

**Date:** Thursday, September 15, 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:** Kate Kiyanitsa, Michelle Debyah, Jim Bennett

**Not Present:**

**Minutes:** The meeting began at 11:08 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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). The items on the task list for the Annual Meeting are to acknowledge departing Board Members, Committee Chairs, and Officers (President), get Annual Treasurer's Report approved (Treasurer), provide award winner information to Communications Committee for website (Awards), and conduct election (Nominating). The items on the task list for October are to set Board Meeting and Committee Call schedules (President), appoint Secretary and Treasurer (President), appoint Committees and Committee Chairs (President), write "President's Message" (President), develop Association priorities for the year (President), send letter of appreciation to Committee Members (Past-President), confirm Secretary, Treasurer, Committees and Committee Chairs (Board), sign Annual Statement (Board), consider Western New York GIS Users Group GIS Day sponsorship (previously \$200.00) (Board), submit photo and information for website (new Board Members), update roster of Board Members and Committee Chairs (Secretary), distribute Annual Statements (Secretary), make Annual Meeting Minutes available for 30-day member review period (Secretary), renew website domains nysgis.org with GoDaddy and nysgis.net with HostMonster (Treasurer auto), review and confirm roster on website (Committee Chairs), update Board and Committee rosters on website (Communications), and submit website maintenance contract for Board approval (Communications).

Treasurer's Report: Jim Bennett, Treasurer

The Treasurer's Report dated September 14, 2022 was reviewed. The current balance is \$53,823.66. There were no expenses since the last report. There has been \$543.05 in income from membership dues. There is \$4,358.15 in membership money being held for GISMO, and \$776.31 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 34 subscriptions this month.

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

Jim said one of the goals has been to integrate subscriptions with the membership database. As the Board is now exploring membership software, he pointed out that most systems promote importing data, but do not mention exporting data. This is something to consider when evaluating systems, it is your data, be sure you can export it. He has created a database of PayPal and checking account transaction back to 2014 in SQL Server that can be exported and imported into any format.

### GeoSpatial Summit 2022

Kate Kiyantsa joined the meeting to answer any questions regarding the GeoSpatial Watch Party. When asked for confirmation that the locations requiring contracts would have attendees, Kate said there have been registrations, and that they are the locations where the speakers will present.

Chris is positive about the response to and the interest in the Watch Party, though some on the NYS Geospatial Advisory Council mentioned the word "party" complicates reimbursement.

### NYGeoCon 2023

Chris said the Delaney contract is on the Google Drive for review, along with some documents from past events. He toured venues in Saratoga, and is concerned about high costs. He talked to Leslie about options of working with the convention center. He would like input from the Board regarding the quality (high, mid, low) of the hotel. Chris will send an email or Doodle Poll regarding meeting to discuss venues.

### President Reports

Mary Susan contacted Adams & Son Insurance, who provides our D&O Insurance, regarding event insurance. Berkshire Hathaway quoted \$2,210.63, and she is working on an application for a second quote. This is a minimum policy based on no offices, employees, vehicles, or professional liability. It does not address alcohol, which they suggest be provided by the caterer. It would cover event liability or damage to the venue at all events at any location for a year. Mary Susan believes the regions could use it because of shared dues paying members, but she needs to confirm with Adams & Son.

A motion was made by Mary Susan to purchase annual small business non-profit general liability insurance through Adams & Son for an amount not exceed \$2,500.00. Motion was seconded by Chris. Motion carried unanimously.

A motion was made by Mary Susan to sign contracts for GeoSpatial Watch Party event space with UDig NY in Syracuse and Tyler Technologies in Albany at an amount not to exceed \$1,500.00 for both venues. Motion was seconded by Chris. Motion carried unanimously.

Mary Susan said we would likely be reimbursed \$1,000.00 of the event space cost sponsored by Esri.

Election are open and a notice has been sent out and posted on the website. Mary Susan thanked Chris for all his help with the election.

Watch Party regional contact information has been compiled for Zoom. Zoom can be customized with Association branding.

There is a list of Watch Party contacts on Google Drive, Mary Susan is adding access for the regional contacts. There is also a schedule for the Annual Meeting, which includes Mary Susan presenting Christa's Lifetime Achievement Award in person at the Albany venue.

Karyn said this was her last Board Meeting as President and she wanted to thank the Board Members, and thanked Jim for serving as Treasurer.

This was Chris's last Board Meeting. He appreciated his time on the Board, and thanked everyone. He knows the Association is "in good hands".

#### Board Member Reports

Stephanie enjoyed her time on the Board and working with everyone.

Jiin thanked everyone and said she learned a lot. She would like to continue to participate, and said to reach out if there is anything she or GISMO can do to support the Association.

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

The meeting adjourned at 11:51 AM.

### 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. 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.
7. The NYGeoCon Committee will recommend and the Board will approve the NYGeoCon venue.
8. The NYGeoCon Committee will submit and the Board will approve the NYGeoCon prelim budget.
9. The NYGeoCon Committee will submit and the Board will accept NYGeoCon contract(s).
10. The Treasurer will purchase event liability and cancellation insurance for NYGeoCon if necessary.
11. Committee Chairs will submit Annual Report for the Annual Meeting presentation.
12. Committee Chairs will submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting.
13. Communications will request volunteers to take photographs at the Summit.
14. Communications will back up all websites to an external drive.
15. Mary Susan and Dawn will explore membership software, such as NationBuilder and Wild Apricot.
16. Karyn will acknowledge departing Board Members, Committee Chairs, and Officers at the Annual Meeting.
17. Jim will get the Annual Treasurer's Report approved at the Annual Meeting.
18. Awards will provide award winner information to Communications Committee for website.
19. Nominating will conduct the election.
20. Mary Susan will set Board Meeting and Committee Call schedules.
21. Mary Susan will appoint and the Board will confirm Secretary and Treasurer.
22. Mary Susan will appoint and the Board will confirm Committees and Committee Chairs.
23. Mary Susan will write "President's Message".
24. Mary Susan will develop Association priorities for the year.
25. Karyn will send letter of appreciation to Committee Members.
26. Board Members will sign Annual Statement.
27. The board will consider Western New York GIS Users Group GIS Day sponsorship.
28. New Board Members will submit photo and information for website.
29. Michelle will update roster of Board Members and Committee Chairs.
30. Michelle will distribute Annual Statements.
31. Michelle will make Annual Meeting Minutes available for 30-day member review period.
32. Treasurer will renew domains nysgis.org with GoDaddy and nysgis.net with HostMonster (auto).
33. Committee Chairs will review and confirm roster on website.
34. Communications will update Board and Committee rosters on website.
35. Communications will submit website maintenance contract for Board approval.
36. Chris will send an email or Doodle Poll regarding meeting to discuss venues.
37. Mary Susan will purchase annual non-profit general liability insurance.

NYS GIS Association

September 14, 2022

Treasurer's Report 8/16/2022 – 9/14/2022

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 34 subscriptions this month.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
8/16/2022	Beginning Bank Balances	47,793.81	4,187.88	681.75	51,353.41
8/16/2022	PayPal Transfer	427.99	123.25	35.29	584.53
9/14/2022	Ending Bank Balances	48,223.80	4,311.13	747.68	53,280.61

PayPal Transfer (In-Transit) 467.40 47.02 38.63 543.05

Checkbook Balances 48,689.20 4,358.15 776.31 53,823.66

Membership Summary (from PayPal and one check) - 8/16/2022 – 9/14/2022

Subscriptions	Gross	PayPal Fees	Net
34	580.00	36.95	543.05

Subs. Period	NYS GIS	GISMO	WNY
5 Year	3	0	1
2 Year	0		
1 Year	24	5	1