

Date: Thursday, August 15, 2024

Subject: Board of Directors Meeting

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

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

Not Present: Heather Ferrero

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 July Board of Directors meeting. Motion was seconded by Ana. Motion carried unanimously.

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)

The items on the task list for September are to:

- Send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance (President)
- Work with the GeoSpatial Summit Committee Chair to obtain a copy of the master exhibitor list to merge with the conference sponsor list (President-Elect)
- Annual reminder to Board Members, Committee Chairs, and Officers (especially departing) to transfer ownership of files and folders on Google Drive to the Association (Secretary)
- Renew General Liability insurance (Treasurer)
- Submit Annual Report for the Annual Meeting presentation (Committee Chairs)
- Request volunteers to take photographs at the GeoSpatial Summit (Communications)
- Back up all websites to Google Workspace (Communications)

The items on the task list for the Annual Meeting are to:

- Bring Association sign to the GeoSpatial Summit and hand off to incoming President (President)
- Acknowledge departing Board Members, Committee Chairs, and Officers (as President at Annual Meeting) (President)
- Take Association sign from the GeoSpatial Summit as incoming President (President-Elect)
- Get Annual Treasurer's Report approved (Treasurer)

- Provide award winner information to Communications Committee for website (Awards)
- Conduct election (Nominating)

The current membership count is 406. That is eight above where we were at a similar time last year, and about 35 above the year before.

As a reminder, there are three Board seats and the President-Elect position to fill by election. Greg is running for a second term and Jeff is running for a first elected full term. In addition to the one Board seat and President-Elect, the position of Information Technology Officer (ITO) may need to be filled. The Legislative and Regional Coordination Committee Chair positions will also need to be filled.

A TablePress plugin we use on the website was retired over two years ago and will stop working with TablePress 3 later this year. There is still a free version, but it won't be responsive (adjust for screen size/mobile devices), which seems important. Michelle looked at a few others (WP Table Builder, Ninja Table, WPDataTables), most of which have free versions, but we would likely end up having to pay for the features we need with them as well (though none of the alternatives list the features per plan as clearly as TablePress). If we upgrade to TablePress Pro, we won't have to redo all existing tables (43 and counting) or learn a new plugin. TablePress Pro is \$79.00 a year or \$349.00 lifetime (which would pay off in 4.4 years) for a single site. Michelle, Cattyann, Caitlin, and Max have been exchanging emails, and consensus is to upgrade to TablePress Pro, and that we only need it for the main site.

A motion was made by Dawn to upgrade to TablePress Pro for \$349.00 lifetime. Motion was seconded by Mary Susan. Motion carried unanimously.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated August 15, 2024 was reviewed. The current balance is \$55,951.18. Expenses since the last report include Sherwood Inn, Google Suite, and WNY reimbursement. There has been \$398.30 in income from membership dues. There were 34 subscriptions this period. There is \$5,380.96 in membership money being held for GISMO, and \$2,097.54 for WNY.

Karyn asked if Summit transactions are tracked in a separate ledger. Mary Susan inherited a template she uses to track Summit transactions. Event Create is helpful for sponsor and ticket sales information.

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

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

Adam upgraded Google Workspace to Business Standard. He does have trouble finding time to work on Association tasks. He will stay as needed, but if we can find someone who can devote more time, he would be inclined to step down.

GeoSpatial Summit 2024

GeoSpatial Summit 2024 is Monday and Tuesday, September 23-24, 2024 at The Lodge. Mary Susan said the Summit is in good shape. There is a week and a half of early ticket sales and hotel room discounts still in effect. The budget is \$2,000.00 to the positive with basic provisions, they could increase the level of food service with more ticket sales. She feels as though they are having trouble "going viral", so if you see something from the Association, please repost with excitement about attending. John Marino said pictures with people are better than pictures of the lodge, Michelle thinks past Summit pictures are on Google Drive. Jeff will send another reminder to the listserv today.

Speakers are organized, Mary Susan said it will be a very interesting panel. The morning will focus on AI, with institutions and user adjacent professions in the afternoon. Jeff met with “old GIS pros” and they thought the panel looks interesting. All speakers are staying at the Sherwood in Skaneateles.

NYGeoCon 2025

NYGeoCon 2025 is Wednesday through Friday, October 8-10, 2025 in Lake Placid. We have signed the contracts and are just waiting for the fully executed contracts to be returned. Initial emails and posts have been sent out, and the conference page includes the dates for NYGeoCon. Karyn has created a volunteer form using Survey123 and has already had a couple responses.

Karyn found a wide range of prices for pens. An ecofriendly pen with full color print (Association logo) would cost \$560.00 for 1,000 pens. She found a stylus pen for \$580.00 for 1,000 pens, but it is one color print (text without the logo). Most preferred a more expensive silver pen from VistaPrint with full color logo at \$760.00 for 1,000 pens, plus shipping.

A motion was made by Mary Susan to increase marketing spending up to \$1,000.00. Motion was seconded by Jeff. Motion carried unanimously.

The Esri Learning Lab is available. Esri covers the lab and people to staff. The Association would be responsible for room cost, electricity, internet, setup, and shipping. We should be able to use Wi-Fi. Shipping is estimated to be a couple hundred dollars for a crate of laptops and materials. Karyn said the lab should increase registration as it provides tangible education value as justification for attending. We need to commit to this now as the Esri Learning Lab books well in advance.

A motion was made by Mary Susan to sign up for the Esri Learning Lab for costs up to \$500.00. Motion was seconded by Ana. Motion carried unanimously.

President Reports

Dawn needs to increase the request from last month from \$400.00 to \$800.00 to share the costs of refreshments for the NY Alliance for Digital Access to Public Records meeting.

A motion was made by Mary Susan to amend the motion adopted at the July meeting to split the NY Alliance for Digital Access to Public Records meeting refreshment costs with NYSAPLS for up to \$400.00 to increase the amount not to exceed \$800.00. Motion was seconded by Karyn. Motion carried unanimously.

Board Member Reports

Catherine said Professor Little is writing another grant proposal to the National Science Foundation to grow the GIS program at Monroe Community College (MCC). Catherine and Ana revised the draft letter of support to clarify that the Association only commits to doing what we already do:

- Based on its current mission, the NYS GIS Association is pleased to support MCC in its efforts to contribute to the NYS GIS workforce and engage in this project by potentially offering:
 - Opportunities to share information about the program through our digital newsletter, social media, and professional development events.
 - Access to a GIS community that can help sustain internship opportunities for recent graduates of the program.

A motion was made by Ana to approve the letter of support for the MCC grant proposal. Motion was seconded by Karyn. Motion carried by a vote of 6-0, with Greg and Jeff abstaining.

Catherine knows someone who might be interested in running for the Board.

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

The meeting adjourned at 11:07 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 make a plan to transfer bank card and signature authority to President-Elect for upcoming year.
7. Karyn will order NYGeoCon specific pens and something else with the Association logo and a QR code to the conferences page of the website.
8. Michelle will prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers.
9. Nominating will recommend nominees.

10. Dawn will send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance.
11. Heather will work with the GeoSpatial Summit Committee Chair to obtain a copy of the master exhibitor list to merge with the conference sponsor list.
12. Michelle will share annual reminder to Board Members, Committee Chairs, and Officers (especially departing) to transfer ownership of files and folders on Google Drive to the Association.
13. Matt will renew General Liability insurance.
14. Committee Chairs will submit Annual Report for the Annual Meeting presentation.
15. Communications will request volunteers to take photographs at the GeoSpatial Summit.
16. (Greg) Communications will back up all websites to Google Workspace or external drive.
17. Dawn will bring Association sign to the GeoSpatial Summit and hand off to incoming President.
18. Dawn will acknowledge departing Board Members, Committee Chairs, and Officers as President at Annual Meeting.
19. Heather will take Association sign from the GeoSpatial Summit as incoming President.
20. Matt will get Annual Treasurer's Report approved at Annual Meeting.
21. Awards will provide award winner information to Communications Committee for website.
22. Nominating will conduct election.
23. Catherine will finalize and Dawn will sign the letter of support for the MCC grant proposal.

NYS GIS Association
August 15, 2024
Treasurer's Report 7/17/2024-8/13/2024

Summary

- A payment of \$500 was made to Sherwood Inn.
- A payment of \$32.40 was made to Google Suite.
- A total of \$6,785 was received in Stripe transfer payments.
- Brian Barnes at WNY was reimbursed for WNY event payments.
- \$1,250 was received via check from ESRI.
- There were 34 new subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
07/18/2024	Beginning Bank Balances	\$40,441.26	\$5,305.72	\$2,257.57	\$48,219.64
08/01/2024	Sherwood Inn	-\$500.00	\$0.00	\$0.00	-\$500.00
08/02/2024	Google Suite	-\$32.40	\$0.00	\$0.00	-\$32.40
08/08/2024	Stripe Transfer	\$4,675.00	\$0.00	\$0.00	\$4,675.00
08/08/2024	Check Reimbursement - Brian Barnes	\$0.00	\$0.00	-\$169.36	-\$169.36
08/09/2024	Stripe Transfer	\$1,115.00	\$0.00	\$0.00	\$1,115.00
08/12/2024	Stripe Transfer	\$175.00	\$0.00	\$0.00	\$175.00
08/13/2024	Stripe Transfer	\$820.00	\$0.00	\$0.00	\$820.00
08/13/2024	Check-Summit Sponsor	\$1,250.00	\$0.00	\$0.00	\$1,250.00
	Ending Bank Balances	\$47,943.86	\$5,305.72	\$2,088.21	\$54,302.88
	PayPal Transfer (In Transit)	\$313.73	\$75.24	\$9.33	\$398.30
8/13/2024	Checkbook Balances	\$48,257.60	\$5,380.96	\$2,097.54	\$55,951.18

Membership Summary – 7/17/2024-8/13/2024

Subscriptions	Gross	PayPal Fees	Net
34	\$430.00	-\$31.70	\$398.30
Subs. Period	NYS GIS	GISMO	WNY
5 Year	0	0	0
2 Year	0	0	0
1 Year	34	8	2