

**Date:** Thursday, December 19, 2019

**Subject:** Board of Directors Meeting

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

**Committee Chairs and Officers Present:** Michelle Debyah

**Not Present:** Rick Reichert, Wai Chan, Mary Susan Knauss, Christa Hay

**Minutes:** The meeting began at 12:05 PM.

Secretary's Report: Michelle Debyah, Secretary

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

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

The draft Annual Meeting Minutes were posted to the website for the 30-day member review period ending November 29, 2019. No comments were received. A motion was made by Chris to approve the Annual Meeting Minutes. Motion was seconded by Emily. Motion carried unanimously.

Annual Communication Policy reminder to Board Members and Committee Chairs that all Association communications should be distributed by the Communications Committee or from the Association account to help reinforce the identity of the Association and alleviate confusion (full policy available on the Bylaws page of the website under Board Resolutions). Please send all requests to both Carol and Paula, and try to give as much notice as possible so they have time to coordinate distribution.

The items on the task list for December are to send a "Season's Greetings" message including priorities for the year (President), appoint and confirm Audit Committee (President and Board of Directors), customarily chairs Audit Committee (President-Elect), annual Communication Policy reminder (Secretary), renew PO Box (Treasurer), submit Committee budget requests for upcoming year for Board approval (Treasurer), and backup all websites to an external drive (Communications). The items on the task list for January are annual New York Council of Nonprofits membership reminder (Secretary), provide financial records to the Audit Committee (Treasurer), renew New York Council of Nonprofits (Treasurer), renew nygeosummit.org website domain with GoDaddy (Treasurer/auto), and financial review of previous fiscal year (Audit).

Treasurer's Report: Christa Hay, Treasurer

Christa reported the current balance is \$54,911.06. Expenses since the last report include \$106.00 PO Box renewal, \$700.00 website maintenance contract first installment, and \$220.00 GISMO membership dues. Yearly income (not including the GeoSpatial Summit) was reported as \$5,878.13 on the Annual Meeting Treasurer's Report.

Christa submitted the 2020 budget including Committee budget requests for upcoming year for Board approval. General operating expenses are estimated to be \$1,950.00, and Committee budget requests amount to \$5,250.00, for a total of \$7,200.00.

A motion was made by Chris to approve the 2020 budget. Motion was seconded by Emily. Motion carried unanimously.

#### NYGeoCon 2019

Chris requested \$451.31 to reimburse keynote speaker Mark Wheeler's travel expenses. Chris also requested to be reimbursed for \$31.00 for the book he purchased as a gift for the keynote speaker.

A motion was made by Karen to approve \$451.31 in travel expenses to Mark Wheeler and \$31.00 to reimburse Chris for the keynote gift purchase. Motion was seconded by Emily. Motion carried unanimously.

Chris will send Christa payment details.

Chris summarized the NYGeoCon 2019 attendee evaluation results. The responses were positive and attendees were pleased with the program and location. Chris noted that 86% of the attendees were from the government (51%) or commercial (35%) sectors, and that the majority of registrations were paid by employers. Most respondents would prefer one full and one half day, or two full days. While they were satisfied with the session types and format, there were several suggestions for more hands-on activities. The leading suggestions for the next conference location were evenly split between Buffalo/Rochester and Albany/Hudson Valley.

Chris was happy to see that most attendees did speak to one or more vendors. From the vendor perspective, Karyn said it was better this year in terms of time and access with participants. The networking reception that followed the keynote was disappointing. Attendance was light; people seemed to stop in briefly and then headed out to dinner.

Leslie said we are doing well not competing with NEARC, and that we need to start planning the next NYGeoCon and sign a contract within a couple months. The price seems a little high, but they do a lot of work and Chris recommends continuing to work with them.

A couple members are leaving the Committee, so there will be spots that need to be filled. Karyn would like to join the Committee, and said if held in western New York, she could probably get a few more people. She strongly suggests there always be an effort to get a couple people from the local group to participate in the Committee. Regional groups can provide input on locations, marketing, and volunteer activities. The exposure would benefit the local groups as well.

Karyn said she received feedback that having the Annual Meeting in middle of day was awkward, and that it was too long. Leslie told Chris she heard non-members say they thought they could not attend.

Chris described two types of venues – downtown city locations and rural resort location. Karyn said resort location can be beautiful, but they can also be expensive. She said while Niagara Falls is a big tourist location, it can be surprisingly reasonable as far as costs. She offered to put a list of suggested locations together, Jonathan said he could talk to GIS/SIG about doing the same. Chris will offer a similar opportunity to Albany/Hudson Valley.

Chris said the event ended up \$3,200.00 to \$3,300.00 net positive. There was concern regarding hotel room guarantees, but enough were booked at the last minute.

### GeoSpatial Summit 2020

The Committee will begin meeting in January. The location is the Welch Allyn Lodge. Dates have not been finalized. They intend to move away from other major conferences, such as NEARC. Perhaps the end of September, early October. Chris believes NEARC is going to be late in 2020.

### President Reports

It is likely too late to sponsor the January New York State Association of Professional Land Surveyors (NYSAPLS) conference, and they already have a large number of sponsors. Jonathan would like to discuss other ways we can work with them as well as other groups as had been suggested by Wai. Jonathan suggested setting up a call next year to discuss methods of collaboration with other groups having similar interests. Karyn asked if someone could compile a list of groups. Chris suggested a shared google doc where everyone could add suggestions. Michelle said there is already an Association folder set up for the Board, but that it has not been used in years. She will send out an invite.

### Board Member Reports

Karyn would like to focus on regional groups next year.

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

The meeting adjourned at 12:49 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. Jonathan will write the President's Message.
6. Jonathan will develop Association priorities for year.
7. Rick will send a letter of appreciation to Committee Members.
8. Board Members will sign and Michelle will collect signed Annual Statements.
9. Christa will send membership balance to WNYGIS Users Group.
10. Committee Chairs will submit plan/goals for the year for website
11. Rick will mail the remaining award and certificates of appreciation.
12. Jonathan will appoint and Board will confirm Audit Committee (President-Elect customarily chairs).
13. Communications will backup all websites to an external drive.
14. Michelle will share annual New York Council of Nonprofits membership reminder.
15. Christa will provide financial records to the Audit Committee.
16. Christa will renew New York Council of Nonprofits.
17. Christa will renew nygeosummit.org website domain with GoDaddy (auto).
18. Audit Committee will perform financial review of previous fiscal year.
19. Chris will send Christa payment details for travel and gift reimbursements.
20. Christa will pay travel and gift reimbursements.
21. Michelle will send Board Members an invite to the Association shared google folder.
22. Board Members will suggest groups to collaborate with in shared doc.

NYS GIS Association, Inc.  
 December 16, 2019  
 2020 Budget

**Budget Requests from Committees:** I did round up on some of the committees.

<b>General Operating Expenses</b>	<b>\$1,950.00</b>	
Office Expenses	\$200.00	PO Box \$106.00/year, stamps etc NY Profit Membership \$60.00
Meeting Costs	\$150.00	This has not been used in years
Travel Expenses	\$200.00	This has not been used in years
Sponsorships	\$600.00	Westchester and GIS/SIG
D&O Insurance	\$800.00	\$756.00 last year, price fluctuates
<b>Awards</b>	<b>\$1,000.00</b>	
<b>Communications</b>	<b>\$1,850.00</b>	
Website contract	\$1,400.00	
Go Daddy	\$315.00	domain renewals
HostMonster	\$19.00	domain name renewal
InMotion SSL	\$99.00	for https
<b>Education</b>	<b>\$200.00</b>	GIS Tech Demo Event
<b>Legislative</b>	<b>\$0.00</b>	
<b>Membership</b>	<b>\$400.00</b>	\$384.00 Survey Monkey
<b>Professional Development</b>	<b>\$1,800.00</b>	(Click Meeting webinar service \$1740.00)
<b>Regional Coordination</b>	<b>\$0.00</b>	
<b>Total</b>	<b>\$7,200.00</b>	