

Date: Thursday, May 23, 2019

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Emily A. Fogarty, Christa Hay

Minutes: The meeting began at 12:01 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for May are to submit and approve GeoSpatial Summit preliminary budget (GeoSpatial Summit Committee and Board), file tax returns (Treasurer), purchase event liability and cancellation insurance for NYGeoCon if necessary (Treasurer), renew Survey Monkey (Treasurer-auto), pay the second installment of the website maintenance contract (Treasurer), and renew nysgis.net SSL Certificate with InMotion (Treasurer-auto). The items on the task list for June are to appoint and confirm Nominating Committee (President and Board), customarily chairs Nominating Committee (President-Elect), submit and accept GeoSpatial Summit contract(s) (GeoSpatial Summit Committee and Board), renew ClickMeeting (Treasurer-auto), backup all websites to an external drive (Communications), and send out membership renewal reminders (Membership).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated May 23, 2019 was reviewed. The current balance is \$50,613.14. Expenses since the last report include Survey Monkey renewal.

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

Christa contacted Delaney Meeting & Event Management (DMEM), the event manager for NYGeoCon, who said they have their own liability insurance as explained in their contract, but they do not maintain insurance that covers their clients. They highly recommend the Association obtain event liability insurance as well as event cancellation insurance. Christa is researching pricing.

NYGeoCon 2019

Chris said the two options they were given for posters was to rent fabric covered, wheeled poster stands for \$1,000.00, or purchase poster boards for around \$300.00 to use on easels that we could borrow from DMEM. While \$300.00 is cheaper than \$1,000.00, it stills seems high for poster board. Perhaps the Association could do something like GIS/SIG where there is a note on the registration form near the

check box for entering the map contest that the maps need to have a rigid backing to use on the borrowed easels.

Chris is expecting an updated list of registered vendors from DMEM in the next day or two. Abstract submissions are slow.

President Reports

The student membership discussion was revisited. Student membership fees relate to regular membership fees which relate to the benefits of membership, charging for webinars, and discounts for conferences. Once the bigger issues are raised, it would entail additional effort, and current volunteers are already maxed out. Perhaps the Association needs to pay someone to handle registration for membership, webinars, and conferences. If the Association were to pay for these services, the responsibilities would need to be clearly defined.

Originally, the discussion of student membership was raised because GISMO students receive free membership, while all other students pay a fee. There was some support for offering all students free membership, though it was suggested that they should register every year so the member and mailing lists stay current, and the Board would like some additional information. Chris will ask the Education Committee for their feedback, and Rick will follow up the Membership Committee (or Razy). Michelle will research existing student membership counts. The new membership year starts July 1st, so there is some urgency to make a decision on student memberships.

Ben will coordinate further discussion with Andy, Jonathan, and anyone else interested, with a time limit of October.

Andy reminded everyone that in the past, Razy had coordinated the surveys for the Nominating Committee. With Razy's departure, it is unclear who can help with that, or if Razy might still be able to provide some assistance.

Board Member Reports

Ben attended the New York Planning Federation Conference and had discussions with the New York Association of Towns and the New York Upstate Chapter of the APA regarding collaboration. In addition to sharing and promoting webinars between the organizations, Ben thinks it would be beneficial to attend their conferences and questioned whether the Association had a booth to attend events. Rick has the standing banner that is usually held by the President, and there was mention of a tablecloth, but no one seems to know where it is. Ben volunteered to work on a budget for developing event materials such as a booth skirt, banner, and table handouts. He believes it could not only lead to new members, but would increase support for existing members.

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

The meeting adjourned at 12:56 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. The GeoSpatial Summit Committee will recommend and the Board will approve a Summit venue.
6. Christa will renew the D&O liability insurance.
7. The GeoSpatial Summit Committee will submit and the Board will approve the Summit preliminary budget.
8. Christa will file tax returns (2018).
9. Christa will purchase event liability and cancellation insurance for NYGeoCon if necessary.
10. Christa will pay the second installment of the website maintenance contract.
11. Christa will renew the nysgis.net SSL Certificate with InMotion (auto).
12. Christa will sending a document for discussion suggesting how she would like budget requests submitted and approved by the Board.
13. Christa will determine if Ennect Event credits should be purchased this year.
14. Rick will appoint and the Board will confirm the Nominating Committee (customarily chaired by the President-Elect).
15. The GeoSpatial Summit Committee will submit and the Board will accept the Summit contract(s).
16. Christa will renew ClickMeeting (auto).
17. Communications will backup all websites to an external drive.
18. Membership will send out membership renewal reminders (after Board makes a determination on student memberships).
19. Chris will ask the Education Committee for feedback on student memberships.
20. Rick will follow up the Membership Committee (or Razy) on student memberships.
21. Michelle will research existing student membership counts.
22. Ben will coordinate further discussion on membership and benefits with Andy, Jonathan, and anyone else interested, with a time limit of October.
23. Ben volunteered to work on a budget for developing event materials such as a booth skirt, banner, and handouts for the table.