

Date: Tuesday, December 12, 2017

Subject: Board of Directors Meeting

Board Members Present: Andy Mendola, Rick Reichert, Ben Houston, Karyn Tareen, Pete Walsemann

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Colin Reilly, Alina Tarmu, Christa Hay

Minutes: The meeting began at 12:03 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The Annual Meeting Minutes were posted to the website for member review for 30 days, ending December 31, 2017.

The items on the task list for November are to set Board Meeting and Committee Call schedules (President), appoint and confirm Secretary, Treasurer, Committees, and Committee Chairs (President and Board of Directors), write "President's Message" (President), develop Association priorities for the year (President), acknowledge departing Board Members, Committee Chairs, and Officers (Past-President), send letter of appreciation to Committee Members (Past-President), sign annual statement (Board of Directors), submit photo and contact information for website (New Board Members), update roster of Board Members & Committee Chairs (Secretary), distribute annual statements (Secretary), make Annual Meeting Minutes available for member review for 30 days (Secretary), pay first installment of website maintenance contract (Treasurer), review and confirm roster on website (Committee Chairs), and update Board and Committee rosters on website (Communications). The items on the task list for December are to send a "Season's Greetings" message including priorities for the year (President), appoint and confirm Audit Committee (President and Board of Directors), collect signed annual statements (Secretary), get Annual Meeting Minutes approved after 30 day review period (Secretary), renew PO Box (Treasurer), submit budget requests for year (Committee Chairs), submit plan/goals for the year for website (Committee Chairs), and backup all websites to an external drive (Communications). The items on the task list for January are to provide financial records to the Audit Committee (Treasurer), renew New York Council of Nonprofits (NYCON) (Treasurer), renew website domain nygeosummit.org with GoDaddy (auto – Treasurer), change Google account password (Communications), hold webinar (Professional Development), and perform financial review of previous fiscal year (Audit).

The Association is a member of the New York Council of Nonprofits (NYCON). For more information on the resources available, the NYCON website is <http://www.nycon.org/>, and their events and training page is <http://www.nycon.org/index.php/attend-event/>.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report summary was sent following the meeting. The total amount in checking is \$73,420.81 (a check for \$34,029.10 for NYGeoCon has not yet cleared).

Payments:

Cattyann Contract	(\$500.00)
PO Box	(\$90.00)
Checks	(\$35.70)
Awards	(\$930.73)
Office Supplies	(\$13.03) reimburse Michelle

Income: (not including NYGeoCon)

Membership	\$570.86
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GeoSpatial Summit 2018

GeoSpatial Summit 2018 will be held at the Welch Allyn Lodge in Skaneateles in early October to avoid the NEARC conference being held October 28-31, 2018 in Saratoga.

NYGeoCon 2017

The NYGeoCon 2017 Committee is in the process of finalizing finances.

President Reports

The Board Meeting schedule will remain the third Thursday of every month from 12:00 PM to 1:00 PM. The Committee Call schedule will remain the second Thursday of every three months from 11:00 AM to 12:00 PM (quarterly in March, June, September, and December). The December Committee Call was rescheduled to January at the regular day and time of January 11th from 11:00 AM to 12:00 PM. Following the January call, we will return to the regular schedule of March, June, September, and December so that there is a call in the month before the conference.

Andy appointed Alina Tarmu to complete Rick's vacated Board of Director term expiring in 2018. Alina will then be eligible to serve two consecutive elected terms as Director. A motion was made by Rick to confirm Alina as Director as appointed by Andy. Motion was seconded by Pete. Motion carried unanimously.

Andy appointed Christa Hay as Treasurer, and Michelle Debyah as Secretary. A motion was made by Ben to confirm the Secretary and Treasurer as appointed by Andy. Motion was seconded by Rick. Motion carried unanimously.

Andy identified the following Committees and Committee Chairs for 2018:

- Awards Committee – Ross Baldwin
- Communications Committee – Paula Cutrone, Carol Zollweg
- Education Committee – Andy Mendola
- GeoSpatial Summit 2018 Committee – Kate Kiyanitsa
- Legislative Committee – Rick Reichert
- Membership Committee – Razy Kased
- NYGeoCon 2019 Committee – TBD
- Professional Development Committee – Razy Kased, Colin Reilly
- Regional Coordination Committee – Alan Leidner

A motion was made by Rick to confirm the Committees and Committee Chairs as appointed by Andy. Motion was seconded by Karyn. Motion carried unanimously.

The Professional Affiliation Groups (PAGs) are largely inactive so a PAG Coordinator is no longer warranted. Ben will make an attempt to revive the UAS PAG, and if successful whoever takes it over will be invited to join the Committee Calls.

Andy appointed Rick and Michelle to the Audit Committee. A motion was made by Pete to confirm the Audit Committee as appointed by Andy. Motion was seconded by Rick. Motion carried unanimously.

A motion was made by Pete to approve the website maintenance contract with Cattyann Campbell for \$1,000.00 to be paid in two installments. Motion was seconded by Rick. Motion carried unanimously.

Frank Winters told Andy that the GeoSpatial Data Act has been revised to eliminate the language that was causing concern. Please review S. 2128 and H.R. 4395 (<https://www.congress.gov/bill/115th-congress/senate-bill/2128/text> and <https://www.congress.gov/bill/115th-congress/house-bill/4395/text?r=21>) for discussion at the next meeting regarding writing a letter of support.

Pete explained that a Request for Proposals (RFP) was put on the website and advertised at NYGeoCon to evaluate the Association's current practices and to develop a strategic plan. There were no responses (proposals were due by November 27, 2017). Karyn asked if the target of the RFP was GIS professional or business management. Pete said more toward business management, but it would have been a plus if responses were from members. The new Board should review the RFP at <https://www.nysgis.net/wp-content/uploads/2017/10/NYSGISAssociationStrategicPlanRFP.pdf> for discussion in January.

Rick said that while the RFP is under review the Board should not wait to make decisions it was waiting on the results of the RFP to make, such as rolling membership or increased training and education opportunities. Andy said Razy is moving forward to increase the number of webinars, with a goal of having one or more webinars every month.

Rick and Andy will discuss scholarships for classes or subsidize the fee for presenters or agencies to offer courses.

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

The meeting adjourned at 12:47 PM.

Action Item List

1. Colin 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. Mickey will take the 2017 Legislative Agenda back to the Legislative Committee for more information on the GIS revolving fund pool.
 4. Christa will file tax returns.
 5. Colin will formalize the details of paying for administrative assistance.
 6. Colin will contact Alan regarding additional grant money.
 7. Andy will write the "President's Message".
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8. Andy will develop Association priorities for the year.
9. Colin will acknowledge departing Board Members, Committee Chairs, and Officers.
10. Colin will send a letter of appreciation to Committee Members.
11. Michelle will distribute annual statements.
12. Board Members will sign annual statements.
13. New Board Members will submit photo and contact information for website.
14. Christa will pay the first installment of website maintenance contract.
15. Committee Chairs will review and confirm roster on website.
16. Communications will update Board and Committee rosters on website.
17. Andy will send a "Season's Greetings" message including priorities for the year.
18. Michelle will collect signed annual statements.
19. Michelle will get Annual Meeting Minutes approved after 30 day review period.
20. Christa will renew the PO Box.
21. Committee Chairs will submit budget requests for year.
22. Committee Chairs will submit plan/goals for the year for website.
23. Communications will backup all websites to an external drive.
24. Christa will provide financial records to the Audit Committee.
25. Christa will renew New York Council of Nonprofits (NYCON) membership.
26. Christa will renew website domain nygeosummit.org with GoDaddy (auto).
27. Communications will change Google account password.
28. The Audit Committee will perform financial review of previous fiscal year.
29. Board Members will review the GeoSpatial Data Act.
30. Board Members will review the RFP.