income and expenditures.
2. Christa will file tax returns.
3. Christa will renew ClickWebinar.
4. Mickey and Michelle will adjust the Nominating Committee's tasks schedule (later in the process).
5. Mickey will start seeking volunteers to join him on the Nominating Committee.
6. The Board will send out an Annual Meeting announcement 30 days prior to selected event date.
7. The GeoSpatial Summit Committee will recommend a venue 12 months prior to selected event date.
8. Everyone will review the survey and get comments to Susan.

#### Grant Action Item List

1. Everyone should document their hours spent on the grant/Emerging GIS Project in Google Docs.
2. Alan will put a copy of his interview survey and responses in Google Docs.
3. Alan will continue to interview regional POC's, Board and Committee members.
4. Susan will work with Razy and Tim to develop the survey.
5. Contact Lists:
  - a. ? – Member List
  - b. Alan – Regional Coordinators
  - c. Pete – NYS Clearinghouse – Cooperative Members & "Who's Who in GIS" Directory
  - d. Sue – New York State/Bill Johnson
  - e. Razy? – Regional Planning Councils
  - f. Mickey – NYS Association of Towns booklet
  - g. Mickey – nytowns.org (The Association of Towns of the State of New York)
  - h. Mickey – nycom.org (NYS Conference of Mayors and Municipal Officials)
  - i. Mickey – nystownhwys.org (NYS Association of Town Superintendents of Highways, Inc.)
  - j. Sue – countyhwys.org (NYS County Highway Superintendents Association, Inc.)
  - k. Sue or Mickey – Cornell Local Roads Program (Highway Department contacts)
  - l. Alan – NYS Emergency Management Association

6. Video/Film Contacts:
  - a. Carol – Jim Zollweg
  - b. Alan – Documentary film maker contact
  - c. Sue – File maker contact
  - d. Andy Mendola?
7. Alan will follow up with Open Street Map.
8. Mickey will explore the use of Google Fusion for a possible crowd source map.
9. Susan will contact Bruce regarding setting up room time for interviews during the conference.
10. Susan and Alan will create a list of everything the Association does that applies to the grant.
11. Alan will look for Application Award submissions of interest to Emerging GIS municipalities.
12. Susan will send the survey out on July 13<sup>th</sup> to the county and municipal contacts, and through the Association of Towns.
13. Susan will schedule a Special Grant Board of Directors meeting the week of July 27<sup>th</sup>.
14. Mickey will explore video pricing near him.
15. Carol will talk to Javier regarding willingness to travel and pricing.
16. Carol will ask Javier if he could come to the conference to record people talking about GIS.
17. Pete will talk to Joel to see what level of input he is willing to provide.