

Date: Thursday, December 17, 2020

Subject: Board of Directors Meeting

Board Members Present: Chris Badurek, Jonathan Garner, Karyn Tareen, Catherine DuBreck, Mary Susan Knauss, Stephanie Rockwell, Jiin Wen

Committee Chairs and Officers Present: Michelle Debyah, Christa Hay

Not Present:

Minutes: The meeting began at 12:02 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes were posted to the website for the 30-day member review period ending December 8, 2020. No comments were received. A motion was made by Mary Susan to approve the Annual Meeting Minutes. Motion was seconded by Jonathan. 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 Committees page of the website under Announcements, Surveys, and Posting Videos). Please send all requests to both Carol and Ann, 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 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). The items on the task list for January are annual reminder that the Association is a member of the New York Council of Nonprofits (NYCON) (Secretary), provide financial records to the Audit Committee (Treasurer), renew New York Council of Nonprofits (NYCON) (Treasurer), renew website domain nygeosummit.org with GoDaddy (Treasurer - auto), renew website domain nysgis.com with GoDaddy (Treasurer - auto), change Google account password (Communications), and perform financial review of previous fiscal year (Audit Committee).

Treasurer's Report: Christa Hay, Treasurer

Christa reported the current balance is \$53,224.86. Recent payments include \$118.00 for the PO Box, and the \$700.00 website maintenance contract first installment. There has been \$230.64 in income from membership dues.

Christa submitted the 2021 budget including Committee budget requests for upcoming year for Board approval. General operating expenses are estimated to be \$4,450.00, and Committee budget requests amount to \$3,643.00, for a total of \$8,093.00.

Meeting costs and travel expenses have not been used for many years, but are available if the Board chooses to meet in person. Office expenses include stamps, envelopes, and the PO Box. The webinar budget may change if we move to a different software. Professional Development finds Click Meeting less problematic now that they have gotten comfortable with it, but they do still intend to explore other options (we have until June to cancel). Mary Susan suggested switching to a service that can host a virtual NYGeoCon, but those platforms with options such as exhibit halls and break out rooms are very expensive. We have looked at alternatives in the past, but for the features we need most services were more expensive. Karyn asked if we should set a date for Professional Development to make a suggestion.

A motion was made by Jonathan to approve the 2021 budget. Motion was seconded by Mary Susan. Motion carried unanimously.

Karyn asked if there are annual profit and loss statements for the Association. Christa said the Annual Treasurer's Report shows all income and expenses for the year. Karyn is looking for something that would help someone new understand the finances of the organization. What are the profits year to year, do we always make a profit, can we spend more, what is the cash flow, and what are the trends?

NYGeoCon 2021

Chris has reviewed past NYGeoCon spreadsheets, and it appears NYGeoCon is generally positive, up to \$5,000.00. Planning a virtual NYGeoCon is a risk, but less risky than losing hotel costs. However, he is also getting a sense that people are getting sick of virtual conferences and are looking forward to in person events. Karyn said sizing would be important; could we expand if the vaccine is successful? Mary Susan asked about moving NYGeoCon to the warmer months when we could do activities outside.

Jiin suggested hybrid events, perhaps held regionally to keep the events small and shared virtually. Jiin also suggested a survey to gauge member preference. Stephanie supports a survey because many local governments and smaller entities have cut travel and conference budgets. Jonathan is still waiting on the results of a similar survey recently done by GIS/SIG.

Christa suggested holding the Summit next year instead of NYGeoCon. It is a smaller, has a simplified vendor model, and would be easier to do hybrid. While the Lodge is expensive, it is slightly less so than hotels, and they make it easy by doing a lot of the work. Would the Summit Committee be agreeable, and would they have enough time to get speakers?

Chris will invite the entire Board to the next NYGeoCon Committee meeting to discuss options.

President Reports

Chris set the Board Meeting schedule to remain the third Thursday of every month from 12:00 PM to 1:00 PM.

Chris set the Committee Call schedule to remain the second Thursday of every three months from 11:00 AM to 12:00 PM quarterly in March, June, September, and December.

Chris welcomed new Board Members Stephanie Rockwell and Jiin Wen.

Chris appointed Catherine DuBreck to complete Karyn's vacated Board of Director term expiring in 2021. Catherine will then be eligible to serve two consecutive elected terms as Director. A motion was made by Karyn to confirm Catherine as Director as appointed by Chris. Motion was seconded by Jonathan. Motion carried unanimously.

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

Chris identified the following Committees and Committee Chairs for 2021:

- Awards Committee – Ross Baldwin
- Communications Committee – Ann Deakin, Carol Zollweg
- Education Committee – Paula Lazrus
- GeoSpatial Summit 2022 Committee – Lis DeGironimo, Kate Kiyanitsa
- Legislative Committee – Mary Susan Knauss
- 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 Jonathan to confirm the Committees and Committee Chairs as appointed by Chris. Motion was seconded by Karyn. Motion carried unanimously.

The Membership Committee Chair position remains vacant. Jonathan suggested reaching out to the existing Committee members. Christa said she believes Wai did that, but said it couldn't hurt to try again.

Chris thanked Jonathan for his leadership during the past year. It was a difficult year, but he feels we got through it successfully. Chris also congratulated Karyn on being elected President-Elect.

Board Member Reports

Mary Susan said there was an appeal at the last NYS Geospatial Advisory Council (GAC) meeting for help in obtaining local parcel data. If the Board is supportive, she will offer assistance and reach out to the regional representatives in the counties where they are having issues. Jonathan will now serve as the Association's representative to the GAC.

Jiin is excited to join the Board and figuring out where she fits in, aside from sharing information with GISMO. She hopes we can do more webinars on using GIS for diversity, equity, and inclusion.

Stephanie is also excited to join the Board, and looking forward to contributing, learning, and sharing.

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

The meeting adjourned at 1:05 PM.

Action Item List

1. Jonathan 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 membership balance to WNYGIS Users Group.
6. Chris will write the "President's Message".
7. Chris will develop Association priorities for the year.
8. Jonathan will send letter of appreciation to Committee Members.
9. Board members will sign and return Annual Statements.
10. Committee Chairs will review and confirm roster on website.
11. Communications will update Board and Committee rosters on website.
12. Michelle will collect signed Annual Statements.
13. Committee Chairs will submit plan/goals for the year for website.
14. Chris will send a "Season's Greetings" message including priorities for the year.
15. Chris will appoint and the Board will confirm the Audit Committee (customarily chaired by the President-Elect).
16. Communications will back up all websites to an external drive.
17. Jonathan will ask if GIS/SIG will share their in-person vs virtual event survey results.
18. 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.
19. Chris will ask Christa how difficult it would be to import membership lists from GISMO.
20. Michelle will share the annual New York Council of Nonprofits (NYCON) membership reminder.
21. Christa will provide financial records to the Audit Committee.
22. Christa will renew New York Council of Nonprofits (NYCON).
23. Christa will renew website domains nygeosummit.org and nysgis.com with GoDaddy.
24. Communications will change the Google account password.
25. The Audit Committee will perform financial review of previous fiscal year.

Held Action Item List (Event Related)

26. 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.
27. The NYGeoCon Committee will recommend and the Board will approve the NYGeoCon venue.
28. The NYGeoCon Committee will submit and the Board will approve the NYGeoCon prelim budget.
29. Christa will purchase event liability and cancellation insurance for NYGeoCon if necessary.
30. The NYGeoCon Committee will submit and the Board will accept NYGeoCon contract(s).

NYS GIS Association, Inc.
December 16, 2020
Treasurer Report

As of December 15, 2020, there is **\$53,224.86** in the bank account.

Expenses: (since last report to the board)

PO Box	\$118.00
Website 1 st payment	\$700.00

Income: (since last report to the board)

Membership	\$230.64
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Balance: \$53,224.86

Budget Requests for 2021

Communications \$2,243.00

Items listed below are required for maintenance, development, and operation of all NYS GIS Association websites

Cattycann Contract – Site Maintenance Contract + contingency	\$1,400.00
GoDaddy Domain Name renewals	\$315.00
HostMonster Domain Name renewal (expires 10/29/2020)	\$19.00
InMotion SSL – for https due 5/7/2021	\$99.00
InMotion – 2 years hosting due 10/11/21	\$410.00
Total Budget Request	\$2,243.00

Awards \$1,000.00

Membership \$400.00

Proposed 2021 Budget – Estimated Upcoming Yearly Operating Expenses (to be finalized at December board meeting)

Office Expenses	\$400.00
Meeting Costs	\$150.00 (it has been some time using this line item)
Travel Expenses	\$200.00 (it has been some time using this line item)
Sponsorships	\$600.00
Webinars	\$1,800.00 (Professional Development but did not receive a budget request, need to check if will be using another provider before we are charged again)
D&O Insurance	\$800.00
Promotional Items	\$500.00
Awards Committee	\$1,000.00
Communications	\$2,243.00
Membership	\$400.00
Total	\$8,093.00