

**Date:** Thursday, July 20, 2017

**Subject:** Board of Directors Meeting

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

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

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

**Minutes:** The meeting began at 9:02 AM.

Secretary's Report: Michelle Debyah, Secretary

A motion was made by Andy to approve the minutes from the May Board of Directors meeting. Motion was seconded by Larry. Motion carried unanimously.

The items on the task list for June are to appoint a Nominating Committee (Board), renew ClickWebinar (Treasurer), and send out membership renewal reminders (Membership Committee). The items on the task list for July are to send out the Annual Meeting announcement 60 days prior to selected event date (Board), renew website domains nysgisa.com and nysgisa.org with GoDaddy (auto - Treasurer), send out membership renewal reminders (Membership Committee), and hold webinar (Professional Development). The item on the task list for August is to call for nominations (Nominating).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated July 20, 2017 was reviewed. The current balance is \$48,543.12. Expenses since the last report include D&O Insurance, Quality Video, website maintenance (second payment), nysgisa.org and nysgisa.com renewals, Ennect Event (3 credits), ClickWebinar renewal, and Go Daddy. There has been \$2,449.46 in income from membership dues.

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

GeoSpatial Summit 2018

Kate will be gathering a group to begin planning soon.

NYGeoCon 2017

The keynote is confirmed, as are two preconference workshops (effective presentations and UAS/drones). Making progress on sponsors, but have not received presentation abstracts. Larry and Susan will send out a message encouraging submissions through the Communication Committee and the list serve latter today. Colin will also retweet and mention at meetings, and Andy will ask Stacy to send it out to GIS/SIG members.

## President Reports

Colin recommended Andy chair the Nominating Committee. A motion was made by Mickey to appoint Andy as chair of the Nominating Committee. Motion was seconded by Rick. Motion carried unanimously.

Colin suggested paying for assistance for administrative tasks like setting up webinars. Options include paying a student, or working with the Environmental Finance Center or the Fund for the City of New York (the Association could pay the Fund for the City of New York who would handle the payroll process for a student). Colin will formalize the details and bring it to the next meeting for vote.

Colin asked if we should hire someone to develop a Strategic Plan. It would not just focus on what the Association does, but how we do it – processes and procedures. How can the organization be more effective? There is support for hiring a consultant, but there should be a cost limitation in mind, and a clear list of goals and objectives. Colin and Pete will work on a draft RFP with input from Rick and Mickey.

A motion was made by Colin to proceed with a Strategic Plan RFP at a cost not to exceed \$8,000.00. Motion was seconded by Mickey. Motion carried unanimously.

The Board approved the Sponsor Webinar Series in April. Colin asked Larry to keep the Professional Development Committee apprised of the NYGeoCon sponsors so they can work on a scheduling webinars.

Mickey met with the Environmental Finance Center regarding providing assistance to local governments. Many attendees expressed the importance of GIS interns. Mickey suggests working with the Fund for the City of New York to compile a list of colleges with GIS intern programs and what they offer.

Rick asked about the services the Association provides, and thought this could be part of the Strategic Plan.

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

The meeting adjourned at 9:58 AM.

### Action Item List

1. Mickey will send resolutions related to actions or policies to Communications for the website.
  2. The Membership Committee will explore the possibility of raising the membership fee.
  3. Committee Chairs will submit budget requests for year.
  4. Committee Chairs will submit plan/goals for the year.
  5. The Audit Committee will perform a financial review of previous fiscal year.
  6. Mickey will take the 2017 Legislative Agenda back to the Legislative Committee for more information on the GIS revolving fund pool.
  7. The GeoSpatial Summit Committee will recommend a venue 18 months prior to event date.
  8. The Board will approve the GeoSpatial Summit venue 18 months prior to event date.
  9. Christa will file tax returns.
  10. Christa will renew Survey Monkey (auto).
  11. Tao will send information on the 25th International Conference on Geoinformatics to Carol and Paula for the website.
  12. Mickey will ask the NYGeoCon Committee to develop a more detailed cost support proposal.
  13. Colin's will finalize the draft response letter regarding H.R.482 and S.103 Local Zoning Decisions Protection Act of 2017.
  14. Colin will follow up with the Committees and PAGs to confirm that documents are being centralized to the Association's Google Drive folders.
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15. The Board will send out the Annual Meeting announcement 60 days prior to selected event date.
  16. The Nominating Committee will call for nominations.
  17. Colin will formalize the details of paying for administrative assistance.
  18. Colin and Pete will work on a draft RFP for a Strategic Plan.

**NYS GIS Association, Inc.**

July 20, 2017

Treasurer Report

Christa Hay

As of July 19, 2017 there is \$48,543.12 in the bank account.

**Expenses (since last report):**

D&O Insurance	(756.00)
Quality Video	(2467.00)
Website 2 <sup>nd</sup> payment	(400.00)
Nysgis.org renewal	(19.99)
Nysgisa.com renewal	(14.99)
Ennect Event 3 credits	(864.00)
Clickmeeting renewal	(711.00)
Go Daddy	(35.34)

**Income:**

Membership	2,449.46
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**Balance:**

**\$50,992.58** [includes checks not cleared\*]

Includes the NYC fund

**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
1/23/2017	Quality Production	\$ 1,233.00	\$ 3,510.61
7/3/2017	Quality Production	\$ 2,467.00	\$ 1,043.61

**Budget Requests Received:**

<b>Awards Committee</b>	<b>\$1550.00</b>
<b>Membership Committee</b>	<b>\$1,000.00</b>
<b>Legislative Committee</b>	<b>\$200.00 (Legislative Day)</b>