

Date: Thursday, August 19, 2021

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Stephanie Rockwell, Jiin Wen, Christa Hay

Minutes: The meeting began at 12:07 PM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for September are to submit Annual Report for the Annual Meeting presentation (Committee Chairs), submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting (Committee Chairs), and back up all websites to an external drive (Communications). The items on the task list for the Annual Meeting are to acknowledge departing Board Members, Committee Chairs, and Officers (President), get Annual Treasurer's Report approved (Treasurer), provide award winner information to Communications Committee for website (Awards), and conduct election (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.

The only Board Member stepping down will be Jonathan departing as Past-President. Mary Susan will be running for her second term, and Catherine will be running for her first full elected term. Currently, the only Committee Chair stepping down is Leticia Vasquez as Co-Chair of the Professional Development Committee. Melissa said she does not mind continuing as sole Chair for now; however, she would welcome help if anyone were interested. Ross Baldwin has not yet stated his intention regarding Awards Committee Chair and Regional Coordination Committee Co-Chair.

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated August 17, 2021 was reviewed. The current balance is \$50,426.61. Expenses since the last report include Go Daddy, D&O Insurance, Click Meeting, POS Fee (for Click), Really Simple SSL, and POS fee (for SSL). There has been \$1,983.42 in income from membership dues. There is \$4,402.40 in membership money being held for GISMO, and \$495.00 for WNY.

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

Fall Virtual Event and Annual Meeting

The Fall Virtual Event and Annual Meeting will be held September 21 and 22. Sheri Norton has set up a webpage that can go live once registration testing is completed. Esri is sponsoring the event. Presentations include Paul Rooney from Esri, Tony Spicci from GISCI, award winner presentations, a round table discussion, and an event co-sponsored with GISMO on the 20th anniversary of 9/11. Jonathan estimates the Annual Meeting will take between 30 to 40 minutes.

Chris opened discussion on asking attendees to pay a \$10.00 donation or registration fee. Consensus was it would complicate registration and hurt registration, offering sponsor opportunities was preferred.

GeoSpatial Summit 2022

It is still early, but Chris is hopeful the Summit will be held in person next year. He may contact Kate to see if they have a date in mind that could be announced at the Annual Meeting.

President Reports

Last month, Chris and Mary Susan said they would like to discuss changing the membership year from July-June to January-December. Communications does not believe there would be much effect on the database, especially if it is only used moving forward and not retroactively applied. The impact on auto-renewals would need to be considered so auto-renewals set up for the middle of the year would not spend half the year expired. Membership would need to be extended so when auto-payments hit they would renew for the following year instead of the current one. In 2020, the total income from membership dues was \$4,650.14 (includes multiple year memberships). While it would likely eliminate some confusion, is it worth the potential loss of half a year or more in membership income, the effort of making the change, and explaining it to the members? Chris will discuss further with Mary Susan, and will ask Committee Chairs for feedback during next month's Committee Call.

Chris will send last year's nomination information to Karyn to edit and send to Communications for distribution. Nominations will be open for two weeks, followed by a two-week election.

Chris asked Mary Susan to consider running for President-Elect.

Board Member Reports

Mary Susan wondered about sponsoring a contest, perhaps for students.

Mary Susan said Stephanie would send a membership renewal reminder to Communications for distribution in the near future. Chris and Stephanie have been talking about the Membership and Education Committees cooperating on an effort promote student membership.

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

The meeting adjourned at 12:58 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.
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12. Committee Chairs will submit Annual Report for the Annual Meeting presentation.
 13. Committee Chairs will need to submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting.
 14. Communications will back up all websites to an external drive.
 15. Chris will acknowledge departing Board Members, Committee Chairs, and Officers at the Annual Meeting.
 16. Christa will get Annual Treasurer's Report approved at the Annual Meeting.
 17. Awards will provide award winner information to Communications Committee for website.
 18. Nominating will conduct election.
 19. Chris will send sponsor opportunity information to potential sponsors.
 20. Chris will send last year's nomination information to Karyn to edit and send to Communications for distribution.

Held Action Item List

21. 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.
 22. 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.
 23. The NYGeoCon Committee will submit and the Board will approve the NYGeoCon prelim budget.
 24. Christa will purchase event liability and cancellation insurance for NYGeoCon if necessary.
 25. The NYGeoCon Committee will submit and the Board will accept NYGeoCon contract(s).
 26. The GeoSpatial Summit Committee will recommend and the Board will approve the Summit venue.
 27. The Summit Committee will submit and the Board will approve the Summit prelim budget.
 28. Christa will purchase event liability and cancellation insurance for the Summit if necessary.
 29. The GeoSpatial Summit Committee will submit and the Board will accept Summit contract(s).
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NYS GIS Association, Inc.
August 17, 2021
Treasurer Report

As of August 17, 2021, there is **\$50,426.61** in the bank account.

Expenses: (since last report to the board)

Go Daddy.com	\$40.34
D&O Insurance	\$756.00
Click Meeting	\$1,740.00
POS Fee (for Click)	\$52.20
Really Simple SSL	\$29.00
POS fee (for SSL)	\$0.87

Income: (since last report to the board)

Membership	\$1,983.42
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Membership money being held for GISMO \$4,402.40

Membership money being held for WNY \$495.00

Balance: \$52,410.03

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