

**Date:** Thursday, November 19, 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:** Christa Hay

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

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes have been posted to the website for the 30-day member review period ending December 8, 2020.

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), pay 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 for approval at December Board of Directors meeting (Committee Chairs). The items on the task list for December are to send a "Season's Greetings" message including priorities for the year (President), appoint Audit Committee (President), customarily chairs Audit Committee (President-Elect), confirm Audit Committee (Board of Directors), annual Communication Policy reminder to Board Members and Committee Chairs (Secretary), renew PO Box (Treasurer), submit Committee budget requests for upcoming year for Board approval (Treasurer), and back up all websites to an external drive (Communications).

Treasurer's Report: Christa Hay, Treasurer

Christa reported the current balance is \$53,741.73. Recent payments include \$21.17 to GoDaddy, and \$165.64 for Awards. There has been \$466.77 in income from membership dues. Budget requests for the upcoming year have been submitted by the Communications, Awards, and Membership Committees.

Fall Virtual Event / Annual Meeting

Everyone agreed the Fall Virtual Event / Annual Meeting was a success. The difficulties encountered during the practice sessions were concerning, but the actual event went well. Having to promote and release speakers was a bit of a challenge. The questions at the end were more focused on the presentations than on feedback for the Association.

## NYGeoCon 2021

GIS/SIG just surveyed their members regarding in-person vs virtual events. Chris wondered if they would be willing to share their results with us, Jonathan will ask. Because the Association covers such a large area, simulcasting in-person events would be beneficial, but then we would need the equipment and expertise to do it.

## President Reports

A motion was made by Karyn to approve the website maintenance contract for \$1,400.00. Motion was seconded by Rick. Motion carried unanimously.

Jonathan created the election ballot and will send it out to this week with a closing date the week of December 4<sup>th</sup>. If Karyn becomes President-Elect, her Board seat will need to be filled. Perhaps we could contact those who were on the ballot last year that were not elected to see if they are still interested. The Board will appoint someone to fill the remaining year of the vacated term, who will then be eligible to run for two full terms of their own.

Rick said the GAC is also seeking nominations. The GAC holds quarterly meetings in Albany or via conference call. In the past, the Association has sent out notices encouraging nominations for the GAC. Rick will write something and send it to Communications for distribution. Per the Bylaws, the Past-President serves as the Association's representative to the NYS Geospatial Advisory Council, unless other representation is determined by the Board. Since Rick was already a member, Mary Susan represented the Association this past year.

Mary Susan asked if we could put member email addresses on the website so members could contact each other. Michelle said we no longer put anyone's email address, including Board Members, on the website after a security issue a few years ago. People can and have sent messages via the Association email to reach other members. It was suggested you could contact people via LinkedIn or via a web search. Wai understands why they are not publically available, but asked if a member list including email addresses could be made available after a member signs in. Karyn liked that idea as a benefit of membership, but said people should be able to opt out if they choose. Mary Susan will check with Carol and Ann to see if a member list with emails could be put behind the member login, and if so, how an opt out could be implemented.

Alan Leidner wants to increase the number of student members in GISMO. He wants to hold GISMO virtual events for students and then automatically register all the student attendees as GISMO/NYSGISA members. GISMO would collect the event registration data and send it to us to import into the member database. We need to find out if the data can be imported easily, if not GISMO or the students should do the manual entry via the website. The issue in the past with importing student data was that contained many invalid email addresses. For a free membership, students creating their own account does not seem like too much to ask. Perhaps GISMO could put a link to the Join Us page on their event registration form. Chris will check with Christa to see how difficult it would be to import membership lists from GISMO.

Chris attended the Westchester GIS Day event and thought it was well done. He said they did it through Zoom, and the transition from host to speakers was smooth. He suggested we consider Zoom.

Karyn is interested in seeing profit and loss statements for the past few years to get a better understanding of Association income and expenses, and to examine trends. She has looked at the Annual Treasurer's Reports, but they sometimes say "since last report" so it is not clear if that was for

the entire year or not. Michelle confirmed the fiscal year is January through December; Karyn will follow up with Christa regarding her other questions.

Chris suggested changing the time of the Board Meetings so Christa could attend. If there is not a time during the workday when she is available, perhaps quarterly the meetings could be held after work hours so Christa could join. Jonathan will check with Christa for an alternative meeting time the week of the regularly scheduled Board Meeting (December 14 through 18).

With the pending election, this was Rick and Wai's last Board Meeting. Their efforts have been much appreciated, and they will both be missed.

A motion was made by Mary Susan to adjourn the meeting. Motion was seconded by Chris. 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, 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. Nominating will conduct election.
6. Michelle will get Annual Meeting Minutes approved after 30-day member review period.
7. Christa will pay website maintenance contract first installment.
8. Christa will send membership balance to WNYGIS Users Group.
9. Committee Chairs will submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting.
10. Chris will set the Board Meeting schedule (third Thursday of every month from 12:00 PM to 1:00 PM).
11. Chris will set the Committee Call schedule (second Thursday of every three months from 11:00 AM to 12:00 PM quarterly in March, June, September, and December).
12. Chris will appoint and the Board will confirm the Secretary and Treasurer.
13. Chris will appoint and the Board will confirm the Committees and Committee Chairs.
14. Chris will write the "President's Message".
15. Chris will develop Association priorities for the year.
16. Jonathan will send letter of appreciation to Committee Members.
17. Board members will sign and return Annual Statements.
18. New Board Members will submit photo and information for website.
19. Michelle will update roster of Board Members and Committee Chairs.
20. Michelle will distribute Annual Statements.
21. Committee Chairs will review and confirm roster on website.
22. Communications will update Board and Committee rosters on website.
23. Michelle will collect signed Annual Statements.
24. Committee Chairs will submit plan/goals for the year for website.

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25. Chris will send a "Season's Greetings" message including priorities for the year.
26. Chris will appoint and the Board will confirm the Audit Committee (customarily chaired by the President-Elect).
27. Michelle will share the annual Communication Policy reminder.

28. Christa will renew the PO Box.
29. Christa will submit Committee budget requests for the upcoming year for Board approval.
30. Communications will back up all websites to an external drive.
31. Jonathan will ask if GIS/SIG will share their in-person vs virtual event survey results.
32. Rick will send Communications an announcement regarding GAC nominations.
33. Mary Susan will check with Carol and Ann to see if a member list with emails could be put behind the member login, and if so, how an opt out could be implemented.
34. Chris will check with Christa to see how difficult it would be to import membership lists from GISMO.
35. Jonathan will check with Christa for an alternative meeting time the week of the regularly scheduled Board Meeting (December 14 through 18).

Held Action Item List (Event Related)

36. 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.
37. The NYGeoCon Committee will recommend and the Board will approve the NYGeoCon venue.
38. The NYGeoCon Committee will submit and the Board will approve the NYGeoCon prelim budget.
39. Christa will purchase event liability and cancellation insurance for NYGeoCon if necessary.
40. The NYGeoCon Committee will submit and the Board will accept NYGeoCon contract(s).