

**Date:** Thursday, March 17, 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 12:00 PM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for March are to review liability insurance (Board), renew website domains nygeocon.com and nygeocon.org with GoDaddy (Treasurer - auto), and back up all websites to an external drive (Communications). The items on the task list for April are to approve NYGeoCon venue (Board), renew D&O liability insurance (Treasurer), and recommend a venue (NYGeoCon).

Treasurer's Report: Jim Bennett, Treasurer

The Treasurer's Report dated March 16, 2022 was reviewed. The current balance is \$52,120.46. Expenses since the last report include GoDaddy domain renewals. There has been \$54.96 in income from membership dues. There is \$3,837.52 in membership money being held for GISMO, and \$605.00 for WNY.

PayPal refunded the money for the unauthorized Live Conscious charges last month. PayPal also restored the cash transferred last month to the PayPal balance but left the bank account alone. Jim left the amount (\$215.09) in the PayPal account and transferred the rest to the bank. He will straighten it out with PayPal. There were only six subscriptions, one new this month.

One membership was "GISMO/NYSGISA Retired" for \$10.00. Jim applied half the net proceeds to GISMO and half to the Association. Michelle could find no arrangement regarding reduced retiree dues, but last year Christa split the fee. Karyn will contact Alan (and cc Jiin) to see if he knows the history.

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

GeoSpatial Summit 2022

GeoSpatial Summit 2022 Committee Co-Chair Lis DeGironimo joined the meeting to discuss the GeoSpatial Watch Party. Lis had trouble finding contact information for the regions and suggested links to the regions be added to the Regional Coordination Committee webpage. Michelle recommended

working with the Regional Coordination Committee Co-Chairs to contact the regions, and said there are links on each region page, accessible by clicking *Regions* in the website footer.

Lis distributed the watch party guidance and received two yes responses (WNY and Southern Tier), five would like to, one maybe, two definite no, and five no response. The maybe can from Albany, where there is not currently an active group. Lis suggested finding a vendor in the area who might be willing to assist, or perhaps the Association and Board could help. Costs and fees have not yet been discussed.

The Committee meets soon and believes there is enough interest to move forward if the Board agrees. They will start looking at dates in the fall, preferably a Thursday afternoon. Karyn asked if the Board could assist by contacting regions. Lis said she would follow up with them. Chris suggested not trying to be overly comprehensive. Some groups are more active and it might be best to focus on those that want to participate. He also suggested taking pictures at the events. The Committee will provide an update at the next Board Meeting.

Lis expressed appreciation to Noreen for help with the guidance document. She also mentioned another group that had many committees kept their agenda in Google Docs with a committee bookmark list on the left where each committee could enter updates before each meeting. Liz said GISCI has recently announced a policy for retired GISPs, and an endorsement program.

#### NYGeoCon 2023

Chris suggested holding the Summit next year, though it would be out of cycle, as it has a lower level of risk. Karyn said many events are returning to in person and suggested talking to vendors to get their preference. She said travel budgets are loosening, but too late to plan for this year. Chris is concerned about losses if the Association had to cover hotel room guarantees. Karyn agreed it would be wise to go smaller on hotel rooms. She said NEARC is coming up, and while of a different size and scale, will be interested to see what their attendance percentage is compared to past years. Chris said planning a smaller event might allow them to look at venues that would normally be too small to consider.

#### President Reports

Karyn revised the Board Meeting schedule to remain the third Thursday of every month, but an hour earlier, from 11:00 AM to 12:00 PM. Michelle will update the calendar invite.

The Director & Officer Liability insurance is due for renewal. The limit is \$1,000,000.00, and the premium is \$750.00, the same as last year. The current policy expires May 27, 2022.

A motion was made by Mary Susan to renew the D&O liability insurance. Motion was seconded by Chris. Motion carried unanimously.

Chris will attend the NYS Geospatial Advisory Council meeting next week and mention the GeoSpatial Watch Party and upcoming GISP webinar.

The Audit Committee comprised of Mary Susan Knauss and Michelle Debyah performed a financial review of bank transactions, Treasurer's Reports, and the joint membership dues tracking spreadsheet, and found the 2021 financial records of the NYS GIS Association to be in order.

A motion was made by Chris to accept the Audit Committee 2021 Financial Audit. Motion was seconded by Catherine. Motion carried unanimously.

Mary Susan said dues runs about \$1,000.00 behind expenses. Without the Summit or NYGeoCon, the Association is not financially sustainable. Mary Susan would like to discuss potentially increasing membership dues with the Committees. With larger dues, the Association can do more, afford better tools, and afford help when needed. We are about to be undersized if membership continues to come down. Chris said the conferences do not make a lot of money, but they do help drive membership. He believes raising the fees makes sense for membership and conference registration.

Mary Susan would like to look at [Springly](#) membership management software. PayPal charges 6% to 7% per transaction. Springly charges 2.9% + \$0.30 per transaction, but includes domain and website hosting. Karyn believes it could help with her goal of tying together disparate systems by including membership tracking, accounting software, CRM (emailing), event management, and the potential to recoup some costs for local groups if they can use our account. She thinks the result would be less manual work for Jim, Michelle, and Communications. It could also facilitate something she has long been advocating – member only content to increase the value of membership. Karyn and Mary Susan would like a temporary committee with Jim, Michelle, Communications, and perhaps Membership and Professional Development to take a closer look at Springly.

While Michelle agrees \$10.00 dues are low, she would be hard pressed to name a membership benefit, aside from GISP points, right now that could be used to defend a dues increase. While something should not be done just because it is hard, the fact that many members have auto pay set up needs to be considered. Every auto pay would have to be updated. If changing software would change how members pay, it would make sense to change the dues at that time. Karyn said changes would be considered together and timed accordingly.

Chris and Karyn are aware the Association has been running at a deficit, but it has been hard the past two years to see where things are going. Coming out of COVID, there has been a drop in participation in professional associations across the board, and there have been issues finding presenters for webinars. Mary Susan gave a presentation to professional engineers that she would like to present as a webinar. She also commented that state licensing is how organizations pull in membership and money.

### Board Member Reports

Catherine asked if the Association should make a statement regarding Ukraine. Mary Susan said GIS practitioners are searching for employment opportunities on LinkedIn and thinks it might be more beneficial to use LinkedIn to connect people with jobs. She will follow up with Catherine and Communications.

Catherine said the GIS/SIG Conference is being held in person in April, capped at 100 people. It is being promoted through our sites, and she plans to send out another post.

Jiin recently attended the GISMO membership meeting and they want to work with the Association to grow membership. She is interested in Springly and how it can help the regions. She would like to join that effort or have someone from GISMO join.

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

The meeting adjourned at 1:18 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. The Treasurer will send membership balance to WNYGIS Users Group.
  6. Committee Chairs will submit plans/goals for the year for website.
  7. The Board will accept the Audit Committee Financial Audit.
  8. Michelle will put ClickMeeting on the April agenda for action in May.
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9. Karyn will sign and Jim will renew the D&O liability insurance.
  10. Karyn will contact Alan (and cc Jiin) to see if he knows the history regarding reduces retiree dues.
  11. Michelle will update the calendar invite to revise the time of the Board Meetings.
  12. Karyn and Mary Susan will facilitate the review of Springly and potential dues increase.

### Held Action Item List

13. 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.
  14. 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.
  15. The GeoSpatial Summit Committee will recommend and the Board will approve the Summit venue.
  16. The Summit Committee will submit and the Board will approve the Summit prelim budget.
  17. The Treasurer will purchase event liability and cancellation insurance for the Summit if necessary.
  18. The GeoSpatial Summit Committee will submit and the Board will accept Summit contract(s).
  19. The NYGeoCon Committee will recommend and the Board will approve the NYGeoCon venue.
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**NYS GIS Association**

**April 19, 2022**

**Treasurer's Report Amended 2/16/2022 – 3/15/2022**

**Summary**

- PayPal refunded the money for the unauthorized Live Conscious charges last month.
- For some reason, PayPal restored the cash transferred last month to the PayPal balance but left the bank account alone. I left the amount (215.09) in the PayPal account and transferred the rest to the bank. It will have to be straightened out with PayPal.
- There were only 6 subscriptions, 1 new this month.
- Half of the net proceeds were applied to GISMO and NYSGIS each.
- The proceeds applied to GISMO were re-applied to NYSGIS as per email discussion of previous handling of "retired" accounts.

**Bank Balances**

Date	Description	NYS GIS	GISMO	WNY	Total
2/16/2022	<b>Beginning Bank Balances</b>	<b>47,398.20</b>	<b>3,777.98</b>	<b>605.00</b>	<b>51,781.18</b>
2/17/2022	PayPal Transfer	160.13	54.96	0.00	215.09
2/22/2022	PayPal Transfer - refund	59.97			59.97
2/22/2022	PayPal Transfer - refund	89.94			89.94
3/14/2022	GODADDY.COM	(80.68)			(80.68)
3/15/2022	<b>Ending Bank Balances</b>	<b>47,627.56</b>	<b>3,832.94</b>	<b>605.00</b>	<b>52,065.50</b>

<b>PayPal Transfer (In-Transit)</b>	54.96	0.00	0.00	54.96
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<b>Checkbook Balances</b>	<b>47,682.52</b>	<b>3,832.94</b>	<b>605.00</b>	<b>52,120.46</b>
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**Membership Summary (from PayPal) - 2/16/2022 – 3/15/2022**

Subscriptions	Gross	PayPal Fees	Net
6	60.00	-5.04	54.96

Subs. Period	NYS GIS	GISMO	WNY
<b>5 Year</b>	0		
<b>2 Year</b>	0		
<b>1 Year</b>	6	1	