

**Date:** Thursday, December 20, 2018

**Subject:** Board of Directors Meeting

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

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

**Not Present:** Jonathan Garner, Ben Houston, Christa Hay

**Minutes:** The meeting began at 12:06 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes were posted to the website for the 30-day member review ending November 22, 2018. A motion was made by Chris to approve the Annual Meeting Minutes. Motion was seconded by Karyn. Motion carried unanimously.

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). The items on the task list for January are New York Council of Nonprofits (NYCON) membership reminder (Secretary), provide financial records to Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet) (Treasurer), renew NYCON (Treasurer), renew website domain nygeosummit.org GoDaddy (auto – Treasurer), renew website hosting nysgis.net InMotion (auto - Treasurer), financial review of previous fiscal year (Audit Committee).

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. All members who haven't done so please send your signed annual statements to Michelle.

Annual Communication Policy reminder to Board Members and Committee Chairs that all Association communications should be distributed by the Communications Committee or from the Association account to help reinforce the identity of the Association and alleviate confusion (full policy available on the [Bylaws](#) page of the website under Board Resolutions).

Communications is working on organizing the website site by creating pdfs out of the old conference and summit sites so they are no longer live sites. The live sites requires too much work to keep up to date (necessary for security) when no one really looks at them. They are considering moving to another server that will handle the website theme faster. This theme used to be much lighter (read faster), but has grown heavier over the years. Moving the site will be much less work than changing the theme. They are looking at this to happen sometime between November 2019 and January 2020. You will see this reflected when they submit their budget.

#### Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated December 20, 2018 was reviewed. The current balance is \$54,789.31. Expenses since the last report include awards and website domain renewals. There has been \$572.64 in income from membership dues. The speaker fees for Sophia Liu were paid (\$145.20 reflected on the 2017 NYGeoCon budget). Christa requested all committees submit budget requests for next year by the February Board Meeting

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

Christa asked if the Association wants to continue NYCON membership. We joined in 2015; they provide advice and education to non-profits. They also offer insurance and risk management assistance, which is something we may want to use in the future considering the questions about D&O Insurance that were raised last year. While no one had strong feelings either way, the general feeling was that it could be a useful resource. We should renew it and look into actually taking advantage of the membership.

#### NYGeoCon 2019

They have received great suggestions from Rick and others regarding potential social activities. The list of prospective sponsors from Delaney is long; Chris is surprised it hasn't led to more sponsors in the past. They will begin by focusing on platinum and gold sponsors. They would like to start updates to the NYGeoCon website but are unsure of the process. Chris has recently invited Paula to join the committee, as she is also co-chair of the Communications Committee she might know how the process works.

#### President Reports

Rick identified the following remaining Committees and Committee Chairs for 2019:

- Awards Committee – Ross Baldwin
- Legislative Committee – Rick Reichert
- Regional Coordination Committee – Ross Baldwin

A motion was made by Andy to confirm the remaining Committees and Committee Chairs as appointed by Rick. Motion was seconded by Chris. Motion carried unanimously.

Since Jonathon was unable to attend the meeting, the Audit Committee appointment was held until January.

Carol submitted and highly recommended the Board approve the annual website maintenance contract for Cattyann Campbell.

A motion was made by Andy to approve the website maintenance contract. Motion was seconded by Karyn. Motion carried unanimously.

Andy apologized for missing recent meetings and calls due to his new position. It also makes it difficult for him to serve as the Association's representative to the NYS Geospatial Advisory Council, so Rick will attend in that role. That the Past-President serves as the representative to the GAC is in the Bylaws, but Michelle will also add it to the task list.

Chris summarized the recent continuing education discussions that have included Ben, Razy (Professional Development), Chris (Education), Emily, Colin, and Rick. They anticipate continuing education credits will increase interest in workshops and webinars. Strategic conversations have focused on how to maximize interest in continuing education credits for educators and surveyors. This has resulted in a planned workshop at NYGeoCon offering the option of continuing education credits for teachers, and Ben has expressed interest in a similar workshop for surveyors the day before NYGeoCon.

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

The meeting adjourned at 12:34 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. Andy will acknowledge departing Board Members, Committee Chairs, and Officers.
6. Andy will send a letter of appreciation to Committee Members.
7. Board Members will sign annual statements.
8. New Board Members (Jonathan and Chris) will submit photo for website.
9. Christa will pay first installment of website maintenance contract.
10. Christa will send membership balance to WNYGIS Users Group.
11. Committee Chairs will review and confirm roster on website.
12. Communications will update Board and Committee rosters on website.
13. Everyone should consider student membership and send thoughts to Rick.

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14. Rick will appoint and Board will confirm Audit Committee (President-Elect customarily chairs).
15. Michelle will collect signed Annual Statements.
16. Christa will renew the PO Box.
17. Committee Chairs will submit budget requests for the year for Board approval.
18. Committee Chairs will submit plan/goals for the year for website.
19. Communications will backup all websites to an external drive.
20. Board Members should review the updated 2019 [Board of Directors](#) page.
21. Michelle will remind the Board of the New York Council of Nonprofits (NYCON) membership.
22. Christa will provide financial records to Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet).
23. Christa will renew NYCON.
24. Christa will renew website domain nygeosummit.org GoDaddy (auto) and hosting nysgis.net (auto).
25. Rick will sign the website maintenance contract.

NYS GIS Association, Inc.  
December 20, 2018  
Treasurer Report

As of December 20, 2018, there is **\$54,789.31** in the bank account. All committees please send budget needs for next year by February board meeting. The speaker fees for Sophia Liu were paid. \$145.20 which would show on the 2017 NYGeoCon budget. This was the partial payment that she never submitted.

**Expenses: (since last report to the board)**

Awards	\$186.51
NYSGIS.net	\$31.87
Godaddy.com	\$20.17

**Income: (since last report to the board)**

Membership	\$572.64
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**Balance: \$55,301.95**

**Estimated Upcoming Yearly Operating Expenses**

*(these will be adjusted with new budget requests from committees)*

Office Expenses	\$400.00
Meeting Costs	\$150.00
Travel Expenses	\$500.00
Sponsorships	\$600.00
Website Maintenance	\$1,000.00
Webinars	\$1,500.00
D&O Insurance	\$800.00
Promotional Items	\$500.00
Awards Committee	\$900.00
Communications	\$1000.00