

Date: Thursday, September 17, 2020

Subject: Board of Directors Meeting

Board Members Present: Jonathan Garner, Rick Reichert, Chris Badurek, Wai Chan, Mary Susan Knauss, Karyn Tareen

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Emily A. Fogarty, Christa Hay

Minutes: The meeting began at 12:08 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for September are to submit Annual Report for the Annual Meeting presentation (Committee Chairs), submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting (Committee Chairs), and back up all websites to an external drive (Communications). The items on the task list for October that are not dependent on the Annual Meeting are to renew Website Domain nysgis.org with GoDaddy (Treasurer auto), renew Website Domain nysgis.net with HostMonster (Treasurer auto), and submit website maintenance contract for Board approval (Communications). The items on the task list for the Annual Meeting are to acknowledge departing Board Members, Committee Chairs, and Officers (President), get Annual Treasurer's Report approved (Treasurer), provide award winner information to Communications Committee for website (Awards), and conduct election (Nominating).

The Professional Development Committee is organizing a series of monthly lightning talks starting October 9th, and has prepared a survey as an invitation to solicit presenters. Wai has prepared the survey, and is awaiting Board approval for release. A topic is needed for October.

A motion was made by Karyn to approve the release of the Professional Development Committee survey. Motion was seconded by Mary Susan. Motion carried unanimously.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated September 16, 2020 was reviewed. The current balance is \$52,731.54. There were no expenses since the last report. There has been \$883.52 in income from membership dues.

Christa asks that all Committees submit their budget requests for the upcoming year by November 15, 2020, for approval at the December Board of Directors meeting.

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

Fall Virtual Event / Annual Meeting

Chris suggested the Fall Virtual Event and Annual Meeting be held Wednesday, October 21, 2020 from 4:00 PM to 6:00 PM. Mary Susan suggested trying to obtain a speaker that we normally would not be able to get to attract due to travel. There was also a suggestion to present on GISP certification, though that might warrant its own event in the future. Karyn suggested having the award winners speak. Mary Susan suggested Eventbrite for registration, but Karyn said we should use ClickMeeting if that is the platform will be used. Chris said Frank might be good to speak on the COVID-19 response.

A motion was made by Karyn to approve Wednesday, October 21, 2020 from 4:00 PM to 6:00 PM for the Fall Virtual Event and Annual Meeting. Motion was seconded by Mary Susan. Motion carried unanimously.

Mary Susan will outline an agenda for the event.

Michelle will send Mary Susan the sample Annual Meeting outline.

Karyn will contact Leticia and Melissa about setting up the meeting and registration in ClickMeeting.

Karyn will send Jonathan the registration link for the announcement.

Jonathan will organize the announcement and include a message promoting attendance.

Jonathan will send announcement to Communications for distribution.

Mary Susan will reach out to Frank to see if he is available and willing to speak for 10 to 15 minutes.

Chris will contact Ross about how soon Award winners can be selected so they can be invited to speak.

A tentative agenda includes the Annual Meeting, Awards, award winner presentations, and Frank's presentation.

There will be a follow up meeting on the Fall Virtual Event and Annual Meeting next Thursday, September 24, 2020 from 12:00 PM – 1:00 PM.

NYGeoCon 2021

Chris will be meeting with the NYGeoCon Committee to discuss the Delaney Meeting & Event Management proposal for a virtual NYGeoCon 2021. They have proposed \$15,000.00 to manage speakers (speakers provide power point and they do rest) and promotion. The cost of the event platform is not included. Karyn asked if a decision has been made on exhibiting. We might need help with exhibitors and concurrent tracks, but \$15,000.00 seems like a lot of money. Karyn will reach out to a couple people she knows that have exhibited at recent virtual events to see how successful it was. We really need to identify what we need help with from Delaney and see what the cost would be for just that. How much is software? What software did NEARC and other groups use for recent events, how much was it, and would they recommend it? Mary Susan said QGIS used a combination of a conference web page, GitHub, Zoom, YouTube Live, and Eventbrite for registration.

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

The meeting adjourned at 1:08 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, 2018, and 2019).
3. The Professional Development Committee will decide whether to continue using ClickMeeting.

4. Board Members will review and add contacts or additional groups to the Potential Collaboration list.
 5. Christa will send GISMO \$500.00 to support their 30th anniversary event.
 6. The Board will send out the Annual Meeting announcement 60 days prior to event date.
 7. Membership will send out membership renewal reminders.
 8. Michelle will prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers.
 9. Nominating will recommend nominees.
 10. Committee Chairs will submit Annual Report for the Annual Meeting presentation.
 11. Committee Chairs will need to submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting.
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12. Christa will renew Website Domain nysgis.org with GoDaddy (auto).
 13. Christa will renew Website Domain nysgis.net with HostMonster (auto).
 14. Communications will submit website maintenance contract for Board approval.
 15. Jonathan will acknowledge departing Board Members, Committee Chairs, and Officers at the Annual Meeting.
 16. Christa will get Annual Treasurer's Report approved at the Annual meeting.
 17. Ross will provide award winner information to Communications Committee for website after Annual Meeting.
 18. Nominating will conduct election.
 19. Mary Susan will outline an agenda for the Fall Virtual Event and Annual Meeting.
 20. Michelle will send Mary Susan the sample Annual Meeting outline.
 21. Karyn will contact Leticia and Melissa about setting up the meeting and registration in ClickMeeting.
 22. Karyn will send Jonathan the registration link for the announcement.
 23. Jonathan will organize the announcement and include a message promoting attendance.
 24. Jonathan will send announcement to Communications for distribution.
 25. Mary Susan will reach out to Frank to see if he is available and willing to speak for 10 to 15 minutes.
 26. Chris will contact Ross about how soon Award winners can be selected so they can be invited to speak.

Held Action Item List (Event Related)

27. Mary Susan will contact the Governor's Office of Employee Relations to see if NYGeoCon and the GeoSpatial Summit can be added to the New York State approved training list.
 28. The NYGeoCon Committee will recommend and the Board will approve the NYGeoCon venue.
 29. The NYGeoCon Committee will submit and the Board will approve the NYGeoCon prelim budget.
 30. Christa will purchase event liability and cancellation insurance for NYGeoCon if necessary.
 31. The NYGeoCon Committee will submit and the Board will accept NYGeoCon contract(s).
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NYS GIS Association, Inc.
September 16, 2020
Treasurer Report

As of September 16, 2020, there is **\$52,731.54** 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 to me and cc Michelle by November 15th.

Expenses: (since last report to the board) none

Income: (since last report to the board)

Membership \$883.52

Balance: \$53,615.06

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