

**Date:** Tuesday, July 5, 2016

**Subject:** Special Board of Directors Meeting

**Board Members Present:** Susan Nixson, Colin Reilly, Larry Spraker, Tao Tang, Pete Walsemann, Carol Zollweg

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

**Not Present:** Mickey Dietrich, Christa Hay

**Minutes:** The meeting began at 10:02 AM.

Mickey called a special meeting of the Board of Directors to discuss the contracts for NYGeoCon 2017.

Susan shared the contract for NYGeoCon 2017 with the Olympic Regional Development Authority, manager of the Conference Center at Lake Placid. The NYGeoCon 2017 Committee made the following suggested modifications to ensure consistency in room usage and names:

- *The big Salon D room is only shown as being for general sessions but that room should stay setup in rounds throughout the conference. We will need that space during the exhibit socials as overflow since that room isn't quite large enough for everyone at once. I thought we were considering the Legacy Room for a 4th session room and that shows as an exhibit room.*
- *The room names are inconsistent. The diagram at [http://www.lakeplacid.com/files\\_d6/public/ConfBro-3page.pdf](http://www.lakeplacid.com/files_d6/public/ConfBro-3page.pdf) shows "Lussi Ballroom" but the grid shows this as "Salon D". Similarly, the diagram shows "Legends", but the grid shows "Legacy". These should be consistent. It will make it easier for us to do planning, and absolutely must be consistent for the attendees.*
- *On the grid page, I think the terms are reversed. Shouldn't we have "Concurrent Workshops (3)" on 10/17, and "Breakouts (4)" on 10/18-19.*
- *As Larry already noted, I thought we were using Legends as a Breakout room, but it shows as Exhibitors. I also thought we were not going to use the 3rd floor for conference events, but I see that Van Hoevenberg is shown for breakouts. My guess is this may have been intentional, since Legacy allows us to expand Exhibitor area, if needed, and Van Hoevenberg is more comparable in size to other breakout rooms, but it does mean we'd be isolating some sessions upstairs, away from everything else, which is usually not so good. I'm not against this completely just wondering if there was an explanation.*
- *Should there be something specifically said about use of audio/visual equipment?*

Cindy with Delaney Meeting & Event Management (DMEM) is working with the Olympic Regional Development Authority to address the modifications.

Carol asked if we have the insurance referred to in the contract. Susan believes so, but will confirm with Christa and Cindy. Carol also mentioned the ban on stickers; Susan said this can be included in the vendor materials.

Pete pointed out that NY GIS Association needs to be corrected to NYS GIS Association throughout the contract.

A motion was made by Pete to approve the contract with the Conference Center at Lake Placid for NYGeoCon 2017 with the modifications discussed. Motion was seconded by Tao. Motion carried unanimously.

Susan shared the contract with the Crowne Plaza Lake Placid for a block of rooms. Carol questioned the cancellation policies. Larry and Susan said they think that is standard language. There are different policies for guest room reservations versus conference cancellation. Larry will confirm with Cindy that we are not responsible for filling a minimum number of rooms before the contract is signed.

Carol also pointed out that the NYS GIS GeoCon is not an organization. Where the contract refers to the Association, it should be corrected to NYS GIS Association. Wording should either be NYS GIS Association when referencing the organization, or NYGeoCon 2017 when referencing the conference.

A motion was made by Colin to approve the contract with the Crowne Plaza Lake Placid for a block of rooms for NYGeoCon 2017 with the modifications discussed. Motion was seconded by Pete. Motion carried unanimously.

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

The meeting adjourned at 10:27 AM.