

Date: Thursday, May 20, 2021

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Jonathan Garner, Jiin Wen, Christa Hay

Minutes: The meeting began at 12:05 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for May are to appoint and confirm Nominating Committee (President and Board), customarily chairs 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 items on the task list for June are to submit and approve GeoSpatial Summit contract(s) 16 months prior to event date (Summit and Board), send out Annual Meeting announcement 60 days prior to event date (Board), renew ClickMeeting (auto) (Treasurer), backup all websites to an external drive (Communications), and send out membership renewal reminders (Membership).

The USPTO website shows that the Section 7 Request Form to change the trademark class was received on April 8, 2021. There is no indication that it has been reviewed yet, the original documentation said it would take one to two months for the submission to be reviewed.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated May 19, 2021 was reviewed. The current balance is \$53,045.02. Expenses since the last report include Survey Monkey, website maintenance contract second installment, and InMotion. There has been \$327.78 in income from membership dues. There is \$4,132.40 in membership money being held for GISMO, and \$410.00 for WNY.

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

GeoSpatial Summit 2022

Chris believes there is increased interest in attending in-person events and hopes we can aim for an in-person event in 2022. He will follow up with Kate to see what the Summit Committee is thinking.

NYGeoCon 2021

Chris said Esri has offered financial and presentation support for a fall event. They encouraged holding an online event, and are willing to help guide content as much as we would like. Mary Susan asked if they were offering a platform, but also cautioned about the importance of vendor independence. Chris said he did not think they were offering a platform, but he could ask. Chris and Karyn have discussed options for sponsors or vendors, which would be at a substantially reduced rate.

The plan is invited speakers for a two-day online event, for about three hours each day. Advertising can begin as soon as Chris and Karyn work out the details of sponsorship, perhaps as soon as the beginning of June. As was the case last fall when the event was not branded as the Summit, it will again be called the “Fall Virtual Event and Annual Meeting”. Suggestions of Mini- or Micro- NYGeoCon were also offered if we did want to relate it to NYGeoCon.

President Reports

The Communications Committee is requesting \$29.00 to purchase a security plugin for the website. The new plugin will scan the site for any links that are not secure (SSL – HTTPS) and fix them or report them to us. Cattyann will check the report and fix the links that the tool cannot fix automatically.

A motion was made by Mary Susan to approve \$29.00 to purchase a security plugin for the website. Motion was seconded by Karyn. Motion carried unanimously.

The benefit of ClickMeeting is that it offers a large number of attendees at low cost. Stephanie’s research found it to be poorly reviewed, with complaints that it gets increasingly glitchy as attendance increases. Recently they have been using Leticia’s Columbia University Zoom account, which is acceptable use for non-profit organizations. Mary Susan suggested a letter of thanks to Columbia University. Chris is recommending not renewing, but will have one more conversation with Melissa and Leticia to be sure they agree, and he will find out if they need Christa involved to cancel the auto payment. It must be canceled before June 9th. Michelle suggested confirming any recordings are downloaded before cancelation just in case we lose access when the account is closed.

Regarding an alternative, Michelle said several years ago, Razy compared several platforms and everything was more expensive than ClickMeeting. Mary Susan volunteered herself and Stephanie to look into other services. Michelle will see what she can find regarding any notes from Razy’s research and forward them to Mary Susan and Stephanie.

Mary Susan suggested Stephanie as Membership Chair. Stephanie will consider it, but would like more information. She and Chris will discuss further.

The Audit Committee comprised of Karyn Tareen and Michelle Debyah performed a financial review of bank transactions, Treasurer’s Reports, and the joint membership dues tracking spreadsheet, and found the 2020 financial records of the NYS GIS Association to be in order.

A motion was made by Mary Susan to accept the Audit Committee 2020 Financial Audit. Motion was seconded by Stephanie. Motion carried unanimously.

Karyn still plans to prepare a profit and loss statement.

Board Member Reports

Catherine said registration is open for the first class of the new GIST micro-credential program at Monroe Community College (MCC). It is offered remotely on Wednesday evenings to accommodate professionals as well as traditional students. The first class is on data management, she suggested everyone register to brush up on existing skills and learn new ones.

Catherine is the face behind the Association Twitter and LinkedIn accounts, and welcomed everyone to send her interesting content to post.

Mary Susan attended the GIS/SIG Spring Program on redistricting. She feels mapping and how we use it needs more exposure. As another example, she mentioned that manually updated paper maps are still the basis for wetland regulatory law in New York State.

Stephanie said a school district near Dutchess County is offering a summer class on CAD. She contacted the school to ask why not GIS, and the teacher wasn't familiar with GIS. She sent literature, and he is interested in additional resources. Please contact Stephanie if you know anyone who would be willing to speak with a high school lab teacher that is teaching CAD and would be interested in integrating GIS. Chris suggested the Education Committee might be able to assist.

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

The meeting adjourned at 1:07 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. Board Members will review and add contacts or additional groups to the Potential Collaboration list.
 4. Chris will ask Christa how difficult it would be to import membership lists from GISMO.
 5. Communications will change the Google account password.
 6. Christa will renew the D&O liability insurance.
 7. Chris will appoint and the Board will confirm the Nominating Committee (customarily chaired by the President-Elect).
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8. The Board will send out an Annual Meeting announcement 60 days prior to event date.
 9. Communications will back up all websites to an external drive.
 10. Membership will send out membership renewal reminders.
 11. Chris will contact Kate to see if the Summit Committee is considering an in-person event next year.
 12. Chris will contact Professional Development regarding the cancellation of ClickMeeting.
 13. Mary Susan and Stephanie will look into alternatives to ClickMeeting.

Held Action Item List

14. 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.
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.
 20. The Summit Committee will submit and the Board will approve the Summit prelim budget.
 21. Christa will purchase event liability and cancellation insurance for the Summit if necessary.
 22. The GeoSpatial Summit Committee will submit and the Board will accept Summit contract(s).
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NYS GIS Association, Inc.
May 19, 2021
Treasurer Report

As of May 19, 2021, there is **\$52,717.24** in the bank account. D&O Insurance needs to be paid as the current plan expires May 27, 2021.

Expenses: (since last report to the board)

Survey Monkey	\$414.72
Website Contract 2 nd	\$700.00
InMotion Host	\$99.99

Income: (since last report to the board)

Membership	\$327.78
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Membership money being held for GISMO \$4,132.40

Membership money being held for WNY \$410.00

Balance: \$53,045.02

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