

**Date:** Wednesday, March 2, 2016

**Subject:** Board of Directors Teleconference

**Board Members Present:** Mickey Dietrich, Susan Nixon, Tao Tang, Pete Walsemann, Carol Zollweg

**Committee Chairs and Officers Present:** Michelle Debyah, Christa Hay

**Not Present:** Colin Reilly, Larry Spraker

**Minutes:** The teleconference meeting began at 12:05 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The Annual Meeting Minutes were posted to the website for member review for 30 days, ending February 19, 2016. No comments were received. A motion was made by Susan to approve the 2015 Annual Meeting Minutes. Motion was seconded by Carol. Motion carried unanimously.

The only item on the task list for March is to ship Association table material to the GIS/SIG Conference (Treasurer). The items on the task list for April are to send a letter to the membership thanking Sustaining Businesses and Institutions (President), renew liability insurance (Treasurer), and hold webinar (Professional Development).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated March 2, 2016 was reviewed. The current balance is \$33,675.17. Expenses since the last report include the Westchester User Group Meeting sponsorship, and the New York Council of Nonprofits (NYCON) renewal. There has been \$156.31 in income from membership dues. Christa has received the final check from the hotel and will now be able to finalize accounting for NYGeoCon. She still has not received committee budget requests.

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

President's Reports

Tao made a motion to sponsor lunch at the GIS/SIG Conference for \$400.00. Motion was seconded by Susan. Motion carried unanimously.

The Association can have a booth for no cost at the Tug Hill Commission Local Government Conference, but Mickey will only be able to man the booth during lunch. There was a concern regarding the appearance of an unattended booth, but Mickey can bring a monitor and loop the Emerging GIS videos. A motion was made by Susan to accept the free booth at the Tug Hill Commission Conference. Motion seconded by Carol. Motion carried unanimously.

Christa will send the Association table material to Mickey for the Tug Hill Commission Local Government Conference, and then he will bring it with him to the GIS/SIG Conference.

Mickey sent out a draft of the Standard Operating Procedures for Surveys and Posting of Videos. Tao made a motion to accept the Standard Operating Procedures for Surveys and Posting of Videos, with Carol's grammar corrections. Motion seconded by Pete. Motion carried unanimously.

The Legislative Committee is considering a Legislative Map Day, similar to an example they found in Utah.

Frank Winters will join the March 16, 2016 Grant Committee Meeting to provide an update on the NYS Shared GIS Initiative.

Several Board members and the Legislative Committee met to form discussion items for the NYSAPLS Meeting on March 18, 2016.

Mickey is developing a UAV Workshop on liability/insurance for the general public. He will mention the Association and the UAS PAG during the workshop.

Susan and Alan had further discussion regarding when new members will have their membership extended through the next year. She would like to formally set the date at which new members get their membership extended so it doesn't come up for discussion every year. Susan made a motion to establish that new or lapsed members joining on or after April 1<sup>st</sup> get the remainder of the current and next membership year. Motion seconded by Carol. Motion carried unanimously. Carol will work on wording with Susan and add it to the website.

#### Board Member Reports

Pete said the Association of American Geographers is developing an Advanced Placement high school course for possible college credit in GIS. The Education Committee would like the Association to write an endorsement for the creation of the class. Tao raised some concerns that Pete will take back to the Education Committee.

Tao would like to see the Association negotiate discount prices for members for ArcGIS online training with Esri. He also suggested recruiting experienced member to provide webinar training, particularly for online GIS, programming, and open source GIS. Mickey encouraged Tao to share his ideas with the Professional Development Committee.

Christa stated that the GeoSpatial Summit will be held on Friday, October 21st in Brooklyn at the Bern Dibner Pfizer Auditorium, NYU Polytechnic School of Engineering. The Annual Meeting will be held Thursday, October 20th at the DB Pfizer Auditorium in the late afternoon, followed by the GeoSpatial Summit reception. They are still determining where to have the socializing event.

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

The meeting adjourned at 1:21 PM.

Action Item List

1. *Susan will send resolutions related to actions or policies to Communications for the website.*
  2. Committee Chairs will review and confirm rosters.
  3. Carol will update committee rosters on website.
  4. Committee Chairs will submit budget requests for the year.
  5. Committee Chairs will submit plan/goals for the year.
  6. Audit Committee will perform financial review of previous fiscal year.
  7. Carol will implement five-year memberships.
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8. Christa will renew liability insurance.
  9. Christa will pay the \$400.00 sponsorship fee for the GIS/SIG Conference.
  10. Christa will ship Association table material to Mickey for the Local Government Conference.
  11. Mickey will bring the Association table material to the GIS/SIG Conference.
  12. Carol will post the finalized Standard Operating Procedures for Surveys and Posting of Videos under Board Resolutions on the Bylaws page.
  13. Carol will add a note regarding the extension for those joining on or after April 1<sup>st</sup> to the website.

**NYS GIS Association, Inc.**

March 2, 2016  
Treasurer Report  
Christa Hay

As of March 2, 2016 there is \$33,675.17 in the bank account. The final check from the hotel came in this week so I will finalize the NYGeoCon budget. I have not received committee budgets as requested. The audit is still in the works. I am also in the process of importing the finances into QuickBooks. Once the tax season is over I will have some input from my sister (CPA) who uses this software.

**Expenses (since last report):**

Westchester GIS event	\$200.00
NY Council of NonProfits	\$60.00

**Income:**

Membership	\$156.31
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**Balance:** **\$33,631.48**[includes checks not cleared\*]  
Includes the NYC fund

Date		Payments	Total
5/5/2015	Grant		\$ 10,000.00
5/5/2015	wire transfer fee	\$ 18.00	\$ 9,982.00
10/27/2015	Quality Production	\$ 885.00	\$ 9,097.00
11/25/2015	Javier Torres - Video	\$ 2,300.00	\$ 6,797.00
11/25/2015	Javier Torres - travel	\$ 45.00	\$ 6,752.00
11/25/2015	Javier Torres - hotel/meal	\$ 189.66	\$ 6,562.34
11/25/2015	Posters	\$ 53.73	\$ 6,508.61
1/4/2016	Quality Production	\$ 1,765.00	\$ 4,743.61

**2016 Budget to come**