

Date: Thursday, July 18, 2024

Subject: Board of Directors Meeting

Board Members Present: Mary Susan Knauss, Heather Ferrero, Greg Andersen, Amanda Cruz, Catherine DuBreck, Jeff Herter, Ana Hiraldo-Gomez

Committee Chairs and Officers Present: Binod Shah, Michelle Debyah, Matthew Solo

Not Present: Dawn F. McCall, Karyn Tareen, Adam Purucker

Minutes: The meeting began at 10:02 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for August are to:

- Send out conference information for next year so sponsors and attendees can include the conference in their budget (President)
- Prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers (Secretary)
- Recommend nominees (Nominating)

Auto payments created mid to late membership year have been reviewed, and 17 members have been credited to mitigate membership lapses. The current membership count is 379. That is 14 above where we were at a similar time last year, and about 13 above the year before.

Greg, Jeff, and Karyn's terms are up this year. Greg is eligible for a second term, Jeff and Karyn are appointed so are eligible for a first elected full term. Karyn has decided not to run for an elected term. As Past-President, Mary Susan will also be leaving the Board. In addition to the one Board seat and President-Elect, the position of Information Technology Officer (ITO) also needs to be filled as Adam would like to step down when a suitable replacement is found.

Mary Susan will be stepping down as Legislative Chair, and the Regional Coordination Committee Chair is vacant. Happily, the remaining Committee Chairs have agreed to stay on for the coming year. Earlier this year, Ross Baldwin and Alan Leidner stepped down as Regional Coordination Committee Co-Chairs, and Ann Deakin and Carol Zollweg left the Communications Committee.

Heather asked everyone to seek nominations for the Board. She will not be able to work on the election at the end of August, so is concerned about time. She also asked whether the election would take place at the meeting, or online prior to the meeting.

A motion was made by Mary Susan to hold the election online prior to the meeting. Motion was seconded by Jeff. Motion carried unanimously.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated July 17, 2024 was reviewed. The current balance is \$48,219.64. Expenses since the last report include Delaney Event Management, MemberPress, Google Suite, Event Create, GoDaddy, USPS stamps, and USPS PO Box renewal. There has been \$929.35 in income from membership dues. There were 63 subscriptions this period. There is \$5,305.72 in membership money being held for GISMO, and \$2,257.57 for WNY.

Matt recommends meeting with Mary Susan and the bank manager to discuss account transfer. Matt has worked with WNY to reconcile balances, and WNY will update their ledger as Treasurer's Reports become available on the website.

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

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

There was no Information Technology Officer (ITO) Report.

GeoSpatial Summit 2024

Dawn sent the following questions regarding the Summit:

1. How many speakers do you need?
2. How many speakers do you have?
3. What is the financial obligation to the Lodge?
4. How much of that will be covered by Attendees?
5. How much Sponsorship/Vendor Funding do you need?
6. How much Sponsorship/Vendor Funding do you have?
7. Is registration open?
8. Is there a schedule for logistics?
 - a. Email reminders.
9. Do you feel that you will be able to cover costs? Yes, no financial bad, depending on attendance. 120 good for financial target.

Mary Susan and Jeff said they need six speakers. Five are confirmed, two are in discussion, and there is potential that two may co-moderate.

Lodge expenses will be based on head count, but they are currently estimating a little over \$11,000.00. Using a conservative estimate of 75 registrations at the early bird rate, registration would bring in around \$14,000.00. The Committee has been discussing different room setup and attendance options:

200 theater style, 120 with tables, or 135-150 hybrid. Depending on the number of registrations, they may increase the level of food options. Sponsor fees would be additional revenue so there is no minimum needed, space is the limitation (limited to five tables). They already have one paid sponsor.

Registration is open but needs to be publicized. Mary Susan asked for help writing the announcement.

NYGeoCon 2025

Karyn sent the lodging contract and Olympic Center license agreement for review and approval. She said they include the room blocks discussed and recommended (negotiated) by Delaney, as per our existing contract with Delaney. Karyn and Rick are working on the conference support contract and will have that for review at the next meeting.

Karyn questioned whether we meet the insurance requirements in the license agreement. Matt checked with the insurance agent, who raised issues with the hold harmless and workers comp clauses.

A motion was made by Mary Susan to approve the lodging contract and Olympic Center license agreement contingent on the insurance requirements being satisfied. Motion was seconded by Ana. Motion carried unanimously.

President Reports

Dawn would like to request up to \$400.00 to share the costs of refreshments for the NY Alliance for Digital Access to Public Records meeting, a joint meeting hosted by the Association and NYSAPLS on the Monday before the Summit.

A motion was made by Mary Susan to split the NY Alliance for Digital Access to Public Records meeting refreshment costs with NYSAPLS for up to \$400.00. Motion was seconded by Catherine. Motion carried unanimously.

Board Member Reports

Greg said the rosters on the website have been updated. He will work with Matt and Communication on testing MemberPress. He has reached out to contacts at the Rensselaer Plateau Alliance (a conservation nonprofit) to ask if they are interested in being on the Board and will canvas his office as well. Caitlin mentioned that Mary Susan asked about making t-shirts, and she volunteered to help with the design.

Catherine said MCC has worked with the National Science Foundation on grants in the past, including one to create a certificate program, and one to create three new classes, a micro-credential, and full two-year program online and in person. They are requesting a letter of support for a third proposal being submitted in September to create new classes with AI or machine learning and support internships. The draft letter of support only asks the Association to continue doing what we already do, host an annual conference, and share jobs on the website and social media. Catherine will ask for approval next month.

On behalf of the Membership Committee, Binod asked all Board Members to forward the membership request link to all their GIS contacts, and post it on personal social media two or three times to help increase membership: <https://www.nysgis.net/membership-drive-2024/>.

A motion was made by Mary Susan 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. Matt will file tax returns.
4. Dawn will write "President's Message", including Association priorities for the year.
5. Mary Susan will send letter of appreciation to Committee Members.
6. 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.
7. The Board will send out Annual Meeting announcement 60 days prior to event date.
8. (Greg) Communications will back up all websites to Google Workspace.
9. Greg will work with Communications (including Vijay, Dave, and Cattyann) and Matt to purchase and test MemberPress.
10. Mary Susan will make a plan to transfer bank card and signature authority to President-Elect for upcoming year.
11. Nominating will send out call for nominations.
12. Adam will upgrade Google Workspace to Business Standard.
13. Mary Susan will reserve ten hotel rooms for GeoSpatial Summit 2024 speakers.
14. Karyn will order NYGeoCon specific pens and something else with the Association logo and a QR code to the conferences page of the website.

15. Dawn will send out conference information for next year so sponsors and attendees can include the conference in their budget.
16. Michelle will prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers.
17. Nominating will recommend nominees.
18. Mary Susan will send out an announcement that Summit registration is open.
19. Dawn will sign the NYGeoCon lodging contract, and the Olympic Center license agreement once the insurance requirements have been satisfied.
20. Catherine will bring the MCC letter of support to the Board Meeting for approval next month.

NYS GIS Association
July 17, 2024
Treasurer's Report 6/17/2024-7/17/2024

Summary

- A payment of \$990 was made for GEOCON 2025 Conference Site selection services.
- A payment of \$179.50 was made for MemberPress.
- A payment of \$32.40 was made to Google Suite.
- A payment of \$288 was made to EventCreate.
- A payment of \$90.68 was made to GoDaddy for domain renewal.
- A payment of \$28.90 was made for postage stamps.
- A payment of \$182 was made to USPS for PO Box Renewal.
- I spoke with the Latham Citizens Bank Manager. I recommend Suzie and I schedule a meeting with him in person to discuss the account transfer.
- WNY reached out to reconcile balances. This is now resolved, and WNY will update their ledger as the treasurer reports become available on the website.
- There were 63 new subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
06/19/2024	Beginning Bank Balances	\$41,496.91	\$5,144.85	\$2,224.93	\$49,081.77
06/20/2024	Delaney Event Management	-\$990.00	\$0.00	\$0.00	-\$990.00
06/24/2024	MemberPress	-\$179.50	\$0.00	\$0.00	-\$179.50
07/02/2024	Google Suite	-\$32.40	\$0.00	\$0.00	-\$32.40
07/08/2024	EventCreate	-\$288.00	\$0.00	\$0.00	-\$288.00
07/09/2024	GoDaddy	-\$90.68	\$0.00	\$0.00	-\$90.68
7/12/2024	USPS-Stamps	-\$28.90	\$0.00	\$0.00	-\$28.90
7/16/2024	USPS	-\$182.00	\$0.00	\$0.00	-\$182.00
	Ending Bank Balances	\$39,705.43	\$5,144.85	\$2,224.93	\$47,290.29
	PayPal Transfer (In Transit)	\$735.84	\$160.87	\$32.64	\$929.35
7/17/2024	Checkbook Balances	\$40,441.26	\$5,305.72	\$2,257.57	\$48,219.64

Membership Summary – 6/17/2024-7/17/2024

Subscriptions	Gross	PayPal Fees	Net
63	\$995.00	-\$65.65	\$929.35
Subs. Period	NYS GIS	GISMO	WNY
5 Year	4	1	0
2 Year	0	0	0
1 Year	59	12	7