

Date: Thursday, January 20, 2022

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Lis DeGironimo, Michelle Debyah, Jim Bennett

Not Present:

Minutes: The meeting began at 12:04 PM.

Secretary's Report: Michelle Debyah, Secretary

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

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). The items on the task list for February are to accept Audit Committee Financial Audit (Board), consider user group meeting sponsorships (GIS/SIG Conference – previously \$400.00 reciprocated, Westchester User Group Meeting – previously \$200.00, and Long Island GIS User Group Meeting – previously \$200.00) (Board), and credit Board and Committee participation in member database (Communications).

Annual reminder that the Association is a member of the New York Council of Nonprofits (NYCON). For more information on the resources available, the NYCON website is <http://www.nycon.org/>, and their events and training page is <http://www.nycon.org/index.php/attend-event/>.

Treasurer's Report: Jim Bennett, Treasurer

The Treasurer's Report dated January 18, 2022 was reviewed. The current balance is \$52,847.58. Expenses since the last report include USPS change of address, PO Box renewal, website maintenance contract first installment, and GoDaddy website domain renewal. There has been \$253.20 in income from membership dues. There is \$4,614.47 in membership money being held for GISMO, and \$605.00 for WNY.

Mary Susan discussed fiscal sponsorship and lobbying. Michelle clarified that the Association was formalized as a New York State Section 402 Not-For-Profit Corporation, it is not a 501(c)(3) and is not tax exempt.

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

GeoSpatial Summit 2022

GeoSpatial Summit 2022 Committee Co-Chair Lis DeGironimo joined the meeting to discuss the Summit. The Committee is excited about the idea of a virtual watch party event. Liz will be on the Regional Coordination Committee call on February 2nd to present to them, then reach out to groups not represented on the call.

NYGeoCon 2023

NYGeoCon discussion is tabled until April.

President Reports

Karyn appointed Mary Susan and Michelle to the Audit Committee. A motion was made by Stephanie to confirm the Audit Committee as appointed by Karyn. Motion was seconded by Chris. Motion carried unanimously.

Karyn is hoping for a progress update next month, and approval of the audit report in March.

Karyn reviewed her priorities for the year:

- 1) Continue working with Committees to increase the value of membership, including member only access to some webinars and parts of the website.
- 2) Update and upgrade Association processes and increase documentation and transparency to smooth the transition as Board Members, Officers, and Committee Chairs come and go.
- 3) Promote procedures and protocols for increased data sharing and access to data, especially related to health and climate concerns.

Mary Susan supported the priorities and said the Legislative Committee could help with item three. She said it times well with upcoming roadside asset, pay item, and infrastructure initiatives.

Dawn asked if priorities, such a strengthening ties with NYSAPLS, pass from one President to the next, and if long-term initiatives happen after a President leaves. Karyn said that is why it is important to document priorities and develop a five-year plan. Chris suggested a bullet list of strategic initiatives might be more achievable than a formal document.

Jiin apologized for missing meetings due to a heavy work schedule and GISMO responsibilities. However, she believes she can attend the remaining meetings and would like to complete her term.

Chris will contact Frank regarding ITS job openings for information we can share with the membership.

Mary Susan is working on a Legislative Committee letter and website updates.

Board Member Reports

Catherine said followers on social media are increasing, and she is hopeful that could increase members. Catherine passed her GISP exam in December and is officially a GISP.

Stephanie is working on ideas for membership.

Jiin is working on GISMO priorities focused on “TLC” – technology, leadership, and connections/communication.

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

The meeting adjourned at 12:59 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, 2020, and 2021).
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 send membership balance to WNYGIS Users Group.
11. Committee Chairs will submit plans/goals for the year for website.
12. Karyn will send a "Season's Greetings" message including priorities for the year.
13. The Treasurer will submit Committee budget requests for upcoming year for Board approval.
14. Communications will back up all websites to an external drive.
15. Jim will provide financial records to the Audit Committee.
16. Jim will renew New York Council of Nonprofits (NYCON).
17. The Audit Committee will perform financial review of previous fiscal year.
18. The Summit Committee will research options for a watch party event and report in February.
19. The Board will accept the Audit Committee Financial Audit.
20. Communications will credit Board and Committee participation in member database.

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 GeoSpatial Summit Committee will recommend and the Board will approve the Summit venue.
24. The Summit Committee will submit and the Board will approve the Summit prelim budget.
25. The Treasurer will purchase event liability and cancellation insurance for the Summit if necessary.
26. The GeoSpatial Summit Committee will submit and the Board will accept Summit contract(s).

**NYS GIS Association
Treasurer's Report
12/6/2021 – 1/18/2022**

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
12/6/2021	Beginning Bank Balances	47,993.42	4,596.15	605.00	53,194.57
12/7/2021	PayPal Transfer	241.18			
12/16/2021	USPS Change of Address	(2.20)			
12/22/2021	USPS PO Boxes (6 mos.)	(73.00)			
12/30/2021	Web-Site Maintenance, payment 1 of 2	(745.00)			
1/10/2022	Go Daddy.com	(21.17)			
1/18/2022	Ending Bank Balances	47,393.23	4,596.15	605.00	52,594.38

PayPal Transfer (In-Transit)	234.88	18.32	0.00	253.20
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Checkbook Balances	47,628.11	4,614.47	605.00	52,847.58
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Membership Summary (from PayPal) - 12/6/2021 – 1/18/2022

Subscriptions	Gross	PayPal Fees	Net
15	270.00	-16.80	253.20

Subs. Period	NYS GIS	GISMO	WNY
5 Year	2		
2 Year	2		
1 Year	11	2	