

Date: Wednesday, April 6, 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, Kate Kiyanita

Not Present: Colin Reilly, Larry Spraker, Christa Hay

Minutes: The teleconference meeting began at 12:02 PM.

Secretary's Report: Michelle Debyah, Secretary

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

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). The items on the task list for May are to file tax returns (Treasurer), and renew Survey Monkey (Treasurer).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated April 6, 2016 was reviewed. The current balance is \$33,631.48. Expenses since the last report include GIS/SIG Conference sponsorship, and shipping for the display. There has been \$279.54 in income from membership dues.

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

GeoSpatial Summit Budget

Kate said that even in the worst case scenario budget Christa developed, the GeoSpatial Summit should still result in \$2,000.00 income over expenses.

The GeoSpatial Summit Committee intends to promote travel assistance to encourage upstate attendance. Susan raised a concern regarding reaching a quorum at the meeting the night before the Summit, but Kate said they are excited about the reception speaker and believes there will be enough attendees to reach a quorum.

A motion was made by Tao to approve the GeoSpatial Summit budget. Motion was seconded by Susan. Motion carried unanimously.

Kate will begin publicizing the Summit tomorrow, and the Summit website will go live.

President's Reports

Mickey would like to have an in-person Board meeting on May 25, 2016 in Rochester, from 10:00 AM to 2:00 PM. Michelle will confirm the conference room. The May 4, 2016 meeting was cancelled.

Mickey discussed the revisions Pete made to the Standard Operating Procedures for Surveys and Posting of Videos. Surveys will go through the Membership Committee Chairperson then to the Board for final approval, and videos will go through the Communication Committee Chairperson then to the Board for final approval. Carol asked that applications for videos be sent through the nysgeo@gmail.com account. A motion was made by Susan to adopt the Standard Operating Procedures for Surveys and Posting of Videos with the revision that applications for videos are sent through the nysgeo@gmail.com account. Motion was seconded by Carol. Motion carried unanimously.

Mickey asked for input on goals for the Association for the remainder of the year:

- Legislation
- Outreach to other organizations, such as NYSAPLS
- Legislative Map Day in Albany (next spring)
- Emerging GIS
- Serve professional membership
- Facilitate connections between professionals and students (internships)
- Outreach to casual GIS users that may not consider themselves professionals
- Promote GIS at events of organizations outside of GIS, such as NYS Association of Towns
- Upgrade booth and hand out materials
- Hands-on workshops

Pete suggested further discussion of goals at the in-person meeting in May.

The NYSAPLS meeting has been tentatively rescheduled for May 19, 2016. Mickey, Larry and Ben Houston plan to attend.

Susan will not be able to attend GIS/SIG, and wanted to be sure that Mickey was all set with the display materials.

Susan offered to help with NYGeoCon 2017 planning, and will co-chair the committee with Larry, pending approval at the next Board Meeting.

Board Member Reports

Carol stated that the final testing of five-year memberships is underway, and she hopes implementation will be ready by the next Board Meeting.

Mickey wondered how to decide what goes to Slack and what stays in email, and thought Slack might be more geared to projects. Perhaps Larry might want to create a dedicated email address like Mickey did for Association emails? Mickey tabled further Slack discussion for the May meeting.

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

The meeting adjourned at 1:02 PM.

Action Item List

1. *Susan will send resolutions related to actions or policies to Communications for the website.*
2. Committee Chairs will submit budget requests for the year.
3. Audit Committee will perform financial review of previous fiscal year.
4. Carol will implement five-year memberships.
5. Christa will renew liability insurance.
6. Mickey will bring the Association table material to the GIS/SIG Conference.
7. Carol will add a note regarding the extension for those joining on or after April 1st to the website.
8. Christa will file tax returns.
9. Christa will renew Survey Monkey.
10. Michelle will reserve the conference room for May 25, 2016 from 10:00 AM to 2:00 PM.
11. Pete will make final revision to the Standard Operating Procedures for Surveys and Posting of Videos.
12. Carol will post the finalized Standard Operating Procedures for Surveys and Posting of Videos under Board Resolutions on the Bylaws page.
13. The Board will approve Susan as co-chair of the NYGeoCon 2017 Committee at the next meeting.

NYS GIS Association, Inc.

April 6, 2016

Treasurer Report

Christa Hay

As of April 6, 2016 there is \$33,631.48 in the bank account. I'm still dealing with the audit as I was hoping to get the QuickBooks up and running. I need some help and waiting for tax season to end so I can ask CPA.

Expenses (since last report):

GIS/SIG Sponsor	\$400.00
Shipping for Display	\$24.49

Income:

Membership	\$279.54
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Balance:

\$33,487.53[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