

Date: Thursday, March 15, 2018

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Kate Kiyanitsa, Michelle Debyah

Not Present: Colin Reilly, Alina Tarmu, Pete Walsemann, Christa Hay

Minutes: The meeting began at 12:02 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for March are to ship Association table material to the GIS/SIG Conference (Treasurer), renew website domains nygeocon.com and nygeocon.org with GoDaddy (auto - Treasurer), and backup all websites to an external drive (Communications). The items on the task list for April are to send a letter to the membership thanking Sustaining Businesses and Institutions (President), recommend a venue (NYGeoCon 2019), approve NYGeoCon venue (Board), renew liability insurance (Treasurer), and hold webinars (Professional Development).

Treasurer's Report: Christa Hay, Treasurer

There was no Treasurer's Report.

The Non Profit Directors & Officers Liability Insurance is due to renew in May for \$750.00. In response to a brief discussion regarding its merit, Karyn explained it would protect directors and officers from liability in case of injury at an event. Ben asked if changes should be made to protect committee chairs as well. Karyn said she believes liability would be restricted to voting directors and officers, though stressed she is not a lawyer and recommended consulting an attorney. Andy will sign and return the policy to Christa and follow up with her regarding any concerns she may have. Ben suggested the Board review the policy annually to confirm it is sufficient, Michelle will add it to the task list for March. Ben also asked if a policy to protect the organization should be considered. Michelle reminded the Board the Association is a member of the New York Council of Nonprofits (<http://www.nycon.org/>), and wondered if they might offer information or recommendations on insurance.

A motion was made by Ben to accept the adjusted Communication Committee budget. Motion was seconded by Rick. Motion carried unanimously.

GeoSpatial Summit 2018

The 2018 GeoSpatial Summit preliminary budget was reviewed. Karyn questioned the sponsor level count estimates. Kate said there were more platinum level sponsors last year in NYC, and expects more bronze and less platinum sponsors this year. Karyn offered to help obtain sponsors.

Andy asked if it is necessary to transfer checks back and forth to exchange equal value sponsorships with GIS/SIG. Kate said the documentation helps to ensure regional group sponsors receive all the benefits they are entitled to, and there is no appearance of preferential treatment.

Kate said the maximum occupancy is 200, but realistically 175 is more comfortable.

A motion was made by Rick to approve the 2018 GeoSpatial Summit preliminary budget. Motion was seconded by Ben. Motion carried unanimously.

NYGeoCon 2019

Andy sent the solicitation for committee members, especially NYGeoCon 2019 and Legislative, to Carol and Paula for distribution. One former member is interested in participating on NYGeoCon 2019. Rick asked if there is any documentation to hand down to help a new NYGeoCon Committee. Andy will contact Susan Nixson to see if she has anything to provide.

President Reports

Andy said that about 25 members expressed an interest in volunteering with the Association. The Membership Committee has so far connected three new volunteers with committees (Education, Membership and Regional Coordination).

Webinars have been having a positive impact on new membership. The number of new members on or close to recent webinar dates:

December 17, 2017 – 5 new members

January 16, 2018 – 3 new members

February 21, 2018 – 4 new members

March 7, 2018 – 3 new members

A motion was made by Rick to sponsor lunch or media at the GIS/SIG Conference for \$400.00. Motion was seconded by Ben. Motion carried unanimously.

A motion was made by Rick to sponsor the Westchester User Group Meeting for an amount not to exceed \$200.00. Motion was seconded by Ben. Motion carried unanimously.

Andy will let Christa know the GIS/SIG and Westchester User Group Meeting sponsorships have been approved.

Board Member Reports

Karyn mentioned that another organization she is a member of limits access to their recorded webinars to members only. Michelle said she believed this had been discussed in the past, but was never implemented due to technical logistics. Karyn will see if she can find out how the other group set this up.

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

The meeting adjourned at 1:04 PM.

Action Item List

1. *Colin will send resolutions related to actions or policies to Communications for the website.*
 2. *Communication Committee will confirm website backups are being created by hosting service.*
 3. Christa will file tax returns.
 4. Colin will formalize the details of paying for administrative assistance.
 5. Colin will contact Alan regarding additional grant money.
 6. Andy or Colin will acknowledge departing Board Members, Committee Chairs, and Officers.
 7. Andy or Colin will send a letter of appreciation to Committee Members.
 8. Christa will provide financial records to the Audit Committee.
 9. The Audit Committee will perform financial review of previous fiscal year.
 10. Christa will ship Association table material to the GIS/SIG Conference.
 11. Communications will backup all websites to an external drive.
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12. NYGeoCon 2019 Committee will recommend a venue.
 13. The Board will approve the NYGeoCon venue.
 14. Christa will renew liability insurance.
 15. Michelle will add Board review of liability insurance to the task list for March.
 16. Andy will contact Susan Nixson regarding conference planning documentation.
 17. Christa will pay the GIS/SIG Conference and Westchester User Group Meeting sponsor fees.