

**SUBJECT: Board of Directors Meeting Summary**

**DATE: November 12, 2008**

**LOCATION: Teleconference Call**

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*The teleconference meeting began at 2:30 PM.*

***Meeting Purpose***

Website revamp decisions, Elected BOD member roles and Committee Chairs, Geospatial Summit, membership fees, database ideas, NYS GIS Conference improvement, and Committee updates

***Attendance***

Jeff Volpe, Bob Brower, Bruce Oswald, Sam Wear, Christa Hay, Scott Sherwood, Larry Alber, and Sheri Norton

***Annual Meeting Minutes***

The Annual Meeting minutes submitted by Sheri Norton were accepted without modifications.

***Treasurer's Report***

Christa Hay announced that the NYSGISA has \$13,419.96 in its account. The only outstanding payments for 2008 are the GISP fee awards (\$1,000 total) and annual insurance for next year (\$790).

***Re-Elected BOD Members***

The four re-elected members of the Board of Directors expressed interest in retaining their existing positions (President, Treasurer, Secretary, and Director). The BOD voted by email to accept re-instatement of the four members to these respective positions:

- Jeff Volpe (President)
- Christa Hay (Treasurer)
- Sheri Norton (Secretary)
- Bruce Oswald (Director)

***Website Decisions***

Bruce Oswald listed the scope of work refined by the Website Workgroup (Bruce Oswald, Austin Fisher, and Julie Tolar):

- Re-design for easier navigation
- Institute a *content management system* with software that will enable remote access for changing content
- Add content and functionality (e.g., membership database)

The BOD discussed options including:

- Overall preference for hiring a professional web development company to accomplish the scope of work
- Estimated between \$4,000-5,000 to complete the work
- Austin Fisher of FSI offered to generate the Google mashup functionality at no cost
- Bruce Oswald will prepare a list of qualified web design companies to target for a RFP
- Sam Wear recommended approaching GIS companies for corporate sponsorships of at least \$500, and the NYSGISA providing special recognition on the website and/or free Geospatial Summit registration in appreciation of the support

Bob Brower voiced a **motion** to commit up to \$2,000 for the website modifications, which was passed unanimously by the BOD.

### ***2009 Geospatial Summit***

Jeff Volpe and Christa Hay will set up a PayPal account for online registration. Julie Tolar will need to modify the website, adding a “Pay Online” button by the end of 2008.

### ***New Committee Chairs***

Jeff Volpe volunteered to chair the newly formed Conference Committee. Bruce Oswald and Bob Brower also agreed to work on the Committee.

A Chairperson for the Membership Committee is still needed. The BOD decided to email ideas for defining the goals and responsibilities, expanding on the following:

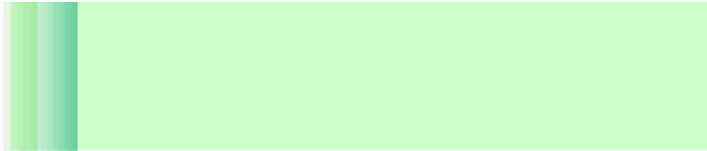
- Increase membership via outreach (coordinated with the Marketing and Education Committees)
- Track student versus professionals (probably via membership fee option)
- Manage meeting sign-in (form preparation, determine quorum requirement, assist with member and non-member sign-in)
- Keep the membership database up to date (check for duplicates, verify contact information, etc.)
- Fee tracking
- Email membership certificate to new and renewed members

### ***Membership Fee***

Bruce voiced a **motion** to institute an annual \$10 membership fee, beginning on **January 1<sup>st</sup> in 2009**. Members will be able to pay online via the PayPal account, send payment to the NYSGISA by check, or pay the dues at a general meeting.

The BOD feels this nominal fee will clarify the truly interested from casual meeting attendees (e.g., people wandering in at the annual NYS conference).

A member paying online will receive confirmation of payment, but the Association should also email a formal membership certificate (e.g., PDF doc that the member can print for their records, important for GISP documentation).



Bob Brower voiced a **motion** to provide a student membership category with a reduced annual dues (\$5) which was passed unanimously by the BOD.

***NYS GIS Conference***

Jeff Volpe recapped his discussion with Maureen regarding the NYS GIS Conference. Assistance offered by the NYSGISA prior to the conference was not accepted, and the BOD felt the overall tone and emphasis need to change.

Bob Brower and Jeff Volpe as representatives of the new NYSGISA Conference Committee will be attending the Conference Review meeting in Syracuse on December 12<sup>th</sup>. Jeff Volpe will propose making this conference not just an *ESF* event (as currently implied by the welcome sign at the hotel and conference packet), improving logistics (where the conference is held, food served, etc), and clarifying target participants (academic versus practitioners of GIT).

***Committee Updates***

**Legislative Committee -----**

No report was given by Sam Wear.

**Marketing Committee -----**

Bruce Oswald announced that the monthly news blitz went out on the List Serve. Positive feedback was received about the GISP buttons. There are 3 flash drives left after the annual meeting. New “goody” ideas are needed for next year. An announcement went out on the List Serve and on the website about registering GIS Day activities. The website has updated content, and the Committee reviewed the Annual meeting comments for improvement of the NYSGISA.

**Business Development Committee -----**

Scott Sherwood said the Committee is still reviewing the list of GIT businesses in NY. A conference call meeting will be held next week. The Committee would like ideas on how to survey these businesses.

**Education Committee -----**

Bob Brower said there were no recent Committee meetings but he would schedule one soon.

**Regional Coordination Committee -----**

Larry Alber would like to improve coordination of the southern NY user groups with the NYSGISA.

***Action Items:***

- Jeff and Christa will set up the PayPal account
- Julie Tolar will add a “Pay Online” button to the website linked to the PayPal account
- The BOD will email ideas for the Membership Committee goals/responsibilities

*The meeting was adjourned at 3:47 PM.*