

**Date:** Thursday, September 20, 2018

**Subject:** Board of Directors Meeting

**Board Members Present:** Andy Mendola, Colin Reilly, Rick Reichert, Emily A. Fogarty, Ben Houston, Karyn Tareen, Pete Walsemann

**Committee Chairs and Officers Present:** Chris Badurek, 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 Ben to approve the minutes from the August Board of Directors meeting. Motion was seconded by Rick. Motion carried unanimously.

A motion was made by Ben to approve the minutes from the August 28, 2018 special Board of Directors meeting to discuss the Click Meeting upgrade. Motion was seconded by Rick. Motion carried unanimously.

The items on the task list for September are to prepare certificates of appreciation for 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 reports (Committee Chairs), and submit website maintenance contract for Board approval (Communications). The items on the task list for the Annual Meeting are to bring Association sign to GeoSpatial Summit and hand off to incoming President (President), acknowledge departing Board Members, Committee Chairs, and Officers (President), take Association sign from GeoSpatial Summit as incoming President (President-Elect), get Annual Treasurer's Report approved (Treasurer), and conduct election (Nominating).

Board Members departing this year are Colin as Past-President, and Pete who has reached the two consecutive terms limit. Committee Chairs stepping down are Andy for Education, Rick for Legislative, and Ross for Awards.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated September 20, 2018 was reviewed. The current balance is \$48,640.30. Expenses since the last report include GISMO reimbursement, ClickMeeting upgrade, bank checks order, and Summit expenses. There has been \$2,087.77 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.

All online accounts have been updated with the new credit card expiration date. After the Summit, Christa will work with the accountant on the taxes.

### GeoSpatial Summit 2018

If Board Members have anything they would like highlighted or mentioned during the Annual Meeting please let Andy know so he can add it to the slide show. Ben will send Andy a few words on the continuing education initiative. Rick suggested a call for volunteers. Andy will mention the open chair positions after the existing committee members have been asked.

Colin and Emily might be at the meeting, they are still working on approvals. Pete will not be able to attend. In the past teleconferencing had been discounted as impractical, but it was decided that we will try it this year to ensure enough Board Members can attend. This will also allow Michelle to call in to do the minutes. Carol had sent out an email suggesting Live Streaming the Annual Meeting, but there was not enough time to put it in place for this year.

### NYGeoCon 2019

The NYGeoCon Committee had discussed raising sponsor rates and asked the Board for input. There are three streams of revenue at the conferences: registrations, sponsors, and workshops. Another source would be to charge for continuing education credits for teachers, local officials, surveyors and engineers. Ben would prefer charging for continuing education credits before raising sponsor rates. This would change the timeline, as the agenda would need to be finalized earlier to allow time to get approvals for continuing education credits. Andy and Karyn agreed that sponsoring does not generally lead to increased sales, and the current rates are fairly standard for regional conferences. An increase might actually lose a few sponsors, especially at the entry level. Another suggestion was to leave rates the same and try to pick up a few more sponsors to increase revenue.

The Committee will bring a save the date poster to the Summit, along with a few hand held fliers.

The NYGeoCon 2019 preliminary budget was reviewed. The total income estimate is \$67,020.00, with expenses of \$64,042.61, an estimated \$2,977.39 in revenue.

A motion was made by Rick to approve the NYGeoCon 2019 preliminary budget. Motion was seconded by Ben. Motion carried unanimously.

The contract from the Marriott Syracuse Downtown for NYGeoCon 2019 was reviewed. Costs are in line with previous events.

A motion was made by Colin to accept the contract from the Marriott Syracuse Downtown. Motion was seconded by Ben. Motion carried unanimously.

Andy will sign and submit the contract.

### President Reports

At the August Board Meeting, the Board approved \$188.32 to upgrade the ClickMeeting account from \$711.00 to \$899.32 to increase the attendee limit from 100 to 500 attendees. The website was confusing and the cost to upgrade was not \$188.32, it was actually an additional \$820.38 ( $\$711.00 + \$820.38 = \$1,531.38$ ). Keeping the upgrade for the remainder of our commitment year even though the cost was more than expected will allow us to gather statistics through June when we need to renew ClickMeeting (or select another service) to determine what level of service we really need.

A motion was made by Rick to memorialize the \$820.38 cost to upgrade the ClickMeeting account. Motion was seconded by Colin. Motion carried unanimously.

Colin thanked everyone one and wished the Board luck.

Rick said 135 members have voted in the election so far. Reminders are going out periodically to those who have not yet voted. Voting closes the day before the Annual Meeting.

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

The meeting adjourned at 12:54 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. Christa will file tax returns (2017).
5. Ben will contact Dr. Jack Eichenbaum to discuss cross border outreach.
6. Communications will backup all websites to an external drive.
7. Christa will renew website domain nysgis.org with GoDaddy (auto), and website domain nysgis.net with HostMonster (auto).
8. Communications will submit website maintenance contract for Board approval.
9. Andy will bring Association sign to GeoSpatial Summit and hand off to Rick.
10. Andy will acknowledge departing Board Members, Committee Chairs, and Officers at Annual Meeting.
11. Rick will take Association sign from GeoSpatial Summit.
12. Christa will get Annual Treasurer's Report approved.
13. Andy will sign and submit the contract from Marriott Syracuse Downtown.

**NYS GIS Association, Inc.**

September 20, 2018

Treasurer Report

Christa Hay

As of September 20, 2018 there is \$48,640.30 in the bank account. All online accounts are updated with the new expiration date on the credit card.

**Expenses (since last report):**

GISMO reimbursement	(\$308.00)
Click Meeting	(\$843.34) professional development
Banking Checks Order	(\$35.70)
Summit expenses	(\$588.00) final budget after the Summit

**Income:**

Membership	\$2,087.77
Summit- approximate	\$3,500.00 (this is not in the balance just for information- approximate overall income is \$18,600.00 with \$14,112.83 in expenses)

**Balance:**

**\$48,640.30** [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	\$1550.00
Membership Committee	\$3,000.00 (swag, prizes)
Legislative Committee	\$200.00 (Legislative Day)