

**Date:** Thursday, June 16, 2022

**Subject:** Board of Directors Meeting

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

**Committee Chairs and Officers Present:** Michelle Debyah, Jim Bennett

**Not Present:** Stephanie Rockwell

**Minutes:** The meeting began at 11:05 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for June are to submit and accept NYGeoCon contract(s) 16 months prior to event date (NYGeoCon and Board), send out Annual Meeting announcement 60 days prior to event date (Board), purchase event liability and cancellation insurance for NYGeoCon if necessary (may be included in contract) (Treasurer), renew ClickMeeting (auto – Treasurer), renew SSL/HTTPS security plugin with Real Simple SSL (auto – Treasurer), back up all websites to an external drive (Communications), and send out membership renewal reminders (Membership). The items on the task list for July are to prepare a list of departing Board Members, Committee Chairs, and Officers (Secretary), renew website domains nysgisa.com and nysgisa.org with GoDaddy (auto – Treasurer), send out membership renewal reminders (Membership), and call for nominations (Nominating).

On March 2, 2016, the Board passed a motion to establish that new or lapsed members joining on or after April 1 get the remainder of the current and the next membership year. Michelle looked at the memberships applied between April 1 and June 15 of this year and found 16 memberships applied to the current year only. Half of them are new members added before Jim was aware of the policy, five joined or renewed at a similar time the past couple years and should have received the grace year previously, and the remaining three were lapsed. It was agreed all should be credited with the upcoming membership year, as should anyone who joins or renews between now and June 30. Jim offered to apply the memberships if Michelle sends him the list.

Treasurer's Report: Jim Bennett, Treasurer

The Treasurer's Report dated June 14, 2022 was reviewed. The current balance is \$52,259.19. Expenses since the last report include Survey Monkey, website maintenance second installment, Really Simple SSL, and exchange fee. There has been \$610.12 in income from membership dues. There is \$4,018.59 in membership money being held for GISMO, and \$681.75 for WNY.

The \$215.09 erroneously deposited in the PayPal NYS GIS account is still there. It will have to be straightened out with PayPal. There were 35 subscriptions this month. The Association debit card expires 6/30/2022, and the PO Box needs to be renewed by 6/30/2022.

Karyn has not received the new debit card. Mary Susan will request a new card. When Karyn receives the card, she will send the information to Jim so he can update the auto renewals.

Jim has filled out seven years of tax forms through 2021. He needs information for 2014; Michelle will send him what she has from the 2014 audit. Karyn and Chris will review the forms before Jim submits them.

The liability insurance was recently paid and will be reflected on next month's report.

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

#### GeoSpatial Summit 2022

Karyn said the Committee is working on a spreadsheet of regional contacts. They are also looking for a keynote speaker. Please share any suggestions for a forward thinking, future trends type presentation.

#### NYGeoCon 2023

Chris shared the Delaney proposal for review. Similar to past proposals, the cost is almost \$20,000.00 and includes on-site management, accounting, reporting, and site selection. Chris will review the proposal with the NYGeoCon Committee to see if there are any tasks they could take on to save costs, but that is unlikely to result in large savings.

Christa used to handle registrations using Ennect Event. Chris asked Delaney to add registration to the proposal. The fee would be \$1,430.00 with estimated expenses of \$1,500.00, including \$5.50 per registration. Karyn asked if anyone on the Committee might be willing to take over managing registrations.

Chris said the biggest question is what will attendance be and will it cover costs. Karyn asked how much of the cost sponsors normally cover. Dawn suggested a la carte sponsorships of rooms, sessions, or snacks to bring in additional, smaller sponsors. Dawn also mentioned tying space cost to food rather than hotel block.

Chris will get feedback from the Committee and review costs compared to past registration and vendor revenue. He will share that information in advance so the Board can be prepared to vote at the July meeting.

#### President Reports

Mary Susan made a motion to memorialize the approval of the Annual Meeting and GeoSpatial Watch Party survey sent out with the save the date mailing. Motion was seconded by Catherine. Motion carried unanimously.

Mary Susan made a motion to memorialize the approval to cancel ClickMeeting before it auto-renewed on June 9. Motion was seconded by Dawn. Motion carried unanimously.

The PO Box needs to be renewed by June 30. Karyn recommended moving the PO Box from Cohoes to the Rochester 14624 post office on Howard Road near the Secretary. A motion was made by Dawn to move the PO Box to Rochester 14624. Motion was seconded by Mary Susan. Motion carried unanimously.

Chris said Jonathan has the stand up sign and they are trying to set up a meeting time for Chris to pick it up. Karyn is in Rochester regularly and would be willing to pick it up if it is easier.

Chris is concerned about getting election announcements out. Jiin and Stephanie, both due for reelection, have decided to step down. President-Elect also needs to be filled.

Mary Susan worked with a non-profit representative at Zoom who offered Zoom Events for 500 participants for six months free and the next year at half price for \$440.00. Zoom Event includes Zoom Meeting and Zoom Webinars, supports a vendor room, and registrations can be monetized based on membership status. The Association would have one license, but could let others in with a free account. As a non-profit, we could also share the service with the regional groups. Once we have signed up, Zoom has offered to hold a training session. The Summit and Professional Development Committees have both said Zoom Events would meet their needs.

A motion was made by Dawn to sign up for Zoom Events for 18 months for \$440.00. Motion was seconded by Chris. Motion carried unanimously.

The Lifetime Achievement Award is usually presented bi-annually in conjunction with NYGeoCon. However, Mary Susan would like to make an exception to recognize Christa this year for her many years of service. Mary Susan will check with the Awards Committee and with Chris (regarding past costs) for discussion and action at the July meeting.

#### Board Member Reports

Catherine said the GIS/SIG conference had 85 attendees: 88 registrations, 8 no shows, and 5 walk-ins. They are not aware of anyone contracting COVID at the conference.

Dawn has been talking to NYSAPLS regarding GIS content at their conference January 18-20, 2023. She said Esri will likely give a presentation on ArcGIS for AutoCad and she is working on another presentation that would potentially provide credits. The roundtable would not have credits potential.

Mary Susan said Stephanie sent a personal membership reminder to the list Ann provided of committee members who had not renewed their membership.

Jiin said even though she is not running for re-election, she is always available to support the Association. She asked how GISMO could use the Zoom account. Karyn said we would need to come up with Zoom protocols and will discuss at the next meeting. Mary Susan said GISMOS's app webinar was excellent.

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

The meeting adjourned at 12:14 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, 2021, and 2022).
3. Board Members will review and add contacts or additional groups to the Potential Collaboration list.
4. Karyn and Mary Susan will facilitate the review of Springly and potential dues increase.

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5. Michelle will prepare a list of departing Board Members, Committee Chairs, and Officers.
6. Jim will renew website domains nysgisa.com and nysgisa.org with GoDaddy (auto).
7. Membership will send out membership renewal reminders.
8. Nominating will call for nominations.
9. Michelle will send Jim list of 16 members who need to be credited with next membership year.
10. Jim will add next membership year to list of 16 members.
11. Mary Susan will request a new debit card.
12. Karyn will send Jim information from new debit card.
13. Jim will update auto renewals with new debit card.
14. Michelle will send Jim information from 2014 audit for taxes.
15. Karyn and Chris will review tax forms before Jim submits them.
16. Chris will share NYGeoCon Committee feedback and past revenue analysis in advance so the Board can be prepared to vote at the July meeting.
17. Jim will move the PO Box to the Rochester 14624 post office on Howard Road.
18. Chris or Karyn will meet with Jonathan to pick up the stand up sign.
19. Mary Susan will sign up for Zoom Events.
20. Mary Susan will check with the Awards Committee and with Chris (regarding past costs) about presenting a Lifetime Achievement Award during the Summit/Watch Party.

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

**NYS GIS Association**

**June 14, 2022**

**Treasurer's Report 5/17/2022 – 6/14/2022**

**Summary**

- The 215.09 erroneously deposited in the PayPal NYS GIS account is still there. It will have to be straightened out with PayPal.
- There were 35 subscriptions this month.
- Debit Card expires 6/30
- PO Box needs to be renewed by 6/30

**Bank Balances**

Date	Description	NYS GIS	GISMO	WNY	Total
5/17/2022	<b>Beginning Bank Balances</b>	<b>47,840.56</b>	<b>3,860.42</b>	<b>605.00</b>	<b>52,305.98</b>
5/18/2022	PayPal Transfer	423.78	64.12	38.80	526.70
5/18/2022	Survey Monkey	-414.72			-414.72
5/27/2022	Website Maintenance – 2 <sup>nd</sup> payment	-745.00			-745.00
6/6/2022	Really Simple SSL	-23.20			-23.20
6/6/2022	Exchange Fee	-0.69			-0.69
6/14/2022	<b>Ending Bank Balances</b>	<b>47,080.73</b>	<b>3,924.54</b>	<b>643.80</b>	<b>51,649.07</b>

<b>PayPal Transfer (In-Transit)</b>	478.12	94.05	37.95	610.12
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<b>Checkbook Balances</b>	<b>47,558.85</b>	<b>4,018.59</b>	<b>681.75</b>	<b>52,259.19</b>
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**Membership Summary (from PayPal) - 5/17/2022 – 6/14/2022**

Subscriptions	Gross	PayPal Fees	Net
<b>35</b>	<b>650.00</b>	<b>-39.88</b>	610.12

Subs. Period	NYS GIS	GISMO	WNY
<b>5 Year</b>	<b>4</b>		<b>1</b>
<b>2 Year</b>	<b>0</b>		
<b>1 Year</b>	<b>31</b>	<b>10</b>	<b>3</b>