

**Date:** Thursday, November 15, 2018

**Subject:** Board of Directors Meeting

**Board Members Present:** Rick Reichert, Andy Mendola, Jonathan Garner, Chris Badurek, Emily A. Fogarty

**Committee Chairs and Officers Present:** Michelle Debyah

**Not Present:** Ben Houston, Karyn Tareen, Christa Hay

**Minutes:** The meeting began at 12:02 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes have been posted to the website for the 30-day member review ending November 22, 2018.

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 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), send membership balance to WNYGIS Users Group (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), customarily chairs Audit Committee (President-Elect), collect signed Annual Statements (Secretary), get Annual Meeting Minutes approved after 30 day review period (Secretary), Communication Policy reminder (Secretary), renew PO Box (Treasurer), submit budget requests for the year for Board approval (Committee Chairs), submit plan/goals for the year for website (Committee Chairs), and backup all websites to an external drive (Communications).

Communications has updated the [Board of Directors](#) page on the website for 2019. Please review your information and make sure it is correct. New members (Jonathan and Chris) need to supply a picture.

Treasurer's Report: Christa Hay, Treasurer

There was no Treasurer's Report.

Because NYGeoCon 2017 has been finalized, Christa requested Board approval to pay a late request for final travel cost reimbursements for speaker Sophia Liu. The Association had agreed to pay for hotel, plane, and car rental. She recently submitted baggage fee, uber taxi, parking, car rental, and gas expenses for \$145.28.

A motion was made by Andy to approve the travel expense reimbursement for \$145.28. Motion was seconded by Jonathon. Motion carried unanimously.

#### NYGeoCon 2019

Chris attended the Central New York GIS Day event and received several suggestions for NYGeoCon. They made several recommendations for social events, and expressed an interest in workshops similar to those at the NEARC Conference given by Esri. They also suggested organized get togethers for when the program is over for the day. They also mentioned a high school GIS program and asked if the students and teachers could attend free. If they were only coming to attend a session that might be possible, but they could not eat free. It was pointed out that the student registration fee is reasonable.

#### President Reports

Rick appointed Chris Badurek as chair of Education Committee. A motion was made by Andy to confirm Chris as Education Committee Chair. Motion was seconded by Jonathon. Motion carried unanimously.

A request was made for the Association to host regional web pages as sub-domains or to pay for hosting and domain fees for regional groups. The Association is already experiencing bandwidth and CPU issues and needs to reduce the number of domains currently being hosted rather than add more. There are some reservations regarding offering financial support to regions without joint membership agreements. The Association has a page for each regional group on its website and encourages content to be sent for posting.

Emily expressed the problem is they can't charge membership fees because they can't operate as a non-profit, but they can't afford to be formalized as a non-profit because they can't charge membership fees, so they are sort of stuck. She also said they could not afford the annual costs to maintain non-profit status, but no one is aware of annual fees, and the Association and GIS/SIG finances are maintained by treasurers that are volunteers and not paid accountants. Emily will follow up and see what the costs and other barriers are to becoming a non-profit, perhaps the Association can help support that effort.

Jonathon might be interested in co-chairing the Summit Committee and will reach out to Kate.

Ben sent out a memo on the education and membership strategy. Chris may contact Ben to share some thoughts. Ben suggested Wednesday, November 28<sup>th</sup> or December 12<sup>th</sup> for a conference call to discuss further. Several Board Members expressed interest in joining the call, but were not available those particular days, and any Wednesday was not good for one. Rick will ask Ben to send out a doodle poll to try to find a date when more people could attend.

A motion was made by Chris to adjourn the meeting. Motion was seconded by Emily. Motion carried unanimously.

The meeting adjourned at 12:47 PM.

### Action Item List

1. *Andy 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. Communications will submit website maintenance contract for Board approval.
6. Rick will develop Association priorities for the year.
7. Andy will acknowledge departing Board Members, Committee Chairs, and Officers.
8. Andy will send a letter of appreciation to Committee Members.
9. Board Members will sign annual statements.
10. New Board Members will submit photo for website.
11. Christa will pay first installment of website maintenance contract.
12. Christa will send membership balance to WNYGIS Users Group.
13. Committee Chairs will review and confirm roster on website.
14. Communications will update Board and Committee rosters on website.
15. Everyone should consider student membership and send thoughts to Rick.
16. Rick will send a "Season's Greetings" message including priorities for the year.
17. Rick will appoint and Board will confirm Audit Committee (President-Elect customarily chairs).
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 the year for Board approval.
22. Committee Chairs will submit plan/goals for the year for website.
23. Communications will backup all websites to an external drive.
24. Board Members should review the updated 2019 [Board of Directors](#) page.
25. Christa will pay the travel expense reimbursement of \$145.28.
26. Rick will ask Ben to send a doodle poll for the education and membership strategy conference call.