

Date: Monday, July 21, 2014

Subject: Board of Directors Teleconference

Board Members Present: Mickey Dietrich, Alan Leidner, Susan Nixon, Julie Tolar, Carol Zollweg

Committee Chairs and Officers Present: Michelle Debyah, Christa Hay, Razy Kased, Andy Mendola, Bruce Oswald

Not Present: Ben Houston, Bill Johnson, Joe Jones, Kate Kiyantsa, Julia O'Brien, Rich Quodomine, Mike Ross

Minutes: The teleconference meeting began at 10:32 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for July are to send out membership renewal reminders (Communications Committee), and hold webinars (Professional Development Committee). The items on the task list for August are to appoint a Nominating Committee (Board of Directors), send out an annual meeting announcement 30 days prior to selected event date (Geospatial Summit Committee), and recommend a NYGeoCon venue 12 months prior to selected event date (NYGeoCon Committee).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated July 19, 2014 was reviewed. The current balance is \$25,510.93. There have been no expenses since the last report; Christa is still waiting on the WebEx invoice to pay. There has been \$1,222.08 in income from membership dues. The year-end balance after all anticipated expenses, except Summit and GISMO/WNYSGIS expenses, is \$26,930.63.

Christa expects to finalize the taxes by early August, and continues to work on a QuickBooks subscription. Registration and sponsorship payments are coming in for the 2014 Summit, totals will be included on the Treasurer's Report, but detailed figures will be on a separate report.

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

President's Statements

Connie Brown will donate a print for the raffle prizes, so our cost will only be \$233.00 for mounting. An iPad would cost \$400.00. Julie made a proposal for raffle prize costs not to exceed \$650.00 for mounting the print, and either an iPad or several smaller prizes to be determined by Julie and Carol.

Alan sent out proposed operating procedures for professional affiliation groups and honorary membership. Alan made a motion to adopt the proposed operating procedures for professional

affiliation groups and honorary membership as amended to Carol's suggestions. Motion was seconded by Julie. Motion carried unanimously.

The GAC is holding hearings on new procurement rules; Alan believes they are favorable to GIS vendors. The GAC is also in the process of holding elections.

Susan said Carol analyzed committee membership to determine how much overlap exists. Carol found that 99 committee positions are filled by 61 different people. This was encouraging as it revealed broader involvement than initially thought.

Professional Development Committee: Mickey Dietrich

The John Deere presentation and Bill's presentation on Open Data went well. For the Open Data presentation, 98 people signed up and Mickey estimates about 60-70 people attended. The upcoming schedule includes:

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)

Alan wants to be sure the webinar recordings are prominent on the website, hopefully via a button on the home page.

Regional Coordination Committee: Alan Leidner

Alan sent out a letter to several downstate contacts urging them to encourage their colleagues to attend the Summit. He is going to work with Razy in an effort to understand how many people in the regional groups have not renewed their membership, and then work with the regional groups to promote renewals.

GeoSpatial Summit 2014 Committee: Bill Johnson & Kate Kiyantsa

In response to a request to subsidize transportation to the Summit for a few regional groups, the committee decided it did not want to be perceived as providing special benefits to specific groups. The committee will explore adding a link to the Summit website to help facilitate carpooling instead.

With the speakers and agenda done, the committee is focusing on detail items like sponsors, speaker gifts, the reception, and door prizes. There are about 16 registrations, but that should increase when Bill sends out a mailing in the coming days.

Awards Committee: Ben Houston

Ben sent Carol information for the Awards Committee page. Once the page is finalized, he will send out a message announcing the program. The committee plans to order t-shirts or hats with the Association word cloud for people who make nominations. Should the committee get a small amount just for this program, or should they order more for other uses? Carol suggested it would be helpful to know what the price points are to decide how many to order.

Communications Committee: Carol Zollweg

The process of Mickey posting the videos and notifying Carol has been working well. A "renew now" button has been added to the home page. They have been working on auto-renewal for regular

memberships. Carol hasn't received any information for the sustaining academic institution page, so she is going to create something and will add to it when she gets more information.

Carol requests that when Association items are going to be sent out on the list-serve, she be notified first so she can post them. It would be better if the information came from the Association first, before it went out on the list-serve.

NYGeoCon 2015 Committee: Bruce Oswald

A request for proposals has been sent out to hotels, once the responses come in the committee will focus on selecting a venue and date. Their next meeting is scheduled for July 29th.

Alan will have a conversation with Bruce regarding the possibility of holding NYGeoCon in the NYC area.

Education Committee: Andy Mendola

Andy will continue to follow up with SUNY Geneseo regarding information for the sustaining academic institution page. The committee is working on so many things that they have decided to break into smaller sub-committees to accomplish tasks. They have the Vince DiNoto webinar scheduled for September, and Vince DiNoto will also offer training at Pictometry. Andy is now on the executive board of GIS/SIG, he will mention promoting renewal at next meeting. GIS/SIG will host a lunch meeting in September, and will coordinate with Mickey and Ann to offer the presentation as a webinar. The next committee meeting is scheduled for the 14th of August.

External Development Committee: Rich Quodomine

There was no Government Committee report.

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

Scheduled renewal reminders have been being sent since the end of June. Reminders have included personalized e-mails from the Julie, Susan and Alan in an effort to increase response rates. Efforts will continue as they explore non-renewals and strategize how to best reach out to them. This may include working with regional groups, individual e-mails, personal calls and other manageable efforts.

Razy sent out an email to all the committee chairs regarding placement of interested member volunteers. He only received a couple responses, so is assuming the remaining committees are well staffed. If anyone has a need, please e-mail Razy so they can use the information to target recruitment as well as know where opportunities exist.

The committee is reviewing membership software using a demo available online. It looks like CiviCRM software, <https://civicrm.org/features>, may fulfill our needs. They will work with the Communication Committee developers to get a test version on the Association server to further explore the software's capabilities.

The Membership Committee continues to work with the various committees and affiliation groups to ensure the goals of the Association are met by attracting new members.

General Discussion

Alan has looked into how the Association could pay interns. He suggests using a stipend, and working with academic institutions that are active in the Association, such as SUNY Geneseo.

Christa suggested the Association present the person who has done our taxes for so many years a gift in appreciation. Everyone supported the idea, and Christa was asked to come up with some ideas for an appropriate gift.

Julie will not be able to attend the August 18th meeting. Rather than attempt to reschedule, she is going to ask Alan or Susan to lead the meeting.

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

The meeting adjourned at 11:47 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.
5. Julie will request a proposal from Delaney Meeting and Event Management to take over solicitation of Association sponsors.
6. Andy will get sustaining institution information for SUNY Geneseo to Carol.
7. Rich will set up a meeting with Bill, Alan and Julie to discuss how the Summit and External Development Committees can work together.
8. Rich will find the Professional Development Committee minutes for Mickey.
9. Rich will send his signed Annual Statement to Michelle.

10. Julie will confirm the process to update the by-laws to include professional affiliation groups and honorary membership.
11. Carol will make webinar recordings more prominent on the website/home page.
12. Bill will send out a Summit mailing.
13. Ben will send out an awards program mailing.
14. Carol will create a sustaining academic institution page.
15. Christa will suggest a gift for the tax preparer.

NYS GIS Association, Inc.

July 2014

Treasurer Report

Christa Hay

As of July 19, 2014 there is \$25,510.93 in the bank account. Taxes are in the process and should be done by early August. I am still working on the QuickBooks subscription. Registration and sponsorship payments are coming in for the 2014 Summit. I will not be reporting on specific numbers until the summit budget is finalized but the Balance will reflect the income from the Summit. Will keep the board informed of any budgeting issues but as of now we are on target.

Expenses (since last report):

Waiting on invoices to pay for WebEx there was an issue with the automatic monthly renewal.

Income:

Membership \$1,222.08

Balance: \$30,392.26 [includes checks not cleared* and Summit income]

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
Printing Costs	(\$200)
Awards Committee	(\$1000)

Balance (EOY-approx.): \$26,930.63 [does not include Summit or GISMO/WNYSGIS]