

Date: Thursday, April 15, 2021

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Jiin Wen, Christa Hay

Minutes: The meeting began at 12:04 PM.

Secretary's Report: Michelle Debyah, Secretary

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

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 18 months prior to event date (Summit). The items on the task list for May are to appoint and confirm Nominating Committee (President and Board), customarily chair Nominating Committee (President-Elect), submit and approve GeoSpatial Summit preliminary budget 17 month prior to event date (Summit and Board), file tax returns (Treasurer), purchase event liability and cancellation insurance for the Summit if necessary (Treasurer), renew Survey Monkey (auto – Treasurer), pay website maintenance contract second installment (Treasurer), and renew SSL Certificate nysgis.net with InMotion (auto – Treasurer).

The Section 7 Request for Amendment or Correction of Registration Certificate to change the trademark from Class 025 (*Clothing, namely, hats, shirts, sweatshirts, vests, coats, sweatpants, scarves*), to Class 035 (*Association services, namely, promoting the interests of geographic information systems and other geospatial related professionals*) has been filed. It says it will take one to two months for the submission to be reviewed. Michelle is not optimistic that the change will be accepted. After the filing, she found language that indicated an amendment in the identification of goods or services is only permitted to restrict the identification or to change it in ways that would not require republication of the mark. If the deny the change, we would likely have to start all over if we want to have the trademark for Association services rather than selling clothes.

Chris noted that Professional Development has been using their employer's Zoom account for events, and the COVID meetings are still being held on the State's WebEx. He asked if anyone saw an issue with using other accounts for our events. Karyn said that if the employer approved it, perhaps we could offer them sponsor credit at the beginning of the webinar. Mary Susan does not care for ClickMeeting and would prefer we use something else, such as Zoom. Karyn said Zoom is not technically a webinar platform. Webinar platforms are very expensive, and ClickMeeting is probably one of the least expensive options. ClickMeeting needs to be canceled by June 9, 2021 if we choose not to renew. Chris will contact Professional Development to see if they have considered other options.

Professional Development is asking the Board to help circulate the panelist opportunities for their upcoming events, including *Professions in GIS* on April 28, *Values of GIS Skills in the Work Place* on May 12, and the *NYS GIS Association Student Showcase* on May 26. Michelle will forward Leticia's email with more detailed information to the Board and Communications Committee.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated April 14, 2021 was reviewed. The current balance is \$53,799.31. Expenses since the last report include the U.S. Patent and Trademark Office (USPTO). There has been \$132.64 in income from membership dues. There is \$4,082.40 in membership money being held for GISMO, and \$395.00 for WNY.

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

NYGeoCon 2021

Chris has been negotiating with Delaney to lower the over \$15,000.00 cost for planning a virtual event. They have provided a proposal for \$10,000.00, but Chris is leaning toward doing it ourselves. He is considering something with invited speakers and a business meeting. Ross asked if there is a desire for the more traditional awards, such as Lifetime Achievement and GIS Champion. Jonathan believes there is value in recognizing achievements. People may be hesitant to self-nominate, the Board needs to help encourage nominations. Those approaching or entering retirement would be good candidates, especially for Lifetime Achievement.

President Reports

Chris provided a webinar on GISP. New York State only accounts for 2.1% of all GISPs, and they are concentrated in Albany, NYC, Rochester, Buffalo, and Syracuse. Melissa shared her recent experience going through the process and taking the exam. The new GISCI Executive Director, Dr. Candice Luebbering, joined the call for a short time.

Jonathan said GIS/SIG is planning a conference for November, possibly the 16th at the RIT Inn and Conference Center. It will be a small in person event with the potential of a virtual component. It will be limited to 99 people, and they are working closely with RIT on table configurations and other requirements. It is a lot of work for a limited attendance event.

Karyn has completed the audit but still needs to sign the report. She has not had a chance to work on a profit and loss statement yet.

Board Member Reports

Catherine hopes everyone saw her email a few weeks ago about MCC's new GIST micro-credential. The first class on data management will be offered remotely in the evening this fall.

Mary Susan has been appointed to board of the Hudson Development Council. She does not foresee a conflict of interest with the Association, but felt it was important to disclose the appointment.

Stephanie wondered why we do not have Association t-shirts and no longer have a store. Michelle reminded everyone that when the store was setup there were no sales except items purchased by the Board to give away to promote the store. NEARC and GIS/SIG have shirts, but NEARC's are event related, and GIS/SIG handed them out as conference gifts but never sold them.

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

The meeting adjourned at 12:55 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, 2019, and 2020).
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. Chris will ask Christa how difficult it would be to import membership lists from GISMO.
6. Communications will change the Google account password.
7. The Audit Committee will perform a financial review of previous fiscal year.
8. The Board will accept the Audit Committee Financial Audit.
9. Christa will renew the D&O liability insurance.

10. Chris will appoint and the Board will confirm the Nominating Committee (customarily chaired by the President-Elect).
11. Christa will renew Survey Monkey (auto).
12. Christa will pay website maintenance contract second installment.
13. Christa will renew SSL Certificate nysgis.net with InMotion (auto).
14. Chris will contact Professional Development regarding ClickMeeting.
15. The Board will help circulate the panelist opportunities for the Professional Development events.

Held Action Item List

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

21. The GeoSpatial Summit Committee will recommend and the Board will approve the Summit venue.
22. The Summit Committee will submit and the Board will approve the Summit prelim budget.
23. Christa will purchase event liability and cancellation insurance for the Summit if necessary.

NYS GIS Association, Inc.
April 14, 2021
Treasurer Report

As of April 14, 2021, there is **\$53,799.31** in the bank account.

Expenses: (since last report to the board)

U.S. Patent and Trademark Office \$100.00

Income: (since last report to the board)

Membership \$132.64

Membership money being held for GISMO \$4,082.40

Membership money being held for WNY \$395.00

Balance: \$49,454.55

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