

**Date:** Thursday, October 17, 2019

**Subject:** Board of Directors Meeting

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

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

**Not Present:** Mary Susan Knauss

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

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes have been sent to Communications to be posted to the website for the 30-day member review period.

The items on the task list for October are to set Board Meeting and Committee Call schedules (President), appoint Secretary, Treasurer, Committees, and Committee Chairs (President), write President's Message (President), develop Association priorities for year (President), acknowledge departing Board Members, Committee Chairs, and Officers publically on the website (Past-President), send letter of appreciation to Committee Members (Past-President), confirm Secretary, Treasurer, Committees, and Committee Chairs (Board), sign Annual Statements (Board), submit photo and information for website (new Board members), update roster of Board Members and Committee Chairs (Secretary), distribute Annual Statements (Secretary), make Annual Meeting Minutes available for 30-day member review period (Secretary), renew website domain nysgis.org with GoDaddy (Treasurer - auto), renew website domain nysgis.net with HostMonster (Treasurer - auto), review and confirm roster on website (Committee Chairs), update Board and Committee rosters on website (Communications), and submit website maintenance contract for Board approval (Communications). The items on the task list for November are to collect signed Annual Statements (Secretary), get Annual Meeting Minutes approved after 30-day member review period (Secretary), website maintenance contract first installment (Treasurer), send membership balance to WNYGIS Users Group (Treasurer), submit plan/goals for the year for website (Committee Chairs), and submit budget requests for upcoming year to Treasurer in November for approval at the December Board of Directors meeting (Committee Chairs).

In 2015, in conjunction with setting up the NYS GIS Association web store, the Association logo was trademarked to "prevent the logo from being appropriated and used for commercial purposes by other parties not authorized by the Board of the NYS GIS Association". We received a letter asking for over \$900.00 to renew the trademark, which some simple investigation showed to be a scam. It must be common, as all the original government correspondence warns to be on the lookout for these, and what

to look for to confirm legitimate messages. The scammers did us a favor though. A review of the original documents revealed that if we want to keep the trademark we will have to file a form between the 5th and 6th year (\$125.00 if done electronically), a form and renewal between the 9th and 10th year (\$425.00 if done electronically), and again every ten years thereafter. The first filing would have to be done between 10/27/2020-10/27/2021 if we want to maintain the trademark. Michelle added a reminder to the task list. The email address on record for legitimate reminders was Susan Nixon's personal email address. Michelle changed the email address to the Association email address, which required an electronic signature by Jonathan.

A motion was made by Rick to memorialize the electronic signing of the *U.S. Patent and Trademark Office (USPTO) Change of Correspondence Address* form by President Jonathan Garner on October 15, 2019. Motion was seconded by Chris. Motion carried unanimously.

NYGeoCon and the GeoSpatial Summit were held in September the last two years to avoid conflict with NEARC, and Kate has proposed September dates for next year's Summit. The task schedule was set up based on the Annual Meeting being held at the end of October, so task reminders related to the Annual Meeting were late. Michelle moved the Annual Meeting column one month forward between September and October, along with all the tasks associated. She will send out the updated task list, please review and send her any changes, especially items related to the Annual Meeting, Summit, and NYGeoCon.

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

A motion was made by Rick to ratify the decision approving the Annual Treasurer's Report during the Annual Meeting. Motion was seconded by Karyn. Motion carried unanimously.

Christa reported the current balance is \$80,416.54; however, she will be paying the \$33,738.16 Marriott bill shortly, and there may be a few more NYGeoCon bills. She is still finalizing the NYGeoCon budget, but she believes it will be in the black. She will send the final budget to the NYGeoCon Committee and the Board. Other recent payments include \$444.68 to Ross Baldwin for awards, and \$382.73 to InMotion Hosting for the website.

Christa has received one budget request for 2020 from the Awards Committee for \$1,000.00. She reminds other Committees to submit their budget requests.

#### NYGeoCon 2019

Chris said a survey was sent out to attendees. It included questions on employee travel reimbursement, future NYGeoCon locations, and time of year. Finances for NYGeoCon came together at the end with several day-before and day-of registrations. Chris will report back when the survey and budget are finalized.

#### GeoSpatial Summit 2020

Kate submitted the GeoSpatial Summit 2020 preliminary budget for Board approval. Proposed expenses are \$15,806.22, an increase of about \$2,000.00 to compensate speakers in an effort increase participation.

A motion was made by Karyn to approve the preliminary budget. Motion was seconded by Chris. Motion carried unanimously.

### President Reports

The Board Meeting schedule will remain the third Thursday of every month from 12:00 PM to 1:00 PM. The Committee Call schedule will remain the second Thursday of every three months from 11:00 AM to 12:00 PM (quarterly in March, June, September, and December).

Jonathan appointed Wai Chan to complete Chris's vacated Board of Director term expiring in 2020. Wai will then be eligible to serve two consecutive elected terms as Director. A motion was made by Rick to confirm Wai as Director as appointed by Jonathan. Motion was seconded by Karyn. Motion carried unanimously.

Jonathan appointed Christa Hay as Treasurer, and Michelle Debyah as Secretary. A motion was made by Chris to confirm the Secretary and Treasurer as appointed by Jonathan. Motion was seconded by Rick. Motion carried unanimously.

Jonathan identified the following Committees and Committee Chairs for 2020:

- Awards Committee – Ross Baldwin
- Communications Committee – Paula Cutrone, Carol Zollweg
- Education Committee – Chris Badurek
- GeoSpatial Summit 2020 Committee – Kate Kiyanitsa, TBD
- Legislative Committee – Rick Reichert
- Membership Committee – TBD
- NYGeoCon 2021 Committee – Chris Badurek
- Professional Development Committee – Melissa Albino Hegeman, Leticia Vasquez
- Regional Coordination Committee – Ross Baldwin

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

Wai offered to chair the Membership Committee temporarily until a more permanent chair can be found. Jonathan appointed Wai Chan as chair of the Membership Committee. A motion was made by Karyn to confirm Wai Chan as chair of the Membership Committee as appointed by Jonathan. Motion was seconded by Chris. Motion carried unanimously.

The GeoSpatial Summit 2020 Committee Co-Chair remains as a vacant chair position. Chris may be interested in a co-chair for the NYGeoCon Committee in the future.

Rick is happy to see new folks coming in, and thanked them for volunteering. He has one award that he will send to the winner, and will mail Ben and Colin their certificates of appreciation. Jonathan gave Andy and Razy their certificates, which they were pleased to receive.

At the Annual Meeting, Alan Leidner said the Association should spend money and suggested buying contact information for GIS companies in New York State. Michelle mentioned that this has come up before, and that Christa said the balance is necessary to cover conference costs and serve as a safeguard in the event of an emergency associated with the conference. Jonathan, Rick and Chris will be having a call with Alan to discuss this, as well as communication between the Association and GISMO. Wai agrees more effort in integrating regions with the Association is important.

### Board Member Reports

Wai asked if the Association was holding events for GIS Day next month. The Association does not have any events planned, but can help promote local efforts.

Karyn requested the Association sponsor the Western New York GIS Users Group GIS Day event.

A motion was made by Wai to sponsor the Western New York GIS Users Group GIS Day 2019 event for \$200.00. Motion was seconded by Chris. Motion carried by a vote of 4-0, with Karyn abstaining.

Karyn asked if anyone recalled the resolution to past discussions regarding the Association assisting regions with accounting and taxes. Michelle will go through the minutes to find the discussions.

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

The meeting adjourned at 1:04 PM.

### Action Item List

1. *Rick will send resolutions related to actions or policies to Communications for the website.*
2. Christa will file tax returns (2016, 2017, and 2018).
3. The GeoSpatial Summit Committee will submit and the Board will accept the Summit contract(s).
4. The Professional Development Committee will decide whether to continue using ClickMeeting.
5. Committees Chairs will submit budget requests for upcoming year to Christa by November 15, 2019, for approval at the December Board of Directors meeting.

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6. Jonathan or Rick will try to contact Mary Susan to see if she has been receiving Michelle's emails.
7. Jonathan will write the President's Message.
8. Jonathan will develop Association priorities for year.
9. Rick will acknowledge departing Board Members and Committee Chairs publically on the website.
10. Rick will send a letter of appreciation to Committee Members.
11. Board Members will sign Annual Statements.
12. Mary Susan will submit photo and information for website.
13. Michelle will update roster of Board Members and Committee Chairs.
14. Michelle will distribute Annual Statements.
15. Michelle will make Annual Meeting Minutes available for 30-day member review period.
16. Christa will renew website domain nysgis.org with GoDaddy (auto).
17. Christa will renew website domain nysgis.net with HostMonster (auto).
18. Committee Chairs will review and confirm roster on website.
19. Communications will update Board and Committee rosters on website.
20. Communications will submit website maintenance contract for Board approval.
21. Michelle will collect signed Annual Statements.
22. Michelle will get Annual Meeting Minutes approved after 30-day member review period.
23. Christa will pay website maintenance contract first installment.
24. Christa will send membership balance to WNYGIS Users Group.
25. Committee Chairs will submit plan/goals for the year for website
26. All Board Members and Committee Chairs will review the task list and send changes to Michelle.
27. Jonathan will seek a GeoSpatial Summit Co-Chair.
28. Rick will mail the remaining award and certificates of appreciation.
29. Christa will pay the \$200.00 Western New York GIS Users Group GIS Day 2019 sponsorship.
30. Michelle will go research the minutes for discussions on accounting assistance for regional groups.