

**Date:** Thursday, March 21, 2019

**Subject:** Board of Directors Meeting

**Board Members Present:** Rick Reichert, Jonathan Garner, Chris Badurek, Emily A. Fogarty, Ben Houston, Karyn Tareen

**Committee Chairs and Officers Present:** Kate Kiyanitsa, Michelle Debyah, Christa Hay

**Not Present:** Andy Mendola,

**Minutes:** The meeting began at 12:03 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for March are to review liability insurance (Board), and backup all websites to an external drive (Communications). The items on the task list for April are to send a letter to the membership thanking Sustaining Businesses and Institutions (President), approve GeoSpatial Summit venue (Board), renew D&O liability insurance (Treasurer), recommend a venue (GeoSpatial Summit Committee), and hold webinar (Professional Development).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated March 14, 2019 was reviewed. The current balance is \$51,173.01. Expenses since the last report include GIS/SIG sponsorship, Delaney Meeting & Event Management, and the Marriott deposit. There has been \$656.22 in income from membership dues. Christa has provided the financial records to Audit Committee.

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

A motion was made by Chris to renew the Non Profit Directors & Officers Liability Insurance for \$756.00. Motion was seconded by Karyn. Motion carried unanimously.

NYGeoCon 2019

The call for papers will go out at the beginning of next week with a deadline of mid-August.

Chris proposed using the Syracuse University community engagement forum to promote GIS by inviting local government, businesses, and media outside of GIS to visit the vendor area at NYGeoCon. Chris will formalize his thoughts on opening NYGeoCon to the public, including limiting access to sessions and food, time schedule, and signing up in advance via email or registration.

## GeoSpatial Summit 2020

Kate said the survey is ready to be sent out unless the Board has concerns. Rick likes that it allows participants to offer alternatives that may not have already been thought of. Kate will let the Membership Committee know the survey can be sent out.

## President Reports

A motion was made by Chris to sponsor the Westchester User Group Meeting for \$200.00, and the Long Island GIS User Group Meeting for \$200.00. Motion was seconded by Emily. Motion carried unanimously.

A motion was made by Karyn to approve the Award Committee budget request of \$900.00. Motion was seconded by Jonathon. Motion carried unanimously.

Jonathon asked if anyone had recommendations for his talk at GIS/SIG. Chris suggested soliciting feedback on potential Summit changes.

Chris said there was a sign at the Summit promoting NYGeoCon and wondered if it was available for use at GIS/SIG. Christa will see if Kate has the sign.

Chris said he has been approached by people interested in submitting nominees for Awards.

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

The meeting adjourned at 12:44 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. Committee Chairs will review and confirm roster on website.
7. Communications will update Board and Committee rosters on website.
8. Everyone should consider student membership and send thoughts to Rick.
9. Committee Chairs will submit plan/goals for the year for website.
10. The Audit Committee will perform a financial review of previous fiscal year.
11. The Board will accept the Audit Committee Financial Audit.
12. Communications will credit Board and Committee participation in member database.
13. The GeoSpatial Summit Committee will recommend and the Board will approve a Summit venue.
14. Christa will renew the D&O liability insurance.
15. Christa will pay the \$200 sponsor fees for Westchester and Long Island GIS User Group meetings.

NYS GIS Association, Inc.  
March 14, 2019  
Treasurer Report

As of March 13, 2019, there is **\$51,173.01** in the bank account.

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

GIS/SIG Sponsorship	\$400.00
DMEM (GeoCon)	\$26.00
Marriott Deposit (GeoCon)	\$2,800.00

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

Membership	\$656.22
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**Balance: \$51,839.23**

**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	\$2,322.00