

Date: Wednesday, October 7, 2015

Subject: Board of Directors Teleconference

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

Committee Chairs and Officers Present: Michelle Debyah, Christa Hay

Not Present: Julia O'Brien, Rich Quodomine

Minutes: The teleconference meeting began at 12:01 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for October are to submit an annual report (Committee Chairs), renew contract for web maintenance (Communications), and hold webinars (Professional Development). The items on the task list for the Annual Meeting are to acknowledge departing Board Members, Committee Chairs, and Officers (President), get previous year's Annual Meeting Minutes approved (Secretary), get Annual Treasurer's Report approved (Treasurer), get amended 2014 Annual Treasurer's Report approved (Treasurer), and conduct election (Nominating Committee).

Rather than copy all the documents that need approval during the Annual Meeting, Carol will put them on the website for review. The documents include: revised Bylaws, 2014 Annual Meeting Minutes, amended 2014 Annual Treasurer's Report, and the 2015 Annual Treasurer's Report.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated October 6, 2015 was reviewed. The current balance is \$27,621.24. Expenses since the last report include accounting software, awards, and website and conference expenses. There has been \$810.15 in income from membership dues. The approximate year-end balance after all anticipated expenses, except NYGeoCon and GISMO/WNYSGIS expenses, is \$13,932.31.

Christa has ordered QuickBooks, and is waiting to hear if we qualify for a donation price through TechSoup.

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

President's Reports

Instead of selling the t-shirts that were ordered for the conference, Susan would like to give them as gifts to those who do on camera interviews for Carol's video, and participated in Mickey's video. A motion

was made by Pete to use the t-shirts purchased out of the general budget as gifts for participating in the videos. Motion was seconded by Julie. Motion carried unanimously.

Susan wants to be sure the NYS GIS Association table is covered during the conference, especially during breaks. She will create a sign-up schedule on Google Docs. Susan will also bring a computer so that attendees can sign up for membership at the table, and Razy would like a sign-up sheet for committee volunteers.

Susan is concerned that she only has two committee power points. She could also use help with the list of accomplishments.

The Board Members departing are: Julia O'Brien, Rich Quodomine, and Julie Tolar. The Committee Chairs stepping down are: Jim Daly, Ben Houston, Bruce Oswald, and Mike Ross. The only Committee Chair who hasn't confirmed their intent is Joe Jones, Mickey will reach out to him. With Bruce stepping down there is a need for a NYGeoCon chair.

Julie stated that the GAC has two local government seats and two non-profit seats open. One nominee has been submitted for a local government seat. We could submit one or two local government nominees, and two non-profit nominees. Mickey suggested Michael Naughton as a local government nominee. Please send Julie any suggestions for additional nominees. Nominations are due October 31, 2015.

Julie sent out a draft of a committee board for the conference. Susan would like pictures added. Carol will send Julie pictures.

Mickey has received two nominations for President-Elect, and six Board Member nominations. He will send out a ballot via Survey Monkey in the next day or two to members as of September 29, 2015. Voting will be open until the pre-conference workshops. The survey will have a short bio for each candidate with a link to their full bio, and a write-in option. The list order is the order nominations were received, and the voting order is set to random.

Board Member Reports

Carol stated there are currently 439 members.

Sheri Norton offered to help with the Emerging GIS session poster; Susan will follow up with Sheri.

Carol needs a video release form. Mickey said WPBS collected all the copies used for the first video. Delaney Event Management had one at a previous event; Carol will contact them to see if they would share a copy that she can modify for Association use.

Cattyann's website maintenance contract is due for renewal. In the future, Mickey would like to see a list of accomplishments near the end of the contract period to document what was done. Carol will ask Cattyann to amend the contract to include the list of accomplishments, and to specify that payment is made in two installments.

Carol is uncomfortable with selective invites with for the video, and would prefer to send an open invitation to all members. She will send a draft version of the open invite to the Board for review.

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

The meeting adjourned at 1:20 PM.

Action Item List

1. Christa will obtain software to document all income and expenditures.
2. Christa will file tax returns.
3. The GeoSpatial Summit Committee will recommend a venue 12 months prior to selected event date.
4. Carol will acknowledge departing Board Members, Committee Chairs, and Officers on the website 1-2 months prior to and after annual meeting.
5. Susan will follow up with Andy regarding the status of the geography funding support letter.
6. Carol will create a location on the website for the Annual Meeting documents.
7. Michelle will ask Julia for the 2014 Annual Meeting Minutes.
8. Susan will create a sign-up schedule for the Association table at NYGeoCon.
9. Mickey will contact Joe Jones regarding his intent to continue to chair the Legislative Committee.
10. Carol will send Julie pictures for the committee board.
11. Julie will add pictures to the committee board.
12. Mickey will send out the election survey.
13. Susan will follow up with Sheri regarding the Emerging GIS poster.
14. Carol will obtain a video release form.
15. Carol will discuss the website maintenance contract changes with Cattyann.
16. Carol will send out an open invite for video interviews.

NYS GIS Association, Inc.

October 6, 2015
Treasurer Report
Christa Hay

As of October 6, 2015 there is \$27,621.24 in the bank account. I ordered accounting software and waiting to hear if we qualified for the donation price of \$50 through TechSoup. I hope to hear by next week.

Expenses (since last report):

TechSoup – QuickBooks	\$50.00 (Accounting Software - will be charged once we are approved)
Awards – Ben Houston	\$484.08 (Meeting costs)
NY Public Library – GISMO 25	\$1,057.45 (GISMO funds) – <i>not included in final balance</i>
Calendar Content for Web – Cattyann	\$20.00 (Communications)
<i>DMEM – NYGeoCon</i>	<i>\$18,073.99 (NYGeoCon)-not included in final balance until after conference</i>
<i>Conference Giveaway</i>	<i>\$2,333.93 (NYGeoCon/Association to supplement cost)- not included in final balance until after conference</i>

Income:

Membership	\$810.15
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Balance: **\$27,067.16** [includes checks not cleared*]

Proposed 2015 Budget Upcoming Yearly Operating Expenses (approx.):

Office Expenses monkey)	\$24.33 (\$400 includes PO Box office, election buddy, printing, survey)
Meeting Costs	\$64.28 printing, refreshments etc
Travel expenses	\$455.00 (\$500.00)
Accounting Software	\$250.00 (\$300.00)
D&O Insurance	+\$144.00 surplus
Sponsorships	\$00.00 (\$600 GIS/SIG, Westchester user group)
Professional Development Webinars	\$710.00 Click Webinar
Promotional Items	\$47.96 (500.00, Digitize logo, hats)
Awards Committee	\$1,065.92 (\$1,500.00)
Communications	\$460.36 (\$1,200.00)
Membership	\$300.00
Gov't GIS Survey Project	\$9,982.00 (\$10,000.00)

Balance (EOY-approx.): **\$13,932.31** [does not include NYGEO CON or GISMO/WNYSGIS]