

**Date:** Thursday, July 15, 2021

**Subject:** Board of Directors Meeting

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

**Committee Chairs and Officers Present:** Michelle Debyah

**Not Present:** Jonathan Garner, 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 June Board of Directors meeting. Motion was seconded by Stephanie. Motion carried unanimously.

The items on the task list for July are to prepare a list of departing Board Members, Committee Chairs, and Officers (Secretary), renew website domains nysgisa.com and nysgisa.org with GoDaddy (auto) (Treasurer), send out membership renewal reminders (Membership), and call for nominations (Nominating). The items on the task list for August are to prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers (Secretary), and recommend nominees (Nominating).

The USPTO Section 7 Request Form to change the trademark class filed on April 8, 2021 has not been reviewed yet. The documentation stated it would take one to two months for the submission to be reviewed.

Treasurer's Report: Christa Hay, Treasurer

There was no Treasurer's Report.

Fall Virtual Event and Annual Meeting

Tentative dates for the Fall Virtual Event and Annual Meeting are September 21 and 22. Esri is offering to sponsor at \$300.00. Chris will send past participants a flyer with an opportunity to sponsor for \$100.00 in exchange for recognition on the website and during the event, and a copy of the attendance list. The event will be three hours each day on Tuesday and Wednesday from 4:00 PM to 7:00 PM. Esri will present a keynote on Tuesday. Other presentations will likely include the new director of GISCI and a panel discussion.

President Reports

Chris and Mary Susan would like to have a discussion next month on changing the membership year from July-June to January-December. Michelle thinks it would help alleviate confusion, but we would have to consider the impact on members signed up for auto-renewal. If we just extended memberships

expiring in June through December, then any member whose auto-renewal is set up for the middle of the year would spend half the year expired. Somehow, we would have to extend memberships so when auto-payments hit they would be renewing for the following year instead of the current one.

#### Board Member Reports

Jiin shared information on a World Population Day presentation hosted by GISMO on July 27. Chris suggested she forward the information to the Communications Committee (Carol Zollweg and Ann Deakin) to help promote.

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

The meeting adjourned at 12:42 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. Communications will change the Google account password.
5. The Board will send out an Annual Meeting announcement 60 days prior to event date.
6. Mary Susan and Stephanie will look into alternatives to ClickMeeting.
7. Michelle will prepare a list of departing Board Members, Committee Chairs, and Officers.
8. Membership will send out membership renewal reminders.
9. Nominating will send out a call for nominations.
10. Michelle will prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers.
11. Nominating will recommend nominees.

#### Held Action Item List

12. 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.
13. 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.
14. The NYGeoCon Committee will submit and the Board will approve the NYGeoCon prelim budget.
15. Christa will purchase event liability and cancellation insurance for NYGeoCon if necessary.
16. The NYGeoCon Committee will submit and the Board will accept NYGeoCon contract(s).
17. The GeoSpatial Summit Committee will recommend and the Board will approve the Summit venue.
18. The Summit Committee will submit and the Board will approve the Summit prelim budget.
19. Christa will purchase event liability and cancellation insurance for the Summit if necessary.
20. The GeoSpatial Summit Committee will submit and the Board will accept Summit contract(s).