

**Date:** Thursday, September 16, 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 12:08 PM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for October are to set Board Meeting and Committee Call schedules (President), appoint Secretary and Treasurer (President), appoint Committees and Committee Chairs (President), write "President's Message" (President), develop Association priorities for the year (President), send letter of appreciation to Committee Members (Past-President), confirm Secretary, Treasurer, Committees and Committee Chairs (Board), sign Annual Statement (Board), consider Western New York GIS Users Group GIS Day sponsorship (previously \$200.00) (Board), submit photo and information for website (new Board Members), update roster of Board Members and Committee Chairs (Secretary), distribute Annual Statements (Secretary), make Annual Meeting Minutes available for 30-day member review period (Secretary), renew website domains nysgis.org with GoDaddy and nysgis.net with HostMonster (Treasurer auto), renew website hosting nysgis.net with InMotion (Treasurer auto), review and confirm roster on website (Committee Chairs), update Board and Committee rosters on website (Communications), and submit website maintenance contract for Board approval (Communications).

The USPTO Section 7 Request Form to change the trademark class filed on April 8, 2021 was denied. In addition denying the class change, they also have issues with the owner's entity (clear chain of title, and discrepancy between 501c(4) non-profit organization/association incorporated), and domicile address. To maintain the trademark we need to file a Declaration of Use and/or Excusable Nonuse under Section 8 before October 27, 2021 under the original class of selling goods, which we are not doing. Even if we tried to file as "excusable nonuse", it is likely the owner's entity and domicile issues will be a problem. The filing fee is \$225.00, but it would likely be a waste of money and effort. It was determined that if the existing trademark cannot be changed from goods to identifying mark that it is not worth pursuing. If there is a need or desire to trademark in the future, the process will need to be started over.

In addition to Past-President Jonathan and Professional Development Committee Co-Chair Leticia Vasquez departing as noted last month, Ross Baldwin will be stepping down as Chair of the Awards Committee, and may step down as Regional Coordination Committee Co-Chair. He has asked the Awards Committee members if any of them would be interested in taking over as Chair, and will talk to Co-Chair Alan Leidner regarding the Regional Coordination Committee.

The certificates of appreciation for departing Board Members and Committee Chairs have been prepared and sent to Chris to sign and mail to Jonathan, Leticia, and Ross.

#### Treasurer's Report: Christa Hay, Treasurer

Christa reported the current balance is \$52,410.03. There were no expenses since the last report, and there was \$1,983.42 in income from membership dues.

#### Fall Virtual Event and Annual Meeting

The Fall Virtual Event and Annual Meeting will be held September 21 and 22. Chris is concerned about having enough time for the Annual Meeting, including questions from the members. Jonathan said last month to plan about 30 to 40 minutes. Chris is pleased that there are currently about 80 registered.

#### GeoSpatial Summit 2022

Chris may mention at the Annual Meeting that we are hopeful for an in person Summit next year.

#### President Reports

Chris does not feel a strong need to change the membership year. Stephanie sees the appeal of a January-December membership year, but noted it has been July-June for a long time and members are accustomed to it. She is not aware of any complaints regarding the membership year, and does not believe it would have an impact on the number of members one way or the other. The topic will be moved to the Membership Committee for further discussion and a future recommendation.

Karyn raised concerns that she has not received Association mailings, but Michelle noticed her membership expired. There was some discussion about automating notices when individual memberships expire, but it is unlikely that is something the member database could be set up to do.

The election ballot has gone out, but the closing date is Wednesday, September 22, so the results will not be available for announcement at the Annual Meeting. Chris said they might try to announce the results on Wednesday.

#### Board Member Reports

As part of her legislative agenda, Mary Susan would like to educate and promote the NYSDOT asset inventory tool for use by municipalities. The tool is built on Esri software, and she is concerned that Association promotion of the tool could appear as favoritism to Esri. It was decided that since the decision was already made by the State, the Association is not showing favoritism.

Chris noted this is his last Board Meeting as President, and he is excited about the incoming Board.

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

The meeting adjourned at 1:02 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. Mary Susan and Stephanie will look into alternatives to ClickMeeting.
  6. Membership will send out membership renewal reminders.
  7. Committee Chairs will submit Annual Report for the Annual Meeting presentation.
  8. Committee Chairs will need to submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting.
  9. Communications will back up all websites to an external drive.
  10. Chris will acknowledge departing Board Members, Committee Chairs, and Officers at the Annual Meeting.
  11. Christa will get Annual Treasurer's Report approved at the Annual Meeting.
  12. Nominating will conduct election.
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13. Chris will sign and mail certificates of appreciation to Jonathan, Leticia, and Ross.
  14. Karyn will set the Board Meeting and Committee Call schedules.
  15. Karyn will appoint and the Board will confirm Secretary, Treasurer, Committees and Committee Chairs.
  16. Karyn will write the "President's Message".
  17. Karyn will develop Association priorities for the year.
  18. Chris will send a letter of appreciation to Committee Members.
  19. Board Members will sign Annual Statements.
  20. The Board will consider Western New York GIS Users Group GIS Day sponsorship (previously \$200.00).
  21. New Board Members will submit photo and information for website.
  22. Michelle will update roster of Board Members and Committee Chairs.
  23. Michelle will distribute Annual Statements.
  24. Michelle will make Annual Meeting Minutes available for 30-day member review period.
  25. Christa will renew website domains nysgis.org with GoDaddy and nysgis.net with HostMonster, and website hosting nysgis.net with InMotion (auto).
  26. Committee Chairs will review and confirm roster on website.
  27. Communications will update Board and Committee rosters on website.
  28. Communications will submit website maintenance contract for Board approval.

### Held Action Item List

29. 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.
  30. 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.
  31. The GeoSpatial Summit Committee will recommend and the Board will approve the Summit venue.
  32. The Summit Committee will submit and the Board will approve the Summit prelim budget.
  33. Christa will purchase event liability and cancellation insurance for the Summit if necessary.
  34. The GeoSpatial Summit Committee will submit and the Board will accept Summit contract(s).
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