

**Date:** Thursday, October 21, 2021

**Subject:** Board of Directors Meeting

**Board Members Present:** Karyn Tareen, Chris Badurek, Dawn F. McCall, Stephanie Rockwell

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

**Not Present:** Mary Susan Knauss, Catherine DuBreck, Jiin Wen, Christa Hay

**Minutes:** The meeting began at 12:07 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes have been posted to the website for the 30-day member review period ending November 15, 2021.

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 items on the task list for November are to collect signed Annual Statements (Secretary), get Annual Meeting Minutes approved after 30-day member review period (Secretary), pay website maintenance contract first installment (Treasurer), send membership balance to WNYGIS Users Group (Treasurer), submit plans/goals for the year for website (Committee Chairs), and submit budget requests for upcoming year to Treasurer for approval at December Board of Directors meeting (Committee Chairs).

Treasurer's Report: Christa Hay, Treasurer

A motion was made by Chris to ratify the decision approving the revised Annual Treasurer's Report during the Annual Meeting. Motion was seconded by Stephanie. Motion carried unanimously.

The Treasurer's Report dated October 20, 2021 was reviewed. The current balance is \$52,771.67. Expenses since the last report include InMotion Hosting, HostMonster, and Ross Baldwin for Awards. There has been \$1,368.77 in income from membership dues.

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

#### Fall Virtual Event and Annual Meeting

The Fall Virtual Event and Annual Meeting pre-registration was 122, attendance was about half. The presenter before the Annual Meeting closed his browser, accidentally ending the meeting. Attendees had to log back in for the Annual Meeting, and attendance dropped to 31. Chris was disappointed the event was not held in person, however, GIS/SIG is planning an in person event for November that may be postponed due to low registration.

#### GeoSpatial Summit 2022

Planning for the GeoSpatial Summit will likely begin early next year.

#### President Reports

Karyn tentatively set the Board Meeting schedule to remain the third Thursday of every month from 12:00 PM to 1:00 PM. She will send an email to the Board Members not in attendance to see if the time works for them, and would like to work with Christa to find a time when she is able to attend.

Karyn set the Committee Call schedule to remain the second Thursday of every three months from 11:00 AM to 12:00 PM quarterly in March, June, September, and December.

Karyn welcomed new Board Member Dawn McCall.

Karyn appointed Michelle Debyah as Secretary. A motion was made by Chris to confirm the Secretary as appointed by Karyn. Motion was seconded by Stephanie. Motion carried unanimously.

Karyn identified the following Committees and Committee Chairs for 2022:

- Awards Committee – TBD
- Communications Committee – Ann Deakin, Carol Zollweg
- Education Committee – Paula Lazrus
- GeoSpatial Summit 2022 Committee – Lis DeGironimo, Kate Kiyanita
- Legislative Committee – Mary Susan Knauss
- Membership Committee – Stephanie Rockwell
- NYGeoCon 2023 Committee – Chris Badurek
- Professional Development Committee – Melissa Albino Hegeman
- Regional Coordination Committee – Ross Baldwin, Alan Leidner

A motion was made by Chris to confirm the Committees and Committee Chairs as appointed by Karyn. Motion was seconded by Dawn. Motion carried unanimously.

The Awards Committee Chair position remains vacant. Karyn will follow up with Ross to see if any current members would be willing Chair.

Chris is excited that Karyn is the President, and offered to assist in any way he can.

### Board Member Reports

During the Annual Meeting, Dawn heard Chris mention the desire to strengthen the Association's relationship with NYSAPLS. She is in a position to help with that effort, as there are many NYSAPLS surveyors in her organization. For example, she might be able to facilitate participation at the NYSAPLS conference in January.

Stephanie said Chris is joining the Membership Committee.

A motion was made by Dawn to adjourn the meeting. Motion was seconded by Chris. Motion carried unanimously.

The meeting adjourned at 1:00 PM.

### Action Item List

1. Chris 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. Communications will back up all websites to an external drive.
7. Chris will sign and mail certificates of appreciation to Jonathan, Leticia, and Ross.
8. Karyn will write the "President's Message".
9. Karyn will develop Association priorities for the year.
10. Chris will send a letter of appreciation to Committee Members.
11. Board Members will sign Annual Statements.
12. The Board will consider Western New York GIS Users Group GIS Day sponsorship (previously \$200.00).
13. Michelle will distribute Annual Statements.
14. Committee Chairs will review and confirm roster on website.
15. Communications will update Board and Committee rosters on website.
16. Communications will submit website maintenance contract for Board approval.

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17. Michelle will collect signed Annual Statements.
18. Michelle will get Annual Meeting Minutes approved after 30-day member review period.
19. Christa will pay website maintenance contract first installment.
20. Christa will send membership balance to WNYGIS Users Group.
21. Committee Chairs will submit plans/goals for the year for website.
22. Committee Chairs will submit budget requests for upcoming year to Treasurer for approval at December Board of Directors meeting.
23. Karyn will confirm the Board Meeting schedule with Christa and the remaining Board Members.
24. Karyn will follow up with Ross to see if any current Awards Committee members would be willing Chair.

### Held Action Item List

25. 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.
26. 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.

27. The GeoSpatial Summit Committee will recommend and the Board will approve the Summit venue.
  28. The Summit Committee will submit and the Board will approve the Summit prelim budget.
  29. Christa will purchase event liability and cancellation insurance for the Summit if necessary.
  30. The GeoSpatial Summit Committee will submit and the Board will accept Summit contract(s).
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NYS GIS Association, Inc.  
October 20, 2021  
Treasurer Report

As of October 20, 2021, there is **\$52,771.67** in the bank account.

**Expenses: (since last report to the board)**

InMotion Hosting	\$4,431.76
HostMonster	\$18.99
Ross Baldwin (Awards)	\$302.88

**Income: (since last report to the board)**

Membership	\$1,368.77
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**Balance: \$52,928.92**

*(Total after membership funds added, takes one to three days for transfer from PayPal. The Membership income added was \$460.13 as \$980.64 was deposited to the bank three weeks ago.)*

**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
<b>Total</b>	<b>\$8,093.00</b>