

**Date:** Wednesday, April 29, 2015

**Subject:** Special Board of Directors Teleconference

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

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

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

**Minutes:** The teleconference meeting began at 12:05 PM.

Secretary's Report: Michelle Debyah, Secretary

A motion was made by Julie to approve the minutes from the February Special Trademark Board of Directors meeting, the March Board of Directors meeting, the April Board of Directors meeting, and the April Special "GIS for Municipalities" Board of Directors meeting. Motion was seconded by Carol. Motion carried unanimously.

The items on the task list for April are to send a letter to the membership thanking Sustaining Businesses and Institutions (President), and hold webinar (Professional Development). The items on the task list for May are to file tax returns (Treasurer), and renew Survey Monkey (Treasurer).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report will be reviewed at the regularly scheduled May Board of Directors meeting.

President's Reports

Susan suggests the Association join the New York Council of Nonprofits (NYCon.org). Membership is \$60.00 a year, and they offer technical assistance services, including legal and financial. A motion was made by Julie to join the New York Council of Nonprofits. Motion was seconded by Mickey. Motion carried unanimously.

The Fund for the City of New York (the Fund) has offered a \$10,000.00 grant to the Association to determine the GIS needs and resources in local governments throughout New York State. The scope of the grant is to research the use of GIS by local governments. The deliverable is a report detailing what the grant accomplished, a financial accounting, and copies of articles or other material resulting from the grant. The Fund's support should be acknowledged in any printed materials.

Supplying resources and education to municipalities would be a future phase of this effort, and is not within the scope of this grant.

There are 1569 local government entities (counties, cities, towns, villages) in the State. How will we contact each one? How do we determine who to contact in which department at each municipality? Alan has taken a first step in this effort by surveying all the regional groups, and contacted the Fund for assistance in helping us proceed.

Perhaps we can start with the regional survey, possibly reach out to counties for awareness they may have, and then hire an organization to complete the survey by calling any remaining non-respondents. Depending on the cost of hiring a survey firm, perhaps they could contact all the local governments by phone to ensure the uniformity of the survey responses.

Results of the survey would be included in the final report to the Fund, and could be shared with the GAC. The results could also be mapped and made available on the Association website, though there was a concern raised about it being used for marketing purposes.

Alan will be the liaison with the Fund. Bruce has also offered to help with oversight, and Susan and Mickey are committed as well.

The next steps are to accept the grant, develop a survey, and send out an RFP for conducting a survey. The RFP process will be open and accessible to all, but a survey firm may be more affordable than an engineering or consulting firm. While GIS familiarity may be beneficial, it may not be necessary if the survey questions only encompass whether GIS is utilized, is it in house or contracted, what software is used, do they need assistance, etc.

A motion was made by Mickey to accept the grant. Motion was seconded by Pete. Motion carried unanimously.

The Board will meet in person on June 15, 2015 to develop the survey and RFP. Susan has had trouble locating a conference room, Julie and Michelle offered their conference rooms. Susan, Mickey and Pete are willing to come to Rochester; Julie, Michelle and Carol will determine a location.

A motion was made by Julie to adjourn the meeting. Motion was seconded by Mickey. Motion carried unanimously.

The meeting adjourned at 1:01 PM.

#### Action Item List

1. Christa will obtain software to document all income and expenditures.
2. Christa will pay the \$200.00 Westchester User Group Meeting sponsorship.
3. Susan will send a letter to the membership thanking Sustaining Businesses and Institutions.

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4. Christa will file tax returns.
5. Christa will renew Survey Monkey.
6. Susan will join the Association as a member of the New York Council of Nonprofits.
7. Susan will accept the Fund for the City of New York grant.
8. Julie, Michelle and Carol will determine a location for the June 15<sup>th</sup> meeting.