

**Date:** Monday, June 16, 2014

**Subject:** Board of Directors Teleconference

**Board Members Present:** Mickey Dietrich, Alan Leidner, Susan Nixson, Rich Quodomine, Julie Tolar, Carol Zollweg

**Committee Chairs and Officers Present:** Michelle Debyah, Christa Hay, Ben Houston, Bill Johnson, Andy Mendola, Bruce Oswald

**Not Present:** Julia O'Brien, Joe Jones, Razy Kased, Kate Kiyanitsa, Verne LaClair, Mike Ross

**Minutes:** The teleconference meeting began at 10:37 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for June are renew liability insurance (Treasurer), and send out membership renewal reminders (Communications Committee). The items on the task list for July are send out membership renewal reminders (Communications Committee), and hold webinars (Professional Development Committee).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated June 16, 2014 was reviewed. The current balance is \$26,086.17. There have been no expenses since the last report; Christa is waiting on invoices to pay. There has been \$1,711.11 in income from membership dues, and \$250.00 from SUNY Geneseo as a sustaining member. The year-end balance after all anticipated expenses, except Summit expenses, is \$24,137.14. Christa has setup the debit card, renewed the liability insurance, and setup an annual subscription to Click Webinar.

A motion was made by Mickey to approve the Treasurer's Report. Motion was seconded by Rich. Motion carried unanimously.

President's Statements

Julie has not purchased the Summit reception raffle prizes yet, she is waiting on the cost for the Connie Brown print.

In addition to a presence on the website, our commitment to sustaining institutions includes a free conference registration, a 100 word profile in the conference packet, and an annual email to the membership thanking sustaining institutions and businesses. The President will send the thank you email in the spring; Michelle will add it to the task list for April.

Julie sent an email requesting a proposal from Delaney Meeting and Event Management to take over solicitation of Association sponsors, but hasn't heard back. She will contact them again.

The Association needs a policy regarding memorial donations. There was support for helping to get the word out, but not for managing funds. Rich thinks this is something the Association could do, and will prepare a proposal for handling private donations through the Association. A motion was made by Alan to make a \$100.00 donation to families that express a financial need. Motion was seconded by Rich. In favor – Alan, Julie. Opposed – Rich, Susan. Abstain – Mickey. Motion failed.

Alan will send out proposed by-laws for professional affiliation groups and honorary membership for discussion at the next meeting.

Regional Coordination Committee: Alan Leidner

Alan spoke at GISMO, Westchester, and LIGIS meetings, and has been working with Razy to promote membership renewal. The Regional Resource Guide has been sent out. Alan plans to schedule a meeting with the regional points of contact in July.

GeoSpatial Summit 2014 Committee: Bill Johnson & Kate Kiyantsa

The committee is now focused on obtaining sponsors. To date there are 24 registrations, one gold sponsor, and one bronze sponsor.

Awards Committee: Ben Houston

Ben sent out a revised awards program proposal. The proposed budget for awards is \$750.00 to \$1,000.00 dollars:

Lifetime Achievement and Champions Awards - \$75.00 to \$100.00 each (large trophy)

Individual Contribution to the Profession - \$50.00 (small trophy or plaque)

Nominations gift - \$5.00 each (t-shirt, coffee mug, etc)

Alan made a motion to approve an awards budget not to exceed \$1,000.00. Motion was seconded by Susan. Motion carried unanimously.

Communications Committee: Carol Zollweg

There were 39 posts in May. Carol is still waiting for sustaining institution information for SUNY Geneseo. Andy hopes to get something on Wednesday from Dan Allen. Member type was added to member information page, it can be retrieved when you log on. A “time to renew” message is now on the member page after you log in, as are the answers to the GeoQuiz. Canadian zip codes can now be entered in the database. Members can now opt out of emails on the profile page.

Membership renewal letters have been sent out twice. The member count is at 593. Carol would like to know when the end of the member year passes, will they still add members to 2014 and 2015, or count 2014 members instead of 2015? Members will continue to be counted for 2014 and 2015 until the Summit.

NYGeoCon 2015 Committee: Verne LaClair & Bruce Oswald

Delaney Meeting and Event Management would like to set up a meeting to select a conference date so “save the date” brochures can be distributed at the Summit.

Education Committee: Andy Mendola

The Education Committee will be meeting on June 17<sup>th</sup>. The committee may have a new member in Pete Walsemann, who teaches a dual credit introductory GIS course at Carthage High School. At the GeoEd Educators Conference last week, David DiBiase, Esri’s Director of Education, offered to give a talk at the Summit on Esri’s participation in the President’s ConnectEd effort. The GeoTechCenter.org

website offers twelve complete model courses schools can adopt and download for free. Andy is still looking to see if anyone is interesting in co-chairing the committee.

External Development Committee: Rich Quodomine

Rich is working on getting Association webinars approved for continuing education credits and GISCI. Rich would like to have a conversation with Bill, Alan and Julie to discuss how the Summit and External Development Committees can work together. He is working on finding the Professional Development Committee minutes for Mickey, and his signed Annual Statement for Michelle.

Government Committee: Julia O'Brien & Mike Ross

There was no Government Committee report.

Legislative Committee: Joe Jones & Bruce Oswald

There was no Legislative Committee report.

Membership Committee: Razy Kased

There was no Membership Committee report. Andy asked if high school students can become members, Alan and Julie said they are welcome to join. Julie mentioned that Razy sent out an email to the committee chairs to see which committees are in need of members. Alan said Razy is working with him on the formation of the transportation affinity group.

Professional Development Committee: Mickey Dietrich

Mickey sent out a tentative schedule of upcoming webinars:

June 19, 2014: "Utilizing GIS in Precision Agriculture" (Jill Stanford, John Deere)

July 10, 2014: "The Case for GIS Open Data" (William Johnson, Office of the CTO)

July or August: "How to Present" (tentative)

August: "OGC Data Standards" (Garvis DiLauro, FPM Group) (tentative)

August or September: "Panel Discussion on Open Data/Data Repositories for NYS" (tentative)

August or September: "Power Point for Dummies" (tentative)

September 11, 2014: "Revitalizing Community College GIS Programs" (Vincent DiNoto, Tom Mueller)

At last check, there were 65 registrations for the June 19<sup>th</sup> webinar. Alan mentioned that there will be a presentation by a representative from the Mayor's office at the next GISMO meeting that will be taped and made available to the Association.

General Discussion

Christa is researching how the Association could pay interns, perhaps using a stipend.

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

The meeting adjourned at 11:50 AM.

Action Item List

1. Mike or Julia will have a conversation with Rich to see if the External Development Committee can take the lead and work with the Regional and Education Committees on the educating government decision makers task.
2. Julie will purchase two or three raffle prizes for the Summit.

3. Christa will obtain software to document all income and expenditures.
4. Christa will file tax returns (from the task list for May).
5. Christa will renew Survey Monkey (from the task list for May).
6. Andy will see if any Education Committee members would like to co-chair.
7. Christa will research automatic membership renewal.
8. Christa will research how the Association could pay interns, perhaps using a stipend.
9. Michelle will add renew Click Webinar as June task item, and thank you email as April task item.
10. Julie will request a proposal from Delaney Meeting and Event Management to take over solicitation of Association sponsors.
11. Rich will prepare a proposal for handling private memoriam donations through the Association.
12. Alan will send out proposed by-laws for professional affiliation groups and honorary membership for discussion at the next meeting.
13. Andy will get sustaining institution information for SUNY Geneseo to Carol.
14. Rich will set up a meeting with Bill, Alan and Julie to discuss how the Summit and External Development Committees can work together.
15. Rich will find the Professional Development Committee minutes for Mickey.
16. Rich will send his signed Annual Statement to Michelle.

**NYS GIS Association, Inc.**

June 2014

Treasurer Report

Christa Hay

As of June 15, 2014 there is \$26,086.17 in the bank account. I set up a debit card for the Association. There are many new regulations in the banking world these days so nothing is easy it seems. We cannot even get another signer on the account unless I walk into a branch with the other person. D&O insurance has been renewed and waiting for the invoice to arrive to pay. ClickWebinar has been purchased for one full year. I have a trial version of Quickbooks that I am starting to import our finances. Will decide if to go with yearly subscription for online service or to buy the software. Cost range from sale price of \$85 per year for basic and up to ~\$350.

**Expenses (since last report):**

Waiting on invoices to pay.

**Income:**

Membership	\$1,711.11
Sustaining Member	\$250.00 (SUNY Geneseo)

**Balance:** **\$27,498.77** [includes checks not cleared\* and \$1412.60 membership]

**Upcoming 2014 general expenses (approx.):**

Office Expenses	(\$75.00)
Meeting Costs	(\$150.00)
Travel expenses	(\$500.00)
Accounting Software	(\$275.00) onetime cost
Communication Committee	(\$300) domains, site hosting (\$121.63 remaining in budget)
	(\$240) site speed improvement project
	(\$50) new conference theme
	(\$850) video equipment for conferences
NYS GIS Summit	(\$45,000) – place holder
D&O Insurance	(\$900.00)
Printing Costs	(\$200) I have not heard a number yet but wanted something on the line

**Balance (EOY-approx.):** **\$24,137.14** [does not include Summit or GISMO/WNYSGIS]