

Date: December 15, 2010

Subject: Board of Directors Teleconference

Attendees: Bruce Oswald, Ann Deakin, Dorothy Nash, Lis DeGironimo, Verne LaClair, Dennis Wischmann, Rich Quodomine, Ben Houston, Carol Zollweg, Joe Jones

Unable to Attend: Jeff Volpe (Travel), Christa Hay (Schedule Conflict)

Meeting Objective: Review objectives and plans for 2011, Review results from strategic planning meeting

Minutes:

The teleconference meeting began at 1:00 pm

An introduction and overview of the general themes the Association needs to focus on in 2011 was presented by Bruce. This led to a brief open discussion of increasing member involvement in the association through regional activities, the annual summit and GIS conference.

Bruce offered some suggested changes to how the Association conducts business. The following topics were addressed:

Board Meetings: A standard format should be followed with a review of formal duties and action items summarized at the end of the meeting minutes.

Involve Committee Chairs: Each committee chair will provide a brief report on activities conducted during the previous month.

President Calls: These will be informal in nature and designed to encourage working discussion of Association initiatives outside of the time constraints of a formal BOD meeting.

Committee Responsibilities: The primary role of the chairpersons should be to keep committee initiatives moving forward. It was requested that committees hold monthly meetings if possible, but at least quarterly. Committee members must also be Association members and attend at least ½ of the meetings. Each committee was requested to develop a yearly work plan and estimated budget for submittal to the Board in January.

Rich gave a brief overview and introduction to Parliamentary Rules (Roberts Rules of Order). Given the size and complexity of the Association, Rich narrowed the rules to the following as applicable:

1. Point of Information: To ask a question
2. Point of Inquiry: To ask if a question is appropriate
3. Point of Personal Preference: To request to be excused, open or close a door/window, adjust room temperature, etc.
4. Motion to Invoke Closure: To enter a motion to end debate or close the meeting
5. Motion to Refer (the business at hand) to a Committee: To refer a discussion topic to a committee for further review & recommendation.
6. Motion to Lay on the Table: To defer debate on a particular topic for a period of time – typically until another meeting.

There was also a discussion of what constitutes "quorum" for the BOD meetings.

Rich added that the Chair can limit a speakers list for a topic or resolution to a set number of speakers (For, Against, To The Point) with a set time limit, for example (2 speakers for, 2 speakers against, 2 for "to the point" - each with no more than 2 minutes time). "To the Point" means a person believes that the resolution or business before the body is out of scope or should be referred to a committee or tabled for another time. This is typically done in interest of limiting debate to the relevant.

A brief description of the Strategic Planning Session held in Utica on 11/20/2010 was provided and an open discussion regarding the planning session results followed. In particular there was discussion about dissolving the Business Development committee and establishing a Communications committee that would be responsible for the social media sites (facebook, twitter), association newsletter, and website content/updates as well as a By-Laws committee to assist with changes to the Association By-Laws.

A motion was made by Bruce to add a Communications and By-Laws committee. Second by Dorothy. Motion carried with no objections.

The topic of posting GIS related RFP opportunities on the Association websites was posed by Lis. General consensus was that this would be a good addition to the website and a resource for Association sponsors. The topic was referred to the website working group for future consideration given the status of the Association web page and consultant (IDS) contract.

Verne provided a brief review of the minutes from the November board meeting. A Motion was made by Lis to accept the minutes from the November Board of Directors meeting. Second by Dorothy. Motion carried with no objections.

Bruce provided a review of the Treasurers report submitted by Christa. The main items discussed were: current balance, outstanding expenses, planning for the upcoming summit, yearly operation expenses to be incurred in January, obtaining a credit card for the Association, and filing Tax Exempt status paperwork.

Additionally, Christa requested a change in the reporting of votes to reflect votes for and against by board member in the final minutes.

A motion was made by Verne to accept the Treasurers report. Second by Dorothy. Motion carried with no objections.

A brief discussion on the NYS GIS Conference at Saratoga ensued. Some initial plans for the 2011 conference in Syracuse was provided by Bruce. In a nutshell, the 2010 conference resulted in a net loss of \$26,500. Much discussion has yet to be had with the NYS GIS Conference Advisory Committee regarding the proposed 2011 conference given that the ESRI NEARC conference is scheduled to be held November 14- 16, 2011 in Saratoga, NY.

Dorothy brought to the board's attention that the GIS Certification Institute is seeking a nominee to fill a position on its Board of Directors. Dorothy will confirm with GISCI and forward correspondence to Dennis. Dennis mentioned that he is tentatively interested, and offered to help in the short term until a replacement could be identified, but noted that he is already serving on a couple of GISCI committees. Dennis also mentioned that GISCI is running a poster contest to map the location of individuals that have received GISCI certification. Maps must be approved

by the GISCI board. Winning maps will be displayed at the ESRI User Conference in San Diego. Winning map authors will receive \$500 or renewal of their GISP certification.

Survey Legislation: Dennis suggested that Joe contact a representative at GISCI that has dealt with similar legislation at the national level. This topic will be expanded upon during the president's call.

Carol provided a status report on the progress to date of the website consultant to rebuild the Association website (www.nysgis.org). Requested changes have been forwarded to the contractor with little feedback. The question was raised as to whether the Association could get the current website content from the consultant and withdraw from its contract with IDS. Verne is working with DeepInk.org to identify templates that can be used to develop a backup website that could potentially replace the current Association website with a site that could be administered and updated by the Association directly without the need for an outside consultant.

A motion was made by Lis to permit expenditure of up to \$100 for the acquisition of hosting space and development of a framework for an alternative Association website. Second by Bruce. Motion carried with no objections.

A motion was made by Ann to have Bruce draft a letter to terminate the contract with the current website developer due to non-performance if they failed to complete the work by January 4th. Second by Lis. Motion carried with no objections.

The meeting was adjourned at 2:30 pm

ACTION ITEM LIST

1. Dorothy to forward email from GISCI seeking BOD nominee to Dennis.
2. Bruce to send proposed By-Law changes to Rich Q.
3. Bruce to notify Business Development Committee and Marketing Committee Chairs of transfer of responsibility regarding Association Sponsorship Model tasking
4. Bruce to draft "Failure to Perform Services" letter.