

**Date:** Thursday, March 21, 2024

**Subject:** Board of Directors Meeting

**Board Members Present:** Dawn F. McCall, Mary Susan Knauss, Greg Andersen, Catherine DuBreck, Jeff Herter, Ana Hiraldo-Gomez, Karyn Tareen

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

**Not Present:** Heather Ferrero, Amanda Cruz, Matthew Solo

**Minutes:** The meeting began at 10:05 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for March are to:

- Send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance (President)
- Review liability insurance (Board)
- Renew website domains nygeocon.com and nygeocon.org with GoDaddy (Treasurer – 2yr auto)
- Back up all websites to Google Workspace (Communications)

The items on the task list for April are to:

- Approve NYGeoCon venue (18 months prior to event date) (Board)
- Renew D&O Liability insurance (Treasurer)
- Recommend a venue (18 months prior to event date) (NYGeoCon)
- Check dates to avoid competing with other events such as NEARC or regional conferences (18 months prior to event date) (NYGeoCon)

The current membership count is 477. That is 13 above where we were at a similar time last year, and about 40 above the year before.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated March 21, 2024 was reviewed. The current balance is \$50,700.63. Expenses since the last report include GISMO reimbursement, Google Workspace, and GoDaddy. There has been \$137.90 in income from membership dues. There were 14 subscriptions this period. There is \$5,233.02 in membership money being held for GISMO, and \$2,153.69 for WNY.

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

### Information Technology Officer (ITO) Report: Adam Purucker, ITO

Adam has setup Google Workspace. It is available for transfer of files stored on personal drives and website backups. Adam can send out directions on how to transfer files to Google Workspace. Entire folders can be transferred, but Karyn cautioned to be careful not to transfer your entire drive, including non-Association files. The next step is to consider structure and sharing between nysgeo and ITOfficer. Karyn said there is a difference between “shared drive” and “shared with me”, and she is willing to help. Adam will schedule a meeting with Dawn, Mary Susan, Michelle, and potentially Karyn, to work on the structure. Michelle mentioned the importance of permissions, for example the Committee folders are widely shared but the Treasurer folder is not.

### GeoSpatial Summit 2024

The Summit Committee will resume weekly meetings. They will focus on speaker invitations, followed by food, entertainment, and refining the budget. The webpage has been setup and Sheri has started updating content. Mary Susan sent a request to Communications to add the Summit site to the Conference page and a tile on the home page. Dawn asked Mary Susan to add the Survey Roundtable to the schedule on Monday.

### NYGeoCon 2025

The NYGeoCon Committee continues to work with Delaney on site selection. Based on the proposals, it is likely the venue will be in Lake Placid. They are balancing cost, date availability, vendor space, and hotel room options. Once a site and date are selected, they can start a webpage and save the date announcements for exhibitors.

### President Reports

A membership database workgroup meeting has been setup for April 10, 2024. Dawn wants to focus on concerns, are we going to use StarChapter or something else, and if something else, what? Please let Dawn know if you have any suggestions or are interested in attending.

The D&O Liability insurance premium is the same as last year. Matt can pay the premium. Dawn gave them Heather’s information for next year.

GIS/SIG Conference sponsorship was approved last month. Michelle will contact Jeff Tiede to make sure everything is confirmed.

The Westchester GIS User Group Meeting is Thursday, May 16, 2024, at SUNY Purchase. Ana would like an Association presence. Dawn said she is already registered and would welcome a spot on the agenda to say a few words about the Association. Ana requested Association support for the meeting.

Jeff made a motion to approve sponsorship for the Westchester User Group Meeting for \$200.00. Motion was seconded by Greg. Motion carried unanimously.

Dawn and Mary Susan continue to work with the NYSAPLS Government Relations Committee. They have kindly offered to write a thank you letter to the Roundtable participants at NYGeoCon to help keep momentum going. Another Roundtable is planned for the Summit and next NYSAPLS Conference.

### Board Member Reports

Greg said Max is working on getting the Awards on the website.

Catherine will present the keynote at the GIS/SIG Conference and will mention the Association and encourage attendees to join, especially students. She is working with Professional Development on a webinar in May. Dawn asked if she could mention the Westchester GIS User Group Meeting will be the next day. Catherine continues to post to LinkedIn and Twitter, including job postings, often using the same fantastic graphic Caitlin creates for Facebook.

Jeff has submitted an abstract to present at GIS/SIG. He is working on a kid-friendly geospatial portal aimed at third through sixth graders. It is ready to for beta testing, and he welcomes the Education Committee or anyone else who wants to volunteer to test to contact him.

A motion was made by Greg to adjourn the meeting. Motion was seconded by Catherine. Motion carried unanimously.

The meeting adjourned at 11:10 AM.

#### Action Item List

1. Mary Susan will continue to work with the accountant regarding the tax forms.
2. Mary Susan will research 501(c) and potentially becoming tax exempt.
3. The GeoSpatial Summit Committee will submit and the Board will approve a preliminary budget.
4. Matt will file tax returns.
5. (Greg) Awards will provide award winner information to Communications Committee for website.
6. Dawn will write "President's Message", including Association priorities for the year.
7. Mary Susan will send letter of appreciation to Committee Members.
8. (Dawn) Committee Chairs will review and confirm roster on website.
9. (Greg) Communications will update Board and Committee rosters on website.
10. Adam will confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association after Google Workspace is setup.
11. (Dawn) Committee Chairs will review content of Committee page on website.
12. Dawn will send a "Season's Greetings" message including priorities for the year.
13. The Audit Committee will perform a financial review of previous fiscal year.
14. The Board will accept the Audit Committee Financial Audit.
15. Communications will credit Board and Committee participation in member database.
16. Dawn will share the membership database needs document with Mary Susan.
17. Mary Susan and Dawn will narrow down a list of other membership software.
18. (Greg) Communications will back up all websites to Google Workspace.

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19. Matt will renew D&O Liability insurance.
20. NYGeoCon will recommend and the Board will approve a venue.
21. NYGeoCon will check dates to avoid competing with other events such as NEARC or regional conferences.
22. Adam will schedule a meeting to work on the Google Workspace structure.
23. Matt will pay the \$200.00 Westchester User Group Meeting sponsorship.

**NYS GIS Association**  
**March 21, 2024**  
**Treasurer's Report 2/13/2024-3/17/2024**

**Summary**

- I sent a \$163.87 check to Amy Jeu to reimburse her for GISMO expenses.
- \$26.81 was paid for Google Suite.
- \$90.68 was paid for GoDaddy renewals.
- There were 14 new subscriptions this period.

**Bank Balances**

<b>Date</b>	<b>Description</b>	<b>NYS GIS</b>	<b>GISMO</b>	<b>WNY</b>	<b>Account Balance</b>
02/13/2024	<b>Beginning Bank Balances</b>	<b>\$43,087.75</b>	<b>\$5,396.89</b>	<b>\$2,144.36</b>	<b>\$50,844.09</b>
02/20/2024	GISMO Reimbursement - Amy Jeu	\$0.00	-\$163.87	\$0.00	-\$163.87
03/01/2024	Google Suite	-\$26.81	\$0.00	\$0.00	-\$26.81
03/13/2024	GoDaddy	-\$90.68	\$0.00	\$0.00	-\$90.68
	<b>Ending Bank Balances</b>	<b>\$42,970.26</b>	<b>\$5,233.02</b>	<b>\$2,144.36</b>	<b>\$50,562.73</b>
	PayPal Transfer (In Transit)	\$128.57	\$0.00	\$9.33	\$137.90
3/18/2024	<b>Checkbook Balances</b>	<b>\$43,098.83</b>	<b>\$5,233.02</b>	<b>\$2,153.69</b>	<b>\$50,700.63</b>

**Membership Summary – 2/13/2024-3/17/2024**

<b>Subscriptions</b>	<b>Gross</b>	<b>PayPal Fees</b>	<b>Net</b>
<b>14</b>	<b>\$150</b>	<b>-\$12.1</b>	<b>\$137.9</b>
<b>Subs. Period</b>	<b>NYS GIS</b>	<b>GISMO</b>	<b>WNY</b>
<b>5 Year</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2 Year</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1 Year</b>	<b>14</b>	<b>0</b>	<b>2</b>