

Date: Thursday, August 18, 2022

Subject: Board of Directors Meeting

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

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

Not Present: Karyn Tareen, Stephanie Rockwell, Jiin Wen

Minutes: The meeting began at 11:05 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for August are to prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers (Secretary), and recommend nominees (Nominating). The items on the task list for September are annual reminder to Board Members, Committee Chairs, and Officers (especially departing) to transfer ownership of files and folders on the Google Drive to the Association (Secretary), submit Annual Report for the Annual Meeting presentation (Committee Chairs), submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting (Committee Chairs), request volunteers to take photographs at the Summit (Communications), and back up all websites to an external drive (Communications).

Mary Susan advised that when a file or folder is uploaded to the Association Google Drive, the file is owned by and storage is counted against the person who uploaded the file, not the owner of the shared folder: <https://support.google.com/drive/answer/7166529>. To free from their storage and protect future accessibility, Board Members and Committee Chairs (especially those departing) are invited to transfer ownership of files and folders to the Association: <https://support.google.com/drive/answer/2494892>. It appears all the folders can be selected and transferred once, but it will still be necessary to go into each folder and select all the files and transfer them. At Karyn's suggestion, this has been added to the Annual Task List.

Michelle went through the drive. In the Committee folders, copies were made of some old files so the Association now owns them. Ross transferred ownership of files in the Awards Committee folder. There are numerous files in the Communications folder owned by many different people, Carol and Ann will work on those over time with the Committee Members. All that remains are several files that need to be transferred from Karyn, Mary Susan, and Jim.

Treasurer's Report: Jim Bennett, Treasurer

The Treasurer's Report dated August 17, 2022 was reviewed. The current balance is \$53,280.61. There were no expenses since the last report. There has been \$584.53 in income from membership dues. There is \$4,311.13 in membership money being held for GISMO, and \$747.68 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 38 subscriptions this month.

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 Kiyanitsa and Lis DeGironimo joined the meeting to discuss the GeoSpatial Watch Party. Venues and sponsors have been identified in six or seven areas, the Adirondack Region is not represented. They hope to send out an announcement in the next week. There will be seven connected Zoom instances, and a few that cannot attend in person will be able to watch but will not be connected.

The venues have varying capacity so though there is no cost, registration is still necessary to get an accurate attendance count. They just want to capture name, email address, venue attending, and perhaps membership status. They are considering setting something up in Google Docs or a Doodle poll. Chris mentioned Eventbrite is easy to use if they just need something simple.

Tyler Technologies Conference Center in the Capital Region can accommodate up to 200 attendees. They are donating the space, but would still like a contract signed. The venue in Syracuse may also want a contract. Contracts have to be approved by the Board of Directors for the President or President-Elect to sign, so Karyn or Mary Susan will have to call a special meeting. Kate and Lis will get any necessary contracts together and send them to Karyn and Mary Susan.

Each Region will likely have a sponsor for refreshments after the meeting. Esri has offered to sponsor the food at the Capital Region event, but they want to give the money to the Association and have the Association contract with and pay the caterer. Dawn suggested getting a cost commitment or a not to exceed amount from Esri so it is clear on what they are willing to cover.

Lis wanted to confirm that the venue and food sponsors at each location be recognized equally. The Board agreed and felt it was important to acknowledge those supporting our efforts.

NYGeoCon 2023

Leslie from Delaney is working on getting out an RFP. Chris asked her to include the Desmond Hotel in Albany. He hopes to hear back within the next two weeks.

Delaney would like the full contract signed. Payments can be incremental, and they are generally timed so the bulk is due after vendors start paying fees. Chris will send the contract for review with suggestions for altering the scope of work to save some cost, such as handling registration and nametags ourselves as Christa used to do. The contract should be approved at the next meeting.

President Reports

Chris will send out information on a webinar he is presenting for the New York Natural Heritage Program (NYNHP) on NY iMapInvasives at the end of month.

Chris wants to remind Karyn about preparing the power point for the Annual Meeting.

Mary Susan asked Dawn to help her explore membership software options, and asked her to research NationBuilder. Dawn suggested Wild Apricot.

Mary Susan will coordinate with the Committees to set up Zoom Events training.

Mary Susan will check with the Awards Committee regarding Christa's Lifetime Achievement Award.

The call for nominations was sent out with nominations due by September 1, 2022, there have been no responses. Two Board seats, President-Elect, and Treasurer need to be filled. Chris and Mary Susan will contact Communications regarding sending out another announcement. Chris suggested reaching out to potential nominees and contacting Jiin regarding someone from GISMO.

Board Member Reports

Dawn has submitted the paperwork for both GIS sessions for the NYSAPLS conference, she expects the panel discussion will not be for credit. We are officially on the schedule and can change panelists until December.

Dawn did create initial questions. Please review the questions and contact Dawn with ideas for more questions.

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

The meeting adjourned at 12:04 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, 2020, 2021, and 2022).
3. Board Members will review and add contacts or additional groups to the Potential Collaboration list.
4. Karyn and Chris will review tax forms before Jim submits them.
5. Chris or Karyn will meet with Jonathan to pick up the stand up sign.
6. Michelle will prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers.
7. Nominating will recommend nominees.

8. Michelle will share annual reminder to transfer ownership of Google Drive files to the Association.
9. Committee Chairs will submit Annual Report for the Annual Meeting presentation.
10. Committee Chairs will submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting.
11. Communications will request volunteers to take photographs at the Summit.
12. Communications will back up all websites to an external drive.
13. Kate and Lis will send contract to Karyn and Mary Susan for a special meeting and signatures.
14. Chris will send out the Delaney contract for approval at the next Board Meeting.
15. Mary Susan and Dawn will explore membership software, such as NationBuilder and Wild Apricot.
16. Mary Susan will coordinate with the Committees to set up Zoom Events training.
17. Mary Susan will check with Awards Committee regarding Christa's Lifetime Achievement Award.
18. Chris and Mary Susan will contact Communications regarding sending out nomination reminder.

Held Action Item List

19. 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.
20. 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.
21. The Summit Committee will submit and the Board will approve the Summit prelim budget.
22. The NYGeoCon Committee will recommend and the Board will approve the NYGeoCon venue.
23. The NYGeoCon Committee will submit and the Board will approve the NYGeoCon prelim budget.
24. The NYGeoCon Committee will submit and the Board will accept NYGeoCon contract(s).
25. The Treasurer will purchase event liability and cancellation insurance for NYGeoCon if necessary.

NYS GIS Association

August 17, 2022

Treasurer’s Report 7/20/2022 – 8/16/2022

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 38 subscriptions this month.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
7/20/2022	Beginning Bank Balances	46,653.07	4,018.59	681.75	51,353.41
7/20/2022	PayPal Transfer	1,140.74	169.29	32.64	1,342.67
7/20/2022	Ending Bank Balances	47,793.81	4,187.88	714.39	52,698.08

PayPal Transfer (In-Transit)	427.99	123.25	33.29	584.53
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Checkbook Balances	48,221.80	4,311.13	747.68	53,280.61
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Membership Summary (from PayPal and one check) - 6/14/2022 – 7/20/2022

Subscriptions	Gross	PayPal Fees	Net
38	625.00	-40.77	584.53

Subs. Period	NYS GIS	GISMO	WNY
5 Year	2	1	1
2 Year	0		
1 Year	36	8	2