

**Date:** Thursday, December 16, 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:** Kate Kiyanitsa, Lis DeGironimo, Michelle Debyah, Jim Bennett

**Not Present:** Jiin Wen

**Minutes:** The meeting began at 12:03 PM.

Secretary's Report: Michelle Debyah, Secretary

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

Annual Communication Policy reminder to Board Members and Committee Chairs that all Association communications should be distributed by the Communications Committee or from the Association account to help reinforce the identity of the Association and alleviate confusion (full policy available on the Committees page of the website under Announcements, Surveys, and Posting Videos). Please send all requests to both Carol and Ann, and try to give as much notice as possible so they have time to coordinate distribution.

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). The items on the task list for January are annual reminder that the Association is a member of the New York Council of Nonprofits (NYCON) (Secretary), provide financial records to the Audit Committee (Treasurer), renew New York Council of Nonprofits (NYCON) (Treasurer), renew website domain nygeosummit.org with GoDaddy (Treasurer - auto), and perform financial review of previous fiscal year (Audit Committee).

Treasurer's Report: Jim Bennett, Treasurer

The Treasurer's Report dated December 6, 2021 was reviewed (final report from Christa Hay). The current balance is \$53,194.57. There were no expenses since the last report. There has been \$241.18 in income from membership dues. There is \$4,596.15 in membership money being held for GISMO, and \$605.00 for WNY.

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

### GeoSpatial Summit 2022

GeoSpatial Summit 2022 Committee Co-Chairs Kate Kiyaniisa and Lis DeGironimo joined the meeting to discuss the Summit. The Committee feels the Summit is about networking and being together in-person and that a virtual event contradicts what the Summit was originally designed to be. The Committee does not want to be involved in hosting a virtual event. As a less risky option but still in the spirit of the Summit, they propose a geospatial watch party with one keynote speaker later in afternoon, followed by a social event. There could be local venues with smaller groups of attendees, perhaps hosted by regional groups, all connected by video conferencing. The keynote would be followed by a question and answer session, then a social hour including drinks and light snacks or hors d'oeuvres, with the camera left on for attendees to interact via live video. Venues would be smaller as appropriate for the number of attendees in an area. The Association, or potentially sponsors, could underwrite AV fees. They think this would preserve the networking spirit of the Summit at lower risk and lower cost.

The Summit Committee only has five members and not all regions are represented. They would need help from other Committees, especially the Regional Coordination Committee, to help with planning in the different regions.

Karyn shared the idea with the WNY Steering Committee and received positive feedback regarding reduced risk, smaller groups, local travel, less work down time, and less cost. The Association would essentially be hosting multiple events rather than one, so to be successful a strong logistic plan would be necessary. Karyn suggested getting the Regional groups involved immediately.

If the format works well for 2022 and is popular, it could become an annual event in the future. It could be held midyear, with a reimagined conference in the fall that combines aspects of NYGeoCon and the Summit. It would provide another option for those who cannot travel or stay overnight. If unable to attend one of the local venues, individuals could join as well.

A concern was raised about the amount of work entailed in holding a conference every year. They believe it would be manageable because the conference hires an events management firm and several sessions could be replaced by a couple good plenary speakers.

Lis asked if there was a three or five year strategic plan defining the role and purpose of the Association. What are we providing? What is the direction for organization? What software can help run the organization, and at what cost/scale? Perhaps the Association needs a part-time paid staff person to perpetuate the organization.

Many details still need to be worked out, such as software platforms, cost, fees, and sponsors. Karyn asked if the Committee could start researching some options. Less the conferences, operating expenses are higher than income. Without the conferences, the Association loses money. More information is needed on costs – how many watch parties/attendees makes it worth it, do we need to charge, can it be free, can we get large sponsors to underwrite, and would it make sense for small vendors to sponsor? The Committee will spend some time researching and report back in February. Kate needs Regional contacts, Karyn is on that Committee and will reach out Alan and Ross to see if something can be organized between both Committees, and any Board Members willing to participate as well.

### NYGeoCon 2023

NYGeoCon discussion is tabled until April.

## President Reports

Karyn introduced Jim as the new Association Treasurer. He has received account information and credentials and is working on getting things started and documenting all that is being transferred.

Christa managed the PO Box to collect checks for membership payments not made via PayPal, and likely vendor fees for conferences. The PO Box expires at the end of this month. A temporary forward has been put on the PO Box to Karyn's office address, but it can only stay on for six months, then renewed once for a total of one year. We can drop the PO Box and use Karyn's work address for the next year, get a different PO Box, pay for a mail-forwarding service, or a more expensive virtual office.

Board Members change too often, so it was suggested to move the PO Box so the Secretary receives the mail. Michelle is willing to receive it if it is at the Post Office most convenient to her, though believes it would be better sent to the Treasurer once we have a long-term replacement, or a mail-forwarding service to make future transfers easier. Karyn will research mail-forwarding services early next year.

A motion was made by Dawn to approve the website maintenance contract for \$1,490.00. Motion was seconded by Mary Susan. Motion carried unanimously.

New York Build Expo contacted the Association with an invite to "partner for the show on a contra basis". Stephanie looked at their website and saw many of the attendees are within the GIS user community, but Karyn thinks they may be more GIS adjacent (engineers, architects, etc.). Even at no cost, there would still be effort and travel to NYC. Mary Susan and Stephanie will do some more research, and Stephanie may reply to the email to see what they are offering.

Chris attended the NYS Geospatial Advisory Council meeting and shared an update on the Association change in leadership. He said Frank is forming an ArcGIS Online Committee to maximize capabilities for AGOL and web enabled GIS, is hiring four new GIS people in his office, and announced 2021 digital orthoimagery has been posted for Hudson Valley, with Western NY coming soon.

Mary Susan wants to request \$500.00 in the budget for the Legislative Committee to promote GIS at events like New York Build, NYSAPLS, New York State Society of Professional Engineers, and other natural allies. Karyn asked her to send an email to Jim.

Dawn is attending the NYSAPLS conference and has contacted Mary Susan regarding Association involvement, but it is virtual this year. Karyn said she would be interested in feedback on attendance; Dawn will try to share that information after the conference.

Jim plans to restructure the Treasurer's Report to be more similar to a bank statement.

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

The meeting adjourned at 1:25 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. The Treasurer will pay website maintenance contract first installment.
11. The Treasurer will send membership balance to WNYGIS Users Group.
12. Committee Chairs will submit plans/goals for the year for website.
13. Karyn will send a "Season's Greetings" message including priorities for the year.
14. Karyn will appoint and the Board will confirm the Audit Committee (customarily chaired by President-Elect).
15. The Treasurer will submit Committee budget requests for upcoming year for Board approval.
16. Communications will back up all websites to an external drive.

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17. Michelle will share annual reminder that the Association is a member of the New York Council of Nonprofits (NYCON).
18. Jim will provide financial records to the Audit Committee.
19. Jim will renew New York Council of Nonprofits (NYCON).
20. Jim will renew website domain nygeosummit.org with GoDaddy (auto).
21. The Audit Committee will perform financial review of previous fiscal year.
22. The Summit Committee will research options for a watch party event and report in February.
23. Karyn will reach out Alan and Ross to organize something between the Summit and Regional Coordination Committees.

### Held Action Item List

24. 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.
  25. 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.
  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. The Treasurer 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.  
December 6, 2021  
Treasurer Report

As of December 6, 2021, there is **\$53,194.57** in the bank account.

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

None

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

Membership \$241.18

Membership money being held for GISMO \$4,596.15

Membership money being held for WNY \$605.00

**Balance: \$48,234.60**

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

**Estimated Upcoming Yearly Operating Expenses (estimates based on Annual Treasurer's Report)**

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
<b>Total</b>	<b>\$7,693.00</b>