

Date: Thursday, November 18, 2021

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Jiin Wen, Christa Hay

Minutes: The meeting began at 12:08 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The revised draft Annual Meeting Minutes were posted to the website for the 30-day member review period ending November 15, 2021. No comments were received. A motion was made by Mary Susan to approve the Annual Meeting Minutes as revised. Motion was seconded by Chris. Motion carried unanimously.

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). The items on the task list for December are to send a "Season's Greetings" message including priorities for the year (President), appoint Audit Committee (President), customarily chairs Audit Committee (President-Elect), confirm Audit Committee (Board), annual Communication Policy reminder to Board Members and Committee Chairs (Secretary), renew PO Box (Treasurer), submit Committee budget requests for upcoming year for Board approval (Treasurer), and back up all websites to an external drive (Communications).

Treasurer's Report: Christa Hay, Treasurer

The Treasurer's Report dated November 17, 2021 was reviewed. The current balance is \$52,922.05. Expenses since the last report include bank checks, GoDaddy, and Ross Baldwin for Awards. There has been \$387.62 in income from membership dues. There is \$4,596.15 in membership money being held for GISMO, and \$600.00 for WNY.

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

GeoSpatial Summit 2022

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

NYGeoCon 2023

NYGeoCon discussion is tabled until April.

President Reports

Karyn confirmed the Board Meeting schedule to remain the third Thursday of every month from 12:00 PM to 1:00 PM. Karyn plans to be on the call a half hour before if anyone wants to join early for discussion prior to the meeting.

Karyn appointed Steven Russell Jr. as Awards Committee Chair. A motion was made by Mary Susan to confirm the Awards Committee Chair as appointed by Karyn. Motion was seconded by Chris. Motion carried unanimously.

Karyn, Dawn and Mary Susan would like to use Google Drive to increase efficiency of Board communications. Michelle will update user access.

Karyn appointed Jim Bennett as Treasurer for the coming year. He has experience as Treasurer, but more importantly, he is talented at technology integrations and automating systems. Karyn would like to automate as many tasks as possible, especially member updates. She would also like to standardize accounting reports like profit and loss statements, catch up on tax returns, and document the officer's tasks. The intent is to automate and modernize.

A motion was made by Chris to confirm the Treasurer as appointed by Karyn. Motion was seconded by Dawn. Motion carried unanimously.

Chris said the NYS Geospatial Advisory Council is seeking suggestions for a non-profit representative. Mary Susan has a recommendation for someone from Scenic Hudson. If anyone has any other good candidates, please contact Chris via email.

Mary Susan said Ben Houston has joined the Legislative Committee. They will focus on outreach to NYSAPLS and other organizations that hire, work with, or use GIS. Dawn reiterated that she could help with that effort, as there are many NYSAPLS surveyors in her organization. She said time is running out if the Association wants to sponsor the NYSAPLS conference in January. Sponsor levels range from platinum (\$449.00 and includes a 15-minute presentation) to bronze (\$99.00). Mary Susan and Dawn will discuss options, and Karyn may call a Special Board Meeting to approve the sponsorship if it has to be done before the December Board Meeting. Dawn may join the Legislative Committee.

Karyn discussed a need for a centralized technology person or position for the Association that would understand and document how all the Association's business software works together (or does not). This is for running the business of the Association, not GIS related software. Karyn will research and present to the board in a future meeting.

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

The meeting adjourned at 1:04 PM.

Action Item List

1. *Chris will send resolutions related to actions or policies to Communications for the website.*
 2. The Treasurer 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. Mary Susan and Stephanie will look into alternatives to ClickMeeting.
 5. Karyn will write the "President's Message".
 6. Karyn will develop Association priorities for the year.
 7. Chris will send a letter of appreciation to Committee Members.
 8. Committee Chairs will review and confirm roster on website.
 9. Communications will update Board and Committee rosters on website.
 10. Communications will submit website maintenance contract for Board approval.
 11. The Treasurer will pay website maintenance contract first installment.
 12. The Treasurer will send membership balance to WNYGIS Users Group.
 13. Committee Chairs will submit plans/goals for the year for website.
 14. Committee Chairs will submit budget requests for upcoming year to Treasurer for approval at December Board of Directors meeting.
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15. Karyn will send a "Season's Greetings" message including priorities for the year.
 16. Karyn will appoint and the Board will confirm the Audit Committee (customarily chaired by President-Elect).
 17. Michelle will share the annual Communication Policy reminder to Board Members and Committee Chairs.
 18. The Treasurer will renew the PO Box.
 19. The Treasurer will submit Committee budget requests for upcoming year for Board approval.
 20. Communications will back up all websites to an external drive.
 21. Michelle will update user access to Google Drive.
 22. Mary Susan and Dawn will discuss sponsor options for the NYSAPLS conference in January.

Held Action Item List

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

As of November 17, 2021, there is **\$52,922.05** in the bank account.

Expenses: (since last report to the board)

Bank checks	\$35.70
Go Daddy.com	\$21.17
Ross Baldwin (shipping for awards)	\$65.10

Income: (since last report to the board)

Membership	\$387.62
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Membership money being held for GISMO \$4,596.15

Membership money being held for WNY \$600.00

Balance: \$48,113.52

(Total after membership funds added, takes one to three days for transfer from PayPal.)

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