

Date: Thursday, January 17, 2019

Subject: Board of Directors Meeting

Board Members Present: Rick Reichert, Andy Mendola, Jonathan Garner, Chris Badurek, Karyn Tareen

Committee Chairs and Officers Present: Alyssa Fico, Michelle Debyah

Not Present: Emily A. Fogarty, Ben Houston, Christa Hay

Minutes: The meeting began at 12:03 PM.

Secretary's Report: Michelle Debyah, Secretary

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

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). The items on the task list for February are to accept Audit Committee Financial Audit (Board), consider GIS/SIG Conference sponsorship (Board), consider Westchester User Group Meeting sponsorship (Board), and credit Board and Committee participation in member database (Communications).

New members (Jonathan and Chris) need to supply a picture for the Board of Directors page on the website. Emily, please send your signed annual statement to Michelle.

The Association is a member of the New York Council of Nonprofits (NYCON). For more information on the resources available, the NYCON website is <http://www.nycon.org/>, and their events and training page is <http://www.nycon.org/index.php/attend-event/>.

Cattyann has converted all the old conference sites to pdfs or html so the load on the server has been greatly reduced.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated January 17, 2019 was reviewed. The current balance is \$53,762.90. Expenses since the last report include GISMO reimbursements, website domain and hosting renewals, PO Box renewal, website maintenance first installment, and NYCON dues. There has been \$617.65 in income from membership dues. Christa requests all committees submit budget requests for the year by the February Board Meeting.

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

NYGeoCon 2019

At the previous meeting, Chris questioned the process to update the NYGeoCon website. Paula clarified that the NYGeoCon Committee should be in contact with Sheri Norton on the Communications Committee; Sheri handles both the NYGeoCon and Summit websites. Sheri should be added to the NYGeoCon Committee roster as well. Paula may also join the Committee, especially this year since it is in Syracuse, but she needs to determine if she will be able to commit the time. Michelle has sent Chris and Alyssa Sheri's email address.

The Committee is currently focused on identifying the keynote speaker. Local high school teachers have expressed interest in a pre-conference workshop as well as bringing students to NYGeoCon, so there will likely be a small group of high school students from Syracuse and the adjacent suburbs.

GeoSpatial Summit 2020

Chris suggested that perhaps the Summit might want to consider joining forces with some of the regions that have their own events, such as Rochester and Long Island. Karyn would be interested in joining the Regional Coordination Committee to start a discussion. There was a reminder that Kate had proposed some ideas to make changes to the Summit format, and to include her in discussions regarding the Summit.

President Reports

Rick appointed Jonathon and Michelle to the Audit Committee. A motion was made by Chris to confirm the Audit Committee as appointed by Rick. Motion was seconded by Andy. Motion carried unanimously.

The Membership Committee will be holding a map contest this year with prizes to be given to the top contributors. They would like to request a budget of \$1,000.00 for prizes for the top three or five participants as voted by the members/Association volunteers. They are currently finalizing the map contest website with the Communication Committee and will have details on the prizes in the near future.

The Board felt that \$1,000.00 seems high, and had several questions regarding the details: will there be categories, how will the winners be selected, what are the prizes (cash or items purchased), how will the prizes be divided among the different places, will this amount have to be maintained year after year?

A couple of the Board Members have been involved in running map contests and have had issues with hurt feelings on the part of some contestants, such as the difference between first and second place. The higher the prize value, the more risk of controversy. Voting and rules need to be fair, transparent, and clearly explained so there is no appearance of favoritism. There was a suggestion to have the maps be anonymous for voting so that no names would be attached to the "losers", and that perhaps the voting should be one through five for different categories as opposed to just yes or no. Members have seen contests where the prizes were simply respect from peers, inexpensive swag, or free conference registration. The Board expressed that they think it is a good idea and encourage moving forward, but they need more information. Chris would also be interested in having a conversation with Razy regarding working the contest into NYGeoCon in some way, perhaps by displaying some the maps.

In line with the continuing education discussions led by Ben, the Education Committee has worked with Razy to book a date for a webinar aimed at high school teachers. Chris also has agreements from instructors to run a workshop the day before NYGeoCon, and has loose commitments from local teachers to attend.

Chris has exchanged emails with Bill Hodge at GIS Certification Institute (GISCI) regarding promoting GISP at NYGeoCon. This could be a presentation, submission workshop, or question and answer session, and could be a breakout session or perhaps a lunch presentation to the general audience. Karyn also suggested including GISP as part of registration so those with GISP have a label on their badge.

Chris asked Karyn for more information on some of the initiatives he has heard about in western New York. Karyn verified that the Western NY GIS Users Group has been trying to increase engagement with UB by holding events on campus and working with the UB Graduate Student Association to increase student involvement. Separate from the user group, Geocove holds free lunch and learn sessions once a month, there will be one next week on SSL and TLS 1.2 requirements.

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

The meeting adjourned at 12:45 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 send a letter of appreciation to Committee Members.
6. Board Members will sign annual statements.
7. New Board Members (Jonathan and Chris) will submit photo for website.
8. Committee Chairs will review and confirm roster on website.
9. Communications will update Board and Committee rosters on website.
10. Everyone should consider student membership and send thoughts to Rick.
11. Rick will appoint and Board will confirm Audit Committee (President-Elect customarily chairs).
12. Michelle will collect signed Annual Statements.
13. Committee Chairs will submit budget requests for the year for Board approval.
14. Committee Chairs will submit plan/goals for the year for website.
15. Communications will backup all websites to an external drive.
16. Christa will provide financial records to Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet).
17. The Audit Committee will perform a financial review of previous fiscal year.
18. The Board will accept the Audit Committee Financial Audit.
19. The Board will consider GIS/SIG Conference sponsorship.
20. The Board will consider Westchester User Group Meeting sponsorship.
21. Communications will credit Board and Committee participation in member database.
22. NYGeoCon will add Sheri to its roster.

NYS GIS Association, Inc.
January 17, 2019
Treasurer Report

As of January 15, 2019, there is **\$53,762.90** in the bank account. **All committees please send budget needs for next year by February board meeting.** I have started work on the audit.

Expenses: (since last report to the board)

Kevin Jenkins (GISMO)	\$122.40
Godaddy.com	\$20.17
PO Box	\$96.00
Inmotion Hosting	\$191.88
Website Maintenance 1 st	\$550.00
Alan Leidner (GISMO)	\$308.20
New York Council Non Profit	\$60.00

Income: (since last report to the board)

Membership	\$617.65
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Balance: \$53,867.91

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	\$1,100.00
Webinars	\$1,500.00 + \$1,000.00 for awards
D&O Insurance	\$800.00
Promotional Items	\$500.00
Awards Committee	\$900.00
Communications	\$1000.00