

Date: Thursday, September 21, 2017

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Christa Hay

Minutes: The meeting began at 12:05 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for September are to prepare a list of departing Board Members, Committee Chairs, and Officers (Secretary), backup all websites to an external drive (Communications), and recommend nominees (Nominating). The items on the task list for October are to renew website domain nysgis.org with GoDaddy (auto - Treasurer), renew website domain nysgis.net with HostMonster (auto - Treasurer), submit annual report (Committee Chairs), renew contract for website maintenance (Communications), and hold webinar (Professional Development). The items on the task list for the Annual Meeting are to acknowledge departing Board Members, Committee Chairs, and Officers (President), get Annual Treasurer's Report approved (Treasurer), and conduct the election (Nominating).

Departing Board Members and Committee Chairs: Mickey Dietrich (Past-President and Legislative Co-Chair), Larry Spraker (Board Member and NYGeoCon Co-Chair), Tao Tang (Board Member), Joe Jones (Legislative Co-Chair), and Susan Nixson (NYGeoCon Co-Chair). Rick Reichert has offered to Chair the Legislative Committee next year, with Mickey considering Co-Chairing. Both expiring Board positions and President-Elect need to be filled, and a new NYGeoCon Committee Chair will need to be appointed.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated September 21, 2017 was reviewed. The current balance is \$51,499.73. There were no expenses since the last report. There has been \$745.36 in income from membership dues. The contact information for all the website hosting and domain accounts has been updated to the Association email address, and all renewals are now being charged to the Association credit card.

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

GeoSpatial Summit 2018

Kate recommends returning to the Welch Allyn Lodge in Skaneateles for GeoSpatial Summit 2018.

A motion was made by Colin to approve the Welch Allyn Lodge in Skaneateles as the venue for GeoSpatial Summit 2018. Motion was seconded by Rick. Motion carried unanimously.

The date of the Summit is still to be determined. Larry suggests early October to avoid the NEARC conference being held October 28-31, 2018 in Saratoga.

Colin should include a slide during the Annual Meeting stating that the GeoSpatial Summit will be held in October 2018.

NYGeoCon 2017

Ben would like to apply for NYSAPLS approval for the Association to offer PE/LS continuing education credits for the UAS Mapping Symposium full-day preconference workshop. He is seeking approval for the Association to pay the first year \$1,000.00 annual fee. The annual fee is \$500.00 after the first year. He believes it can be made up at NYGeoCon and other events later in the year, for example at a Spring UAV Expo they are planning.

There were questions regarding the additional course registration review and program completion fees. Larry will follow up with Ben and NYSAPLS, and confirm that the submission has been approved.

A motion was made by Larry to approve paying up to \$2,000.00 to cover the annual fee and additional processing fees so the Association can offer continuing education credits. Motion was seconded by Colin. Motion carried unanimously.

There was some confusion on whether the requested travel reimbursements were coming from the NYGeoCon budget or the Association. There is also still a question regarding the Board approving the NYGeoCon budget. Larry will follow up with the NYGeoCon Committee and Christa.

President Reports

The Membership Committee has explored the possibility of raising the membership fee. The current workflow appears to be the likely membership process for next 12-24 months. There wasn't much buy in to adjust to a new management process. Outsourcing membership would cost \$3,000 to \$5,000 annually, post startup fees. Based on current approach, consensus seems to be to keep the current fees for next year.

Razy did share some information with Andy regarding Salesforce.com, which offers free membership software for non-profits.

Alan would like to know if there is a desire to apply for additional grant money. Colin will have a conversation with Alan to find out more information.

Mickey said the NYSAPLS meeting on Friday, September 15, 2017 went well. They will participate at our conference, and we should plan on participating at theirs in January. The organizations plan to meet more than once a year in the future.

Andy received five nominations for Board positions. Mickey said the next step is to prepare the ballot on Survey Monkey and send the survey to the members. Andy will work with Razy to get the survey compiled and sent out. Rick would like to run for President-Elect, he will send his bio to Andy for the ballot.

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

The meeting adjourned at 1:05 PM.

Action Item List

1. Mickey will send resolutions related to actions or policies to Communications for the website.
2. Communication Committee will confirm that website backups are being created by HostMonster.
3. The Audit Committee will perform a financial review of previous fiscal year.
4. Mickey will take the 2017 Legislative Agenda back to the Legislative Committee for more information on the GIS revolving fund pool.
5. Christa will file tax returns.
6. Colin will formalize the details of paying for administrative assistance.
7. Colin and Pete will work on a draft RFP for a Strategic Plan.

8. Communications will backup all websites to an external drive.
9. Christa will renew website domain nysgis.org with GoDaddy (auto), and renew website domain nysgis.net with HostMonster (auto).
10. Committee Chairs will submit annual reports.
11. Communications will renew the contract for website maintenance.
12. Colin will acknowledge departing Board Members, Committee Chairs, and Officers at the Annual Meeting.
13. Christa will get the Annual Treasurer's Report approved at the Annual Meeting.
14. Andy will conduct the election.
15. Colin will include a slide during the Annual Meeting stating that the GeoSpatial Summit will be held in October 2018.
16. Larry will follow up with Ben and NYSAPLS regarding the continuing education credits.
17. Larry will follow up with the NYGeoCon Committee regarding travel reimbursements.
18. Larry will follow up with Christa regarding Board approval of the NYGeoCon budget.
19. Colin will contact Alan regarding additional grant money.

NYS GIS Association, Inc.

September 21, 2017

Treasurer Report

Christa Hay

As of September 21, 2017 there is \$51,499.73 in the bank account. Some final housekeeping was taken care of and now all accounts have the Association credit card and NYGIS email.

Expenses (since last report):

Nothing! (00.00)

Income:

Membership 745.36

Balance:

Includes the NYC fund **\$52,245.09** [includes checks not cleared*]

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	\$ 2467.00	\$ 1043.61

Budget Requests Received:

Awards Committee \$1,550.00
Membership Committee \$1,000.00
Legislative Committee \$ 200.00 (Legislative Day)