

Date: Thursday, April 19, 2018

Subject: Board of Directors Meeting

Board Members Present: Andy Mendola, Colin Reilly, Rick Reichert, Ben Houston

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Karyn Tareen, Alina Tarmu, Pete Walsemann, Christa Hay

Minutes: The meeting began at 12:07 PM.

Secretary's Report: Michelle Debyah, Secretary

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

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). The items on the task list for May are to file tax returns (Treasurer), renew Survey Monkey (Treasurer-auto), and pay the second installment of the website maintenance contract (Treasurer).

The Communications Committee revised the *Standard Operating Procedures for Surveys and Posting of Videos* to include all communications. The policy is set forth to help reinforce the identity of the Association and alleviate confusion, time distribution so information is available through Association outlets first, and to ensure that branding and content are compliant with the mission of the Association.

A motion was made by Ben to approve the Communications Policy. Motion was seconded by Rick. Motion carried unanimously.

In response to the call for volunteers, Dr. Jack Eichenbaum volunteered to help lead an effort to improve communication and data coordination between New York City and bordering political jurisdictions, and between New York State and bordering states and provinces. The Communications Committee does not feel it can undertake the initiative and has referred the proposal to the Board to be considered for a new committee. It is not clear what the Association's role would be and how it would compare to the efforts of the Geospatial Advisory Council (GAC) or National States Geographic Information Council (NSGIC). Ben will contact Dr. Eichenbaum for more information.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated April 19, 2018 was reviewed. The current balance is \$48,708.17. Expenses since the last report include ClickMeeting, GIS/SIG, GoDaddy, and the Summit venue deposit. There has been \$633.98 in income from membership dues.

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

Ben asked if there is a point where a high bank balance jeopardizes not-for-profit status. Perhaps Christa knows or can investigate.

Christa provided the financial records to Rick and Michelle so they can perform the audit.

GeoSpatial Summit 2018

The 2018 GeoSpatial Summit planning is well underway. Ben will reach out to the GeoSpatial Summit Committee and the Professional Development Committee regarding the possibility of applying for continuing education credits for the Summit, and whether the Summit will have enough content to qualify. There is a concern that limited occupancy at the Summit venue might result in Association members losing seats to those attending for continuing education credits.

NYGeoCon 2019

Andy has talked to six people interested in being on the NYGeoCon Committee, and two would be willing to co-chair. Andy also has the documentation and task list from Susan from last year. Andy and Rick will try to set up a NYGeoCon Committee meeting at the end of next week.

President Reports

Andy wants to get the election started early this year since the Summit will be held in September. Nominees are needed for President-Elect and two Board vacancies (Pete Walsemann has served two consecutive elected terms, and Alina Tarmu was appointed to complete Rick's term and is eligible to serve two consecutive elected terms). Please refer suggestions for Board positions to Andy and Rick.

A motion was made by Rick to memorialize the \$163.63 overage payments to ClickMeeting. Motion was seconded by Colin. Motion carried unanimously.

ClickMeeting is due for renewal in June. The Professional Development Committee will be looking at increasing our subscription to accommodate more attendees or changing services.

Rick will contact Christa to see if when she renews the director and officer liability insurance she can ask whether we also need liability insurance for the organization itself.

Agenda Items Held for Next Meeting

Regional group support (Andy)

GAC candidate recommendations (Rick)

Open Data policy – review and reaffirm, or post as [existing](#) to Bylaws page? (Rick)

Educational outreach/professional development expansion? How? What? (Rick)

Generating volunteer interest, participation and enthusiasm (Rick)

Annual committee budget submissions (Michelle)

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

The meeting adjourned at 1:01 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 (2016).
 4. The Audit Committee will perform financial review of previous fiscal year.
 5. NYGeoCon 2019 Committee will recommend a venue.
 6. The Board will approve the NYGeoCon venue.
 7. Christa will renew liability insurance.
 8. Christa will pay the Westchester User Group Meeting sponsor fees.
-
9. Christa will file tax returns (2017).
 10. Christa will renew Survey Monkey (auto).
 11. Christa will pay the second installment of the website maintenance contract.
 12. Ben will contact Dr. Eichenbaum for more information on his proposal.
 13. Christa will find out if there is a point where a bank balance jeopardizes not-for-profit status.
 14. Ben will explore continuing education credits for the Summit.
 15. Andy will call a meeting of the NYGeoCon Committee.
 16. Rick will contact Christa to see if we also need liability insurance for the organization itself.

NYS GIS Association, Inc.
 April 19, 2018
 Treasurer Report
 Christa Hay

As of April 19, 2018 there is \$48,708.17 in the bank account. Audit was completed and taxes will be started.

Expenses (since last report):

Click Meeting	(\$100.00)
GIS SIG	(\$400.00)
Go Daddy	(\$70.68)
Summit Venue Deposit	(\$1000.00)

Income:

Membership	\$633.98
------------	----------

Balance:

Includes the NYC fund

\$48,708.17 [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	\$1550.00
Membership Committee	\$3,000.00 (swag, prizes)
Legislative Committee	\$200.00 (Legislative Day)