

Date: Thursday, July 25, 2019

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Rick Reichert, Emily A. Fogarty, Christa Hay

Minutes: The meeting began at 12:04 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for July are to send out Annual Meeting announcement 60 days prior to event date (Board), renew website domain nysgisa.com with GoDaddy (Treasurer-auto), renew website domain nysgisa.org with GoDaddy (Treasurer-auto), and send out membership renewal reminders (Membership). The items on the task list for August are to prepare a list of departing Board Members, Committee Chairs, and Officers (Secretary), and to send out a call for nominations (Nominating).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated July 25, 2019 was reviewed. The current balance is \$54,835.84. Expenses since the last report include GoDaddy, website maintenance second installment, and ClickMeeting. There has been \$2,898.55 in income from membership dues.

Christa asks that all Committees submit their budget requests for the upcoming year by November 15, 2019, for approval at the December Board of Directors meeting.

Christa asked if a decision has been made regarding ClickMeeting. This is to be determined by the Professional Development Committee. Michelle summarized our use of ClickMeeting, recent issues, cost, and recommendations from Razy and Colin, and sent it to Rick to share with the new Committee.

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

NYGeoCon 2019

Chris said the final call for presentations went out with a deadline of tomorrow. The response has been good, but they may need to find a few more presentations. Response has also been good for the poster and lightening sessions. They are ready to begin laying out the sessions. The keynote speaker will be flying in from Philadelphia. They offered to pay travel expenses, estimated to be under \$500.00, as part of the conference budget.

They have scheduled space and time for the Annual Meeting. The President primarily runs the meeting, which includes the Treasurer's Report, committee updates, and election results. Someone will need to have members sign in; Michelle can provide sign in sheets.

President Reports

Carol reported that the new free student registration page is up and running. Communications will post the information and include it in the next newsletter.

The call for volunteers for the Professional Development Committee was a great success with eight responses (in addition to Emily who volunteered at the last meeting). Rick sent out a link to a Doodle poll for a first meeting next week. Razy offered to attend the first meeting to share his experience.

Jonathan will contact Andy and Rick for details on the nomination process. Jonathan and Andy asked if anyone knew anyone who might be interested. Karyn will mention at an upcoming Western NY event.

Board Member Reports

Chris said the Education Committee might want to do a webinar in August. He will contact the Professional Development Committee or perhaps Razy for information on setting up a webinar.

A motion was made by Ben to adjourn the meeting. Motion was seconded by Chris. 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, 2017, and 2018).
4. The GeoSpatial Summit Committee will recommend and the Board will approve a Summit venue.
5. The GeoSpatial Summit Committee will submit and the Board will approve the Summit preliminary budget.
6. Christa will purchase event liability and cancellation insurance for NYGeoCon.
7. Christa will determine if Ennect Event credits should be purchased this year.
8. The GeoSpatial Summit Committee will submit and the Board will accept the Summit contract(s).
9. Ben will coordinate further discussion on membership and benefits with Andy, Jonathan, and anyone else interested, with a time limit of October.
10. Ben volunteered to work on a budget for developing event materials such as a booth skirt, banner, and handouts for the table.
11. The Board will send out an Annual Meeting announcement 60 days prior to the event date.
12. Membership will send out membership renewal reminders.
13. Michelle will prepare a list of departing Board Members, Committee Chairs, and Officers.
14. The Nominating Committee will send out a call for nominations
15. Committees Chairs will submit budget requests for the upcoming year to Christa by November 15, 2019, for approval at the December Board of Directors meeting.
16. The Professional Development Committee will decide whether to continue using ClickMeeting.

NYS GIS Association, Inc.
July 25, 2019
Treasurer Report

As of July 24, 2019, there is **\$54,835.84** in the bank account. It is time for all committees to start thinking about their budgets for the upcoming year and to submit numbers for voting at the December meeting. Please have your numbers in by November 15th. There was some confusion in the past to what was the final budget, so making it a yearly vote in December will make sure this is not an issue in the future. Remember that budgets are fluid and requests for more funds can be voted on after the official vote but it is preferable that committees have a grasp on their funds for the year. Please include in your budgets any current automatic payments, website etc. Any questions please email.

What has been the decision on the issue with the extra cost of Click Meeting and not meeting our needs?

Expenses: (since last report to the board)

Go Daddy.com	\$39.34
Website 2nd half of Contract	\$550.00
Click Meeting	\$1,740.00

Income: (since last report to the board)

Membership	\$2,898.55
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Balance: \$57,734.39

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 + 1000.00 for awards
D&O Insurance	\$800.00
Promotional Items	\$500.00
Awards Committee	\$900.00
Communications	\$2400.00