

Date: Thursday, May 17, 2018

Subject: Board of Directors Meeting

Board Members Present: Andy Mendola, Colin Reilly, Rick Reichert, Karyn Tareen, Pete Walsemann

Committee Chairs and Officers Present: Michelle Debyah, Christa Hay

Not Present: Ben Houston, Alina Tarmu

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 April Board of Directors meeting. Motion was seconded by Colin. Motion carried unanimously.

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 items on the task list for June are to appoint the Nominating Committee (President), confirm the Nominating Committee (Board), renew ClickWebinar (Treasurer), backup all websites to an external drive (Communications), and send out membership renewal reminders (Membership).

A task list item in December has the committee chairs submitting budget requests for the year to the Treasurer. There was some confusion that this indicated spending approval. Should the budget requests go to the Board for approval when they are submitted in December, or do we clarify the submission is for financial planning and will need to go before the Board for approval at time of spending? Michelle will update the task list so that budget requests go to the Board for approval, then to Christa for the budget.

The Audit Committee, comprised of Rick Reichert and Michelle Debyah, performed a financial review of 2017 and found the financial records of the NYS GIS Association to be in order. Transactions related to NYGeoCon and the GeoSpatial Summit were challenging to audit as many lacked supporting documentation. The Audit Committee recommends that in the future the final NYGeoCon and GeoSpatial Summit budgets be included with the audit financial records to facilitate review of those transactions. Payments to GISMO and the Western NY GIS Users Group from joint membership dues also lacked documentation and were difficult to audit. The Audit Committee also recommends that the Treasurer include the spreadsheet used to track joint membership dues with the provided financial records.

A motion was made by Colin to accept the Audit Committee 2017 Financial Audit. Motion was seconded by Karyn. Motion carried unanimously.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated May 17, 2018 was reviewed. The current balance is \$48,559.38. Expenses since the last report include InMotion Hosting. There has been \$642.50 in income from membership dues.

A tax extension was filed. Christa questioned if the Fund for the City of NY (the Fund) grant needs to be spent by a specific date, there is \$1,043.61 remaining. D&O Insurance request has been submitted (premium is \$756.00 and current policy ends the end of May). Additional insurance is only needed at events, Christa said it is sometimes purchased separately and sometimes included in the contract.

Christa explained that as a nonprofit, we are allowed to carry a "large" balance to keep the Association moving forward. We are a business and need to make a "profit" to keep up with our needs. Without the balance we have now, she would not feel comfortable funding conferences at the level we do. She writes checks for large amounts during the conference/summit. All it would take is one or two years of a financially disastrous event and we could be bankrupt. She provided the following excerpts:

"Nonprofit organizations have founders, not owners. The founders of a nonprofit are not permitted to make a profit or benefit from the net earnings of the organization. They can make money in various other ways, however, including receiving compensation from the nonprofit. Net earnings and surplus funds may be built up and invested for the organization's future operational use."

What is 'Not-For-Profit'

Not-for-profit describes a type of organization that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives and keeping it running. Typically, not-for-profit organizations are charities or other types of public service organizations.

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

GeoSpatial Summit 2018

The Summit Committee is working on the registration page and hoping to go live the beginning of June.

While it is cleaner to leave membership separate from Summit registration, there was a discussion concerning requiring membership in order to attend most webinars. What other benefits or incentives are there for being a member? Colin was concerned about the logistics. Karyn explained it would be simple if the website can support a member only page where you login in to register, and notices sent out include the page instead of a registration link. Since this would involve the Membership, Professional Development, and Communications Committees, Michelle will add it to the agenda for the June Committee Call.

Karyn will be joining the Summit Committee.

NYGeoCon 2019

The new NYGeoCon met for the first time. They are already considering a potential site in Cooperstown for the conference, and are looking for information on past budgets to compare. Christa warned Cooperstown is very expensive. Andy will notify the NYGeoCon Committee that Christa will also be a member, and will send Carol and Paula the list of members for the website. Michelle will also

need the co-chair names to update the roster. Michelle will forward Rick and Andy emails we have received expressing an interest in hosting the conference.

President Reports

Rick said that at their last meeting, the GAC expressed disappointment that they had not received any recommendations from the Association last year. He recommends that we solicit for GAC candidates as we do for Association candidates. Candidates would need to attend quarterly meetings, usually held in Albany, either in person or by teleconference.

The Open Data policy should be reviewed and reaffirmed, or posted as existing to the Bylaws page with the other Board resolutions. The original policy from 2014 can be found at <https://www.nysgis.net/nysgis-association-supports-open-data/>.

Rick feels we should do more do more educational outreach such as scholarships or reimbursements for professional development classes to add value to membership. He would also like to generate volunteer interest and participation by through branded materials for membership (clothing or attire), material support for regional groups, or education outreach such as GIS day at secondary schools with a goal to encourage GIS and geography participation. Andy said this could also be in the form of covering some of the fees for continuing education credits.

Alina has not attended a Board Meeting since January, missing four meetings with no explanation or contact of any kind. Andy has two people who are interested in filling the remainder of the term and running for election next term.

A motion was made by Rick to remove Alina from the Board so that Andy can make appointment to finish the term. Motion was seconded by Karyn. Motion carried unanimously.

Agenda Items Held for Next Meeting

Regional group support (Andy)

Ben exchanged emails with Dr. Jack Eichenbaum regarding his offer to volunteer to reach out to other GIS groups across borders. Jack's initial intent is to simply inventory who's out there and make formal contact. Should there be a larger purpose, such as sharing webinars or cross postings of events of mutual interest beyond what happens now through various list serves and social media? Ben thinks it is reasonable to make an inventory of both the government and non-government GIS coordination efforts going on in neighboring states and to open a line of communication to validate our information and keep it up to date. However, he would like to talk more with him about what the sustainability plan is and have some specific and tangible short-term goals. We already have NSGIC and NEARC and state listservs, what are we trying to do in addition to that? Perhaps Jack could attend the June meeting, or there could be a separate call with Jack to discuss further. If other Board Members are interested in a separate call please let Ben know, otherwise he will ask Jack to join the June call.

Ben spoke with GeoSpatial Summit chair Kate Kiyantsa, and they agreed in principle to move forward with submitting the Summit program for LS/PE continuing education approval, but the agenda is not yet formalized. He forwarded her two potential speakers to help fill the agenda, and offered to help coordinate with NYSAPLS for additional advertising. The deadline for pursuing approval would be the end of June. Ben understands the concern regarding limited registrations for the Summit, but thinks they would only need four or five registrations to cover the continuing education fees (he will do a separate budget). They also discussed how that would be accounted for in the registration process, and they can

provide the credits outside the registration for a separate fee. Ben also met informally with Razy and discussed getting upcoming webinars approved for continuing education, which will be discussed further with the Professional Development Committee. Ben believes NYS Ed continuing education approval will not only improve outreach and coordination with our fellow mapping professionals and establish an additional revenue stream, but also serves the intangible goal of increasing the credibility and reputation of the Association and the GIS profession in general.

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

The meeting adjourned at 1:02 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. NYGeoCon 2019 Committee will recommend a venue.
 5. The Board will approve the NYGeoCon venue.
 6. Christa will renew liability insurance.
 7. Christa will file tax returns (2017).
 8. Christa will renew Survey Monkey (auto).
 9. Christa will pay the second installment of the website maintenance contract.
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10. Andy will appoint the Nominating Committee.
 11. The Board will confirm the Nominating Committee.
 12. Christa will renew ClickWebinar.
 13. Communications will backup all websites to an external drive.
 14. Membership Committee will send out membership renewal reminders.
 15. Michelle will update the task list so that budget requests go to the Board for approval then to Christa.
 16. Michelle will add requiring membership to attend webinars to agenda for June Committee Call.
 17. Andy will notify the NYGeoCon Committee that Christa will also be a member.
 18. Andy will send Carol and Paula the list of NYGeoCon Committee members for the website.
 19. Andy will send Michelle the co-chairs of NYGeoCon Committee for the roster.
 20. Michelle will forward Rick and Andy emails regarding interest in hosting the conference.
 21. Andy will notify Alina and bring an appointment to the Board to fill the remainder of the term.

NYS GIS Association, Inc.

Map 17, 2018

Treasurer Report

Christa Hay

As of May 17, 2018, there is \$48,559.38 in the bank account. Tax extension was filed. Concerning the NYC Fund, do we have to spend by a specific time? There is still \$1,043.61 in the NYC Fund. D&O Insurance request to bind has been submitted. Premium is \$756 and our current policy ends the end of May.

Expenses (since last report):

InMotion Hosting (\$124.99)

Income:

Membership \$642.50

Balance:

\$49,201.88 [includes checks not cleared*]

Includes the NYC fund

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	\$ 1,043.61

Budget Requests Received:

Awards Committee \$1,550.00
Membership Committee \$3,000.00 (swag, prizes)
Legislative Committee \$ 200.00 (Legislative Day)