

Date: Thursday, June 20, 2024

Subject: Board of Directors Meeting

Board Members Present: Dawn F. McCall, Mary Susan Knauss, Heather Ferrero, Catherine DuBreck, Ana Hiraldo-Gomez, Karyn Tareen

Committee Chairs and Officers Present: Michelle Debyah, Matthew Solo, Adam Purucker

Not Present: Greg Andersen, Amanda Cruz, Jeff Herter

Minutes: The meeting began at 10:08 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for June are to:

- Send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance (President)
- Submit and accept NYGeoCon contract(s) (16 months prior to event date) (NYGeoCon and Board)
- Send out Annual Meeting announcement (60 days prior to event date) (Board)
- Prepare a list of departing Board Members, Committee Chairs, and Officers (Secretary)
- Renew SSL/HTTPS security plugin with Real Simple SSL (auto – Treasurer)
- Back up all websites to Google Workspace (Communications)
- Send out membership renewal reminders (Membership)

The items on the task list for July are to:

- Make a plan to transfer bank card and signature authority to President-Elect for upcoming year (President)
- Credit auto payments created mid to late membership year (August forward) to mitigate membership lapses (Secretary)
- Renew PO Box (auto – Treasurer)
- Renew website domains nysgisa.com and nysgisa.org with GoDaddy (auto – Treasurer)
- Send out membership renewal reminders (Membership)
- Call for nominations (Nominating)

The current membership count is 505. That is 9 above where we were at a similar time last year, and about 45 above the year before.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated June 20, 2024 was reviewed. The current balance is \$49,081.77. Expenses since the last report include D&O Liability Insurance, Purchase College Foundation, Survey Monkey, Google Suite, and Real Simple SSL. There has been \$589.35 in income from membership dues. There were 47 subscriptions this period. There is \$5,144.85 in membership money being held for GISMO, and \$2,224.93 for WNY.

Matt is researching alternative banking options and working with Communications on the MemberPress purchase.

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

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

The Google Workspace account needs to be upgraded to have a shared drive. Our current subscription, Workspace Business Starter, is \$30.00 per month (five users at \$6.00 per user). For a shared drive, we need Business Standard, which is \$60.00 per month (five users at \$12.00 per user).

A motion was made by Adam to upgrade Google Workspace to Business Standard, from \$360.00 to \$720.00 annually. Motion was seconded by Karyn. Motion carried unanimously.

GeoSpatial Summit 2024

The Summit Committee continues to have regular Tuesday meetings. Speaker invitations have been sent out, but there are no firm commitments yet. The Committee is working on basic hospitality and food costs to include in the budget. Wayne has worked with a hotel for speaker reservations and has found discount codes for other venues in the area.

Mary Susan made a motion to reserve ten hotel rooms for GeoSpatial Summit 2024 speakers at the Hilton Inn Auburn. Motion was seconded by Karyn. Motion carried unanimously.

Mary Susan hopes to set up an event site for registration and sponsors very soon. She also needs to provide a PO to Esri for their gold sponsorship.

NYGeoCon 2025

NYGeoCon 2025 will be Wednesday through Friday, October 8-10, 2025 at the Lake Placid Conference Center. They are working with two hotels, the Cambria and Golden Arrow.

Karyn and Rick are negotiating the Delaney shared scope of work contract. Costs include \$1,360.00 for facility coordination, \$5,100.00 for onsite management (plus additional meals and mileage), \$2,000.00 for marketing and communication, and \$1,200.00 for program development. The total proposed contact is \$17,000.00, and up to \$20,000.00 with additional estimated expenses.

The NYGeoCon Committee needs more help from Delaney as there are less volunteers to do tasks the Committee handled in the past. Karyn asked for feedback from the Board regarding what we need Delaney to do and what the Committee or volunteers can do. Dawn suggested using Delaney for facility coordination and onsite management, and the Association take a more active role in announcements, presentation, and scheduling.

Karyn would like to invite sponsors before the Summit as well as at the Summit. She would like to promote NYGeoCon as attendees check in, and at the NYS GIS Association table during the Summit. She would also like to order pens with NYGeoCon dates and location to handout at the Summit. Dawn would also like something with the Association logo and a QR code to the conferences page on the website.

A motion was made by Karyn to spend up to \$600.00 to purchase NYGeoCon specific pens and something else with the Association logo and a QR code to the conferences page of the website. Motion was seconded by Mary Susan. Motion carried unanimously.

Karyn would like to get a link on the conferences page of the website and start getting announcements out. Dawn agreed, and still likes the idea of adding a footer to all mailings that includes information on the Summit and NYGeoCon.

President Reports

Dawn thanked everyone for all their work, especially Karyn with the early start on NYGeoCon, and Mary Susan with coordinating the weekly Summit meetings.

Mary Susan intends to reach out to Jeff to find out how GIS/SIG does their taxes.

Heather said the GIS/SIG Summer Program is Tuesday, July 9, 2024 at RIT. The topic is German wine and will include wine tasting and Sticky Lips BBQ for lunch.

Heather said the Livingston County Planning Department is losing four people in just five months. She appreciates everyone's patience if it takes a little longer than usual for her to reply to messages.

Board Member Reports

Catherine has contacted the Communications Committee to share the GIS/SIG Summer Program information on the website and social media sites.

Catherine said the most recent Professional Development webinar was posted to YouTube. She has shared on social media and will ask the rest of Communications to do the same, including adding links for this and any other recordings on YouTube that have not been added to the webinar page of the website.

Ana hopes to reach out to the members of the Regional Coordination Committee to meet over the summer. She said it will likely be difficult to coordinate so many different schedules.

A motion was made by Karyn to adjourn the meeting. Motion was seconded by Heather. Motion carried unanimously.

The meeting adjourned at 11:04 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. Dawn will write "President's Message", including Association priorities for the year.
6. Mary Susan will send letter of appreciation to Committee Members.
7. (Greg) Communications will update Board and Committee rosters on website.
8. 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.
9. Communications will credit Board and Committee participation in member database.
10. NYGeoCon will submit and the Board will approve a preliminary budget.
11. Mary Susan will confirm a room is available at the Summit on Monday for the NYS Alliance for Digital Access to Public Records meeting with NYSAPLS.
12. NYGeoCon will submit and the Board will accept NYGeoCon contract(s).
13. The Board will send out Annual Meeting announcement 60 days prior to event date.
14. Michelle will prepare a list of departing Board Members, Committee Chairs, and Officers.
15. (Greg) Communications will back up all websites to Google Workspace.
16. Greg will work with Communications (including Vijay, Dave, and Cattyann) and Matt to purchase and test MemberPress.
17. Matt will investigate banking options related to transferring signatories.

18. Mary Susan will make a plan to transfer bank card and signature authority to President-Elect for upcoming year.
19. Michelle will credit auto payments created mid to late membership year (August forward) to mitigate membership lapses.
20. Matt will renew the PO Box (auto).
21. Matt will renew website domains nysgisa.com and nysgisa.org with GoDaddy (auto).
22. Membership will send out membership renewal reminders.
23. Nominating will send out call for nominations.
24. Adam will upgrade Google Workspace to Business Standard.
25. Mary Susan will reserve ten hotel rooms for GeoSpatial Summit 2024 speakers.
26. Karyn will order NYGeoCon specific pens and something else with the Association logo and a QR code to the conferences page of the website.
27. Catherine will ask Communications to share webinars posted on YouTube on social media and the webinar page of the website.

NYS GIS Association
June 20, 2024
Treasurer's Report 5/10/2024-6/17/2024

Summary

- A payment of \$761 was made for D&O Liability Insurance.
- A donation of \$200 was given to the Purchase College Foundation for the Purchase College GIS Conference.
- A payment of \$505.44 was made to SurveyMonkey for a subscription renewal.
- A payment of \$32.40 was made for Google Suite.
- A payment of \$23.20 was made to Really-Simple SSL.
- I am in the process of finding a remote-friendly alternative to Citizens Bank.
- There were 47 new subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
05/10/2024	Beginning Bank Balances	\$42,430.25	\$4,955.76	\$2,191.64	\$49,792.74
05/14/2024	Adams And Son	-\$761.00	\$0.00	\$0.00	-\$761.00
05/15/2024	Purchase College Foundation	-\$200.00	\$0.00	\$0.00	-\$200.00
05/20/2024	SurveyMonkey	-\$505.44	\$0.00	\$0.00	-\$505.44
06/03/2024	Google Suite	-\$32.40	\$0.00	\$0.00	-\$32.40
06/06/2024	Really-Simple LLC	-\$23.20	\$0.00	\$0.00	-\$23.20
6/6/2024	Exchange Fee	-\$0.65	\$0.00	\$0.00	-\$0.65
	Ending Bank Balances	\$40,907.56	\$4,955.76	\$2,191.64	\$48,270.70
	PayPal Transfer (In Transit)	\$589.35	\$189.09	\$33.29	\$811.72
6/17/2024	Checkbook Balances	\$41,496.91	\$5,144.85	\$2,224.93	\$49,081.77

Membership Summary – 5/10/2024-6/17/2024

Subscriptions	Gross	PayPal Fees	Net
47	\$865	-\$53.28	\$811.72
Subs. Period	NYS GIS	GISMO	WNY
5 Year	4	1	1
2 Year	0	0	0
1 Year	43	15	2