

**Date:** Thursday, December 3, 2015

**Subject:** Board of Directors Teleconference

**Board Members Present:** Mickey Dietrich, Susan Nixon, Colin Reilly, Larry Spraker, Pete Walsemann, Carol Zollweg

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

**Not Present:** Tao Tang

**Minutes:** The teleconference meeting began at 12:09 PM.

Secretary's Report: Michelle Debyah, Secretary

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

Christa is hoping to finalize the Annual Meeting Minutes next week, at which time they will be posted to the website for member review for 30 days. The minutes will be approved at the next Board Meeting following the 30 day review period.

The items on the task list for November are to appoint and confirm Secretary, Treasurer, and Committee Chairs (President and Board of Directors), 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), sign annual statement (Board of Directors), submit photo and contact information for website (New Board Members), update roster of Board Members & Committee Chairs (Secretary), distribute Annual Statements (Secretary), make Annual Meeting Minutes available for member review for 30 days (Secretary), review and confirm roster (Committee Chairs), and update Board and Committee rosters on website (Communications). The items on the task list for December are to send a "Season's Greetings" message including priorities for the year (President), appoint Audit Committee (Board of Directors), collect signed annual statements (Secretary), get Annual Meeting Minutes approved after 30 day review period (Secretary), renew PO Box (Treasurer), renew New York Council of Nonprofits (NYCON) (Treasurer), submit budget requests for year (Committee Chairs), and submit plan/goals for the year (Committee Chairs). The items on the task list for January are to pay the Website Hosting Fee to HostMonster for nysgis.net (Treasurer), 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, 2015 was reviewed. The current balance is \$78,529.84. Expenses since the last report include Quick Books accounting software, and room rental. There has been \$416.68 in income from membership dues. The accounting for NYGeoCon is not complete yet due to issues with invoices that should be settled soon. The balance shown on the Treasurer's Report has not

been updated. The approximate year-end balance after NYGeoCon expenses will be somewhere between \$25,000.00 and \$30,000.00.

A motion was made by Susan to approve the Treasurer's Report, with a correction to the balance. Motion was seconded by Carol. Motion carried unanimously.

#### President's Reports

Mickey appointed Christa Hay as Treasurer, and Michelle Debyah as Secretary. A motion was made by Colin to confirm the Secretary and Treasurer as appointed by Mickey. Motion was seconded by Larry. Motion carried unanimously.

Mickey identified the following Committees and Chairs for 2016:

- Awards Committee –
- Communications Committee – Carol Zollweg
- Education Committee – Andy Mendola
- External Development Committee – Bev Corwin
- GeoSpatial Summit 2016 Committee – Kate Kiyanitsa
- Government Committee – Julia O'Brien
- Legislative Committee – Joe Jones
- Membership Committee – Razy Kased
- NYGeoCon 2017 Committee – Larry Spraker
- PAG Coordinator – Eric Brady
- Professional Development Committee – Garvis DiLauro
- Regional Coordination Committee – Alan Leidner

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

Mickey appointed Colin and Michelle to the Audit Committee.

A motion was made by Carol to confirm the Audit Committee as appointed by Mickey. Motion was seconded by Susan. Motion carried unanimously.

The 2016 Board Meeting schedule will be the first Wednesday of each month from 12:00 PM to 1:00 PM. Mickey will send out a calendar invite.

The 2016 Committee Meeting schedule will be the second Thursday of each month from 11:00 AM to 12:00 PM.

The 2016 Grant Committee Meeting schedule will be the third Wednesday of each month from 12:00 PM to 1:00 PM. Mickey will send out a Doodle poll to schedule a meeting in December. The Grant "Committee" is comprised of the Board plus Alan Leidner and Sheri Norton.

At the next Grant Meeting, Mickey wants to discuss in detail the next steps for the grant, whether the remaining funds should be spent on videos or training, and resources for elected officials.

There was an error on the invoice from WPBS. The contract cost of \$2,650.00 was correct, not \$1,765.00 as originally invoiced. A corrected invoice has been send.

Mickey and Alan recently had a conference call with the State regarding the State's shared GIS initiative. They expressed interest in being involved in the shared GIS program, as well as sharing with them information on the Association's Emerging GIS initiative.

Mickey had considered a NYS GIS Resources video. A rough cost estimate from WPBS (including travel to Albany) was \$2,900.00. For Bill Johnson, Frank Winters, or other State employees to speak on video requires approval from the Governor's Public Relations office. Mickey began drafting a letter to Bill requesting the State to speak on behalf of State GIS initiatives, resources, and potential funding opportunities for the Emerging GIS Series video. However, in light of the revised invoice from WPBS, he will wait until the next steps of the grant are discussed in detail at the Grant Meeting. Susan believes there to be approximately \$3,800.00 remaining in the grant budget.

Mickey would like to create a "YouTube GIS Sensation" award to recognize videos with over 3,000 views. He will pass this on to the Awards Committee once a Chair has been identified.

Mickey will send a thank you card to the reporter who has done several stories on the Association and the Emerging GIS project. The most recent article is available at:

<http://www.watertowndailytimes.com/news04/state-gis-association-video-features-several-local-officials-video-20151111>.

Mickey suggested sending digitally signed "Happy Holiday" cards to the NYS Legislature. However, it would entail compiling over 200 contacts. In the future, a personnel card to specific legislators that have an interest in GIS might be more practical.

Mickey is going to see if he can set up a meeting at the NYSAPLS Conference in January to open discussion with the surveyors regarding legislation. He would like to include the Legislative Committee and Bruce Oswald. Larry, Carol and Colin also expressed interest in attending.

Mickey will try to reschedule an in person Board Meeting in the spring.

Mickey asked if the Board should be reviewing the Conference and Summit budgets. Christa and Susan said the Board does review and approve the budget.

Mickey developed a list of priorities, please let him know if you have any comments or additions:

- Work on the survey legislation
- Larger outreach in working with the media
- Emerging GIS implementation
- New professional development opportunities (hands-on workshops?)
- Stay open to new ideas
- Look for ways to improve communication and increase efficiency
- Continue efforts to form partnerships with other organizations
- Continued marketing of the NYS GIS Association
  - Legislative GIS presentation, presentations to other organizations like Rotary Clubs, Schools, etc.
  - Having a booth or presenting at other conferences like the Association of Town Highway Superintendents, NYCOM, Association of Towns, etc.

The webstore was changed to a new vendor right after NYGeoCon. To promote the store, Susan suggested sending a post encouraging members to buy themselves something for the holidays.

Stemming from discussion at NYGeoCon, a statement of purpose was developed to form an Unmanned Aerial Systems (UAS) Professional Affiliation Group (PAG). A motion was made by Susan to accept the statement of purpose for the formation of the UAS PAG. Motion was seconded by Pete. Motion carried unanimously.

Colin mentioned the importance of outreach, and suggested GitHub may be a useful way to communicate and collaborate with members. Mickey suggested Colin do a webinar on GitHub for the Board or the entire Association.

#### Board Member Reports

A motion was made by Carol to renew the website maintenance contract with Cattyann Campbell for 2016 for \$900.00 to be paid in two installments. Motion was seconded by Susan. Motion carried unanimously.

Members have expressed interest in an option to renew for five years. Carol will contact WNYGIS and GISMO to see if they would be able agreeable to five year memberships.

The debate regarding calendar year versus rolling year membership comes up repeatedly. Our calendar year setup is custom. If we want to switch to a rolling year, it might be worth outsourcing membership. Carol will contact Razy and ask the Membership Committee to explore outsourcing options.

Carol played the Success Breeds Success Emerging GIS video that was developed at NYGeoCon. She will put it up on Google Docs for everyone to review. Javier's fee was \$2,300.00, and travel costs were only about \$250.00.

Originally the website was going to be nysgis.org, but it wasn't coming together. The site was restarted at nysgis.net, and nysgis.org now just redirects to the .net site. Carol would like to look into switching the site to nysgis.org, but it might be a lot of work to repoint all the links on the site.

Susan reminded everyone that we are a member of the New York Council of Nonprofits (NYCON). Christa recently sent out an email with webinars being offered by NYCON.

Christa said the Summit Committee is focused on confirming a date and venue. Tentative dates are October 20-21, 2016 or October 27-28, 2016. They are trying to determine when to hold the Annual Meeting during the Summit.

Carol stated that pictures from NYGeoCon are on the Facebook page, and an awards page will be coming soon.

A motion was made by Larry to adjourn the meeting. Motion was seconded by Colin. Motion carried unanimously.

The meeting adjourned at 1:50 PM.

### Action Item List

1. The GeoSpatial Summit Committee will recommend a venue 12 months prior to selected event date.
2. Carol will acknowledge departing Board Members, Committee Chairs, and Officers on the website 1-2 months prior to and after annual meeting.
3. Susan will follow up with Andy regarding the status of the geography funding support letter.

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4. Mickey will write the "President's Message".
5. Susan will acknowledge departing Board Members, Committee Chairs, and Officers.
6. Susan will send letter of appreciation to Committee Members.
7. Board Members will sign annual statement.
8. Christa and Michelle will make Annual Meeting Minutes available for member review for 30 days.
9. Committee Chairs will review and confirm rosters.
10. Carol will update Board and Committee rosters on website.
11. Mickey will send a "Season's Greetings" message including priorities for the year.
12. Michelle will collect signed annual statements.
13. Michelle will get Annual Meeting Minutes approved after 30 day review period.
14. Christa will renew PO Box.
15. Christa will renew New York Council of Nonprofits (NYCON).
16. Committee Chairs will submit budget requests for the year.
17. Committee Chairs will submit plan/goals for the year.
18. Christa will pay the Website Hosting Fee to HostMonster for nysgis.net.
19. Audit Committee will perform financial review of previous fiscal year.
20. Mickey will send out calendar invites for the Board, Committee, and Grant meetings.
21. Mickey will pass the "YouTube GIS Sensation" award to the Awards Committee.
22. Mickey will try to set up a meeting at the NYSAPLS Conference in January.
23. Carol will send a post promoting the webstore.
24. Carol will contact WNYGIS and GISMO regarding five year memberships.
25. Carol will contact Razy and ask the Membership Committee to explore membership outsourcing options.
26. Carol will put the video up on Google Docs for everyone to review.

**NYS GIS Association, Inc.**

December 3, 2015

Treasurer Report

Christa Hay

As of December 2, 2015 there is \$78,529.84 in the bank account. We did not qualify for the accounting software through TechSoup but I went ahead and ordered QuickBooks software. The accounting for NYGeoCon is not complete yet due to issues with invoices that should be settled soon. But we did end up with a loss this year due to lower number of attendance and higher venue costs. The total expenses being \$74,736.79 and income of approximate \$70,000. Final accounting will be sent out when complete. Please send me your 2016 committee budget requests.

**Expenses (since last report):**

QuickBooks	\$377.95 (Accounting Software)
Room rental	\$30.00

**Income:**

Membership	\$416.68
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**Balance:** **\$27,067.16** [includes checks not cleared\*]

**2016 Budget to come**