

**Date:** Monday, November 21, 2016

**Subject:** Board of Directors Meeting

**Board Members Present:** Colin Reilly, Mickey Dietrich, Andy Mendola, Richard Reichert, Larry Spraker, Pete Walsemann

**Committee Chairs and Officers Present:** Michelle Debyah

**Not Present:** Tao Tang, Christa Hay

**Minutes:** The meeting began at 3:02 PM.

Secretary's Report: Michelle Debyah, Secretary

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

A motion was made by Mickey to approve the minutes from the October 18, 2016 Special Board of Directors meeting. Motion was seconded by Pete. Motion carried unanimously.

The items on the task list for November are to appoint and confirm Secretary, Treasurer, and Committee Chairs (President and Board of Directors), write "President's Message" (President), develop Association priorities for the year (President), acknowledge departing Board Members, Committee Chairs, and Officers (Past-President), send letter of appreciation to Committee Members (Past-President), sign annual statement (Board of Directors), submit photo and contact information for website (New Board Members), update roster of Board Members & Committee Chairs (Secretary), distribute annual statements (Secretary), make Annual Meeting Minutes available for member review for 30 days (Secretary), review and confirm roster on website (Committee Chairs), and update Board and Committee rosters on website (Communications). The items on the task list for December are to send a "Season's Greetings" message including priorities for the year (President), appoint Audit Committee (Board of Directors), collect signed annual statements (Secretary), get Annual Meeting Minutes approved after 30 day review period (Secretary), renew PO Box (Treasurer), submit budget requests for year (Committee Chairs), and submit plan/goals for the year (Committee Chairs).

Treasurer's Report: Christa Hay, Treasurer

A motion was made by Larry to ratify the decision approving the Annual Treasurer's Report during the Annual Meeting. Motion was seconded by Pete. Motion carried unanimously.

The Treasurer's Report dated November 21, 2016 was reviewed. The current balance is \$40,959.45. Expenses since the last report include awards (mailed), and the contract for website maintenance. There has been \$656.46 in income from membership dues.

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

### GeoSpatial Summit 2016

The GeoSpatial Summit Committee has sent out the survey. Colin will follow up with Kate regarding the results of the survey.

### NYGeoCon 2017

The save the date for NYGeoCon 2017 has been sent out. The Committee will be meeting regularly the first week of each month.

### President's Reports

Colin appointed Christa Hay as Treasurer, and Michelle Debyah as Secretary. A motion was made by Pete to confirm the Secretary and Treasurer as appointed by Colin. Motion was seconded by Mickey. Motion carried unanimously.

Colin identified the following Committees and Chairs for 2017:

- Awards Committee – Ross Baldwin
- Communications Committee – Carol Zollweg
- Education Committee – Andy Mendola
- External Development Committee – Bev Corwin
- GeoSpatial Summit 2018 Committee – Kate Kiyantsa
- Legislative Committee – Ben Houston, Joe Jones
- Membership Committee – Razy Kased
- NYGeoCon 2017 Committee – Larry Spraker, Susan Nixson
- PAG Coordinator –
- Professional Development Committee – Garvis DiLauro, Mickey Dietrich
- Regional Coordination Committee – Alan Leidner

A motion was made by Rick to confirm the Committees and Chairs as appointed by Colin. Motion was seconded by Pete. Motion carried unanimously.

Colin will find out if the Transportation and Infrastructure and Public Works PAGs are still active. If not, rather than appoint a PAG Coordinator, Colin will invite a member of the Unmanned Aerial Systems (UAS) PAG to attend the Committee Meetings.

Colin will send out an updated survey to schedule a standing Board Meeting. He will try to keep the existing Committee Meeting schedule.

The Geospatial Advisory Council contacted Mickey regarding nominees for two local government and one private sector position. Mickey has a few ideas and will reach out to see if they are interested. If anyone has any ideas for good candidates, please let him know.

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

The meeting adjourned at 3:42 PM.

### Action Item List

1. Mickey will send resolutions related to actions or policies to Communications for the website.
2. Christa will file tax returns.
3. The Membership Committee will explore the possibility of raising the membership fee.
4. Mickey will set up a call with Bev Corwin, Carol, Susan, and Colin to discuss the goals of the External Development Committee and collaboration with the Communication Committee.
5. Colin will write the "President's Message".
6. Colin will develop Association priorities for the year.
7. Mickey will acknowledge departing Board Members, Committee Chairs, and Officers.
8. Mickey will send a letter of appreciation to Committee Members.
9. Board Members will sign an annual statement.
10. Michelle will distribute annual statements.
11. Michelle will make the Annual Meeting Minutes available for member review for 30 days.
12. Committee Chairs will review and confirm roster on website.
13. Communications will update Board and Committee rosters on website.
14. Colin will send a "Season's Greetings" message including priorities for the year.
15. The Board will appoint an Audit Committee.
16. Michelle will collect signed annual statements.
17. Michelle will get the Annual Meeting Minutes approved after 30 day review period.
18. Christa will renew the PO Box.
19. Committee Chairs will submit budget requests for year.
20. Committee Chairs will submit plan/goals for the year.
21. Colin will find out if the Transportation and Infrastructure and Public Works PAGs are still active.
22. Colin will send out an updated survey to schedule a standing Board Meeting.
23. Colin will send out an invite to keep the existing Committee Meeting schedule.
24. Mickey will send a couple suggested nominees to the Geospatial Advisory Council.
25. Michelle will put the Annual Task Schedule on Google Drive.

**NYS GIS Association, Inc.**  
 November 21, 2016  
 Treasurer Report  
 Christa Hay

As of November 21, 2016 there is \$40,959.45 in the bank account.

**Expenses (since last report):**

Awards (mailed)	(\$41.47)
Website Contract	(\$400.00)

**Income:**

Membership	\$656.46
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**Balance:**

Includes the NYC fund

**\$41,615.91**[includes checks not cleared\*]

GeoSpatial Summit

\$11,160.86 (mostly final –already included in total Balance above)

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