

Date: Thursday, March 18, 2021

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Catherine DuBreck, Christa Hay

Minutes: The meeting began at 12:05 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for March are to review liability insurance (Board), renew website domains nygeocon.com and nygeocon.org with GoDaddy (Treasurer - auto), and back up all websites to an external drive (Communications). The items on the task list for April are to approve GeoSpatial Summit venue (Board), renew D&O liability insurance (Treasurer), and recommend a venue (Summit).

To maintain the logo trademark, the Association must file a Declaration of Use or Excusable Nonuse with the U.S. Patent and Trademark Office (USPTO) between the 5th and 6th year (October 27, 2020 - October 27, 2021). The trademark is filed under Class 025, which refers to clothing. Michelle submitted a question to the Trademark Assistance Center to see if we can file the Declaration of Use based on the use of the logo on the website. The response indicated that we can file an amendment, but would not say whether the proposed change would be accepted. There is a \$100.00 fee to file the "Section 7 Request for Amendment or Correction of Registration Certificate". Class 200 is defined as "Collective Membership Mark for indicating membership" in a specified organization. Class 200 is not in the TEAS Plus Manual, but our original application was filed using a TEAS RF (now TEAS Standard) application form. The best course of action might be to file the amendment form for \$100.00 and make sure it is accepted before paying \$225.00 to file the Declaration of Use or Excusable Nonuse. Karyn said Class 100 might be more fitting, and it would cover the entire Association not just clothing.

A motion was made by Karyn to help Michelle determine the appropriate class to file the amendment at a cost of \$100.00 and authorizing Chris to sign the form. Motion was seconded by Mary Susan. Motion carried unanimously.

Michelle went through old minutes regarding the webstore. It was originally set up with PSP Unlimited in Ithaca. The December 3, 2015 minutes show the store was moved to a new vendor right after NYGeoCon, with no mention of why or who the new vendor was. There was nothing further in the minutes on the store. There were no sales except items purchased by the Board to give away to promote the store.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated March 17, 2021 was reviewed. The current balance is \$53,806.10. Expenses since the last report include Amy Jeu for Host Monster (GISMO expense). There has been \$200.61 in income from membership dues. There is \$4,032.40 in membership money being held for GISMO, and \$395.00 for WNY.

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

A motion was made by Karyn to renew the Non Profit Directors & Officers Liability Insurance for \$756.00. Motion was seconded by Mary Susan. Motion carried unanimously.

NYGeoCon 2021

Chris said survey results and discussion on the Committee Call indicate NYGeoCon should be virtual, with perhaps small in person gatherings organized locally, so there is no need to recommend or approve a venue. He has been negotiating with Delaney to reduce the cost from \$15,000.00 to \$10,000.00, where he thinks we might be able to break even.

He asked if we should still call the event NYGeoCon. If it is organized by Delaney with sessions and breakout rooms it could be called (Virtual) NYGeoCon, but if it is more like the Fall Virtual Event and Annual Meeting held last year, it should be called something else. If we do not contract with Delaney, would Chris have enough help and technical expertise to organize a meeting? If we do contract with Delaney, is there enough time to send out calls for presentations and pull a schedule together?

Karyn suggested working with Professional Development and combining with one of the events they have planned to do something similar to last year, or even expand it to a couple of hours over two days and have a few sessions. Mary Susan said doing something similar to last year might be preferred as people could have virtual conference overload by that time of the year. Stephanie agreed. Chris and Karyn will meet to discuss further, they invite and encourage the entire Board to attend.

President Reports

Jonathan said the focus of the recent GAC meeting was on data updates at the state level, including orthoimagery, LiDAR, and elevation derived hydrography. Ross spoke about local vaccine distribution efforts. Chris said it might be useful to share the data updates as a webinar.

Karyn has almost completed the audit; she has a few more items to review and a couple questions. She also intends to put together a profit and loss statement based on the audit documentation.

Board Member Reports

Mary Susan said the webinar on sharing parcel data is scheduled for next week, which does not allow her much time to reach out to real property offices or other interested parties outside our membership.

Jiin said GISMO did a map challenge soft launch in February for Black History Month, which continues in March for Women's History Month. Jiin shared a link to the map challenge [here](#). Future challenges will focus on Earth Day in April, Asian American and Pacific Islander Heritage Month in May, and even Mosquito Week. Jiin presented a webinar in February on the impact of red lining in the 1930s to 1960s. This month Lee Ilan from the Mayor's Office of Environmental Remediation will present on the Searchable Property Environmental E-Database (SPEED) Portal. She asked how the Association could

help promote these programs. Announcements can be sent to Carol and Ann, and Communications will distribute.

Mary Susan said the Empire State Trail now provides a link across the entire state, though unfortunately there are not many attractions attached to the route yet. She said it connects the city to the country, and Western NY to the Adirondacks.

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

The meeting adjourned at 1:06 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. Jonathan will send letter of appreciation to Committee Members.
6. 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.
7. Chris will ask Christa how difficult it would be to import membership lists from GISMO.
8. Communications will change the Google account password.
9. The Audit Committee will perform a financial review of previous fiscal year.
10. The Board will accept the Audit Committee Financial Audit.
11. The Board will consider user group meeting sponsorships (GIS/SIG, Westchester, Long Island).
12. Christa will renew the D&O liability insurance.
13. Karyn and Michelle will determine the appropriate class to file the trademark amendment.
14. Michelle will file the Section 7 Request for Amendment or Correction of Registration Certificate to amend the trademark class.

Held Action Item List (Event Related)

15. 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.
16. The NYGeoCon Committee will submit and the Board will approve the NYGeoCon prelim budget.
17. Christa will purchase event liability and cancellation insurance for NYGeoCon if necessary.
18. The NYGeoCon Committee will submit and the Board will accept NYGeoCon contract(s).
19. The GeoSpatial Summit Committee will recommend and the Board will approve the Summit venue.

NYS GIS Association, Inc.
March 17, 2021
Treasurer Report

As of March 17, 2021, there is **\$53,806.10** in the bank account. The D&O insurance quote is the same as last year at \$756.00, the current plan expires May 27, 2021.

Expenses: (since last report to the board)

Amy Jeu Host Monster (GISMO expense) \$107.40

Income: (since last report to the board)

Membership \$200.61

Membership money being held for GISMO \$4,032.40

Membership money being held for WNY \$395.00

Balance: \$49,579.31

Estimated Upcoming Yearly Operating Expenses

Office Expenses	\$400.00
Meeting Costs	\$150.00
Travel Expenses	\$200.00
Sponsorships	\$600.00
Webinars	\$1,800.00 (estimate based on current provider)
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