

**Date:** Thursday, October 20, 2022

**Subject:** Board of Directors Meeting

**Board Members Present:** Mary Susan Knauss, Karyn Tareen, Dawn F. McCall, Greg Andersen, Catherine DuBreck, Heather Ferrero

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

**Not Present:**

**Minutes:** The meeting began at 11:06 AM.

Secretary's Report: Michelle Debyah, Secretary

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

A motion was made by Karyn to approve the minutes from the September 28, 2022 special Board of Directors meeting to approve the Delaney contract for NYGeoCon 2023. Motion was seconded by Dawn. Motion carried unanimously.

The draft Annual Meeting Minutes will be posted to the website for the 30-day member review period before being approved by the Board.

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).

The items on the task list for November are to update Board Member and Committee Chair access to Google Drive (Secretary), collect signed Annual Statements (Secretary), get Annual Meeting Minutes approved after 30-day member review period (Secretary), pay website maintenance contract first installment (Treasurer), submit plans/goals for the year for website (Committee Chairs), and submit budget requests for upcoming year to Treasurer for approval at December Board of Directors meeting (Committee Chairs).

As part of the membership update process, Michelle sends an email to Board Members and Committee Chairs with the current membership count. Going forward, that will be brought to the Board Meeting instead of shared via email.

#### Treasurer's Report: Jim Bennett, Treasurer

The revised Treasurer's Report dated October 20, 2022 was reviewed. The current balance is \$55,484.97. Expenses since the last report include HostMonster. There has been \$716.69 in income from membership dues, and \$964.61 from Esri as a sponsor of the GeoSpatial Watch Party (\$1,000.00 less \$35.39 in PayPal fees). There is \$4,452.20 in membership money being held for GISMO, and \$838.23 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 44 subscriptions this month.

A motion was made by Dawn to approve the revised Treasurer's Report. Motion was seconded by Karyn. Motion carried unanimously.

#### GeoSpatial Summit 2022

Dawn stepped in unexpectedly to take over the Annual Meeting, and in hindsight regretted not thanking the Watch Party sponsors. Mary Susan said one of the location organizers expressed an interest in publically thanking the sponsors, and she suggested they reach out to Communications. Lis said the Summit Committee has sent thanks to sponsors and speakers in the past, she will try to find a copy. Mary Susan will follow up with Dawn.

#### NYGeoCon 2023

Chris has had personal conversations with hotels in Saratoga and he is optimistic that they will be affordable. He needs the contract that was approved at the September Special Meeting signed and sent to him so he can move forward with Delaney.

Chris is meeting with Jonathan next week to pick up the Association sign.

#### President Reports

Mary Susan changed the Board Meeting schedule to the third Tuesday of every month from 11:00 AM to 12:00 PM. She will create a reoccurring Zoom meeting and send the information to Michelle to include in updating the calendar invite.

Mary Susan set the Committee Call schedule to remain the second Thursday of every three months from 11:00 AM to 12:00 PM quarterly in March, June, September, and December. She will ask during the next Committee Call if the Chairs would like to move to Tuesday or remain Thursday.

Mary Susan welcomed new Board Members Greg Andersen and Heather Ferrero.

Mary Susan appointed Mary Colomaio to complete Dawn's vacated Board of Director term expiring in 2023. Mary will then be eligible to serve two consecutive elected terms as Director. A motion was made by Dawn to confirm Mary as Director as appointed by Mary Susan. Motion was seconded by Karyn. Motion carried unanimously.

Greg also had a Director candidate who works at USGS. Mary Susan hopes he will be willing to run next year, and Dawn encourages him to get involved with a Committee in the meantime.

Mary Susan appointed Michelle Debyah as Secretary and Jim Bennett as (interim) Treasurer. A motion was made by Karyn to confirm the Secretary and Treasurer as appointed by Mary Susan. Motion was seconded by Heather. Motion carried unanimously.

Mary Susan identified the following Committees and Committee Chairs for 2023:

- Awards Committee – Steven Russell Jr.
- Communications Committee – Ann Deakin, Carol Zollweg
- Education Committee – Paula Lazrus
- GeoSpatial Summit 2022 Committee – Lis DeGironimo, Kate Kiyanitsa
- Legislative Committee – Mary Susan Knauss
- Membership Committee – Stephanie Rockwell
- NYGeoCon 2023 Committee – Chris Badurek
- Professional Development Committee – Melissa Albino Hegeman
- Regional Coordination Committee – Ross Baldwin, Alan Leidner

A motion was made by Karyn to confirm the Committees and Committee Chairs as appointed by Mary Susan. Motion was seconded by Dawn. Motion carried unanimously.

The taxes for 2015 through 2021 have been completed and reviewed. A motion was made by Karyn for Mary Susan to sign and submit the tax forms. Motion was seconded by Dawn. Motion carried unanimously.

With much applause and fanfare, Jim was thanked profusely for his efforts completing the past tax forms. With that primary task done, the focus is now on finding a long-term Treasurer. Dawn, Karyn, and Greg agreed to act as a search committee to identify a Treasurer. Mary Susan hopes they can find someone by the next meeting.

Dawn would like to know what the Association has for a booth set up at NYSAPLS. Chris is meeting with Jonathan next week and should have the Association sign. Michelle mentioned that the sign broke in 2019. A temporary fix was made, but Rick said it would likely need to be replaced. Michelle also said there is tablecloth, but is unsure if Jonathan has it or if it is perhaps in the boxes Mary Susan received from Christa. Dawn would also like some printed materials to handout.

#### Board Member Reports

Greg and Heather are both glad to be here and looking forward to getting more involved with the Association.

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

The meeting adjourned at 11:58 AM.

## Action Item List

1. *Karyn will send resolutions related to actions or policies to Communications for the website.*
  2. Board Members will review and add contacts or additional groups to the Potential Collaboration list.
  3. 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.
  4. The NYGeoCon Committee will recommend and the Board will approve the NYGeoCon venue.
  5. The NYGeoCon Committee will submit and the Board will approve the NYGeoCon prelim budget.
  6. The NYGeoCon Committee will submit and the Board will accept NYGeoCon contract(s).
  7. The Treasurer will purchase cancellation insurance for NYGeoCon if necessary.
  8. Mary Susan and Dawn will explore membership software, such as NationBuilder and Wild Apricot.
  9. Awards will provide award winner information to Communications Committee for website.
  10. Mary Susan will write "President's Message".
  11. Mary Susan will develop Association priorities for the year.
  12. Karyn will send letter of appreciation to Committee Members.
  13. Board Members will sign Annual Statement.
  14. The board will consider Western New York GIS Users Group GIS Day sponsorship.
  15. Michelle will distribute Annual Statements.
  16. Michelle will make Annual Meeting Minutes available for 30-day member review period.
  17. Treasurer will renew domain nysgis.org with GoDaddy (auto).
  18. Committee Chairs will review and confirm roster on website.
  19. Communications will update Board and Committee rosters on website.
  20. Communications will submit website maintenance contract for Board approval.
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21. Michelle will collect signed Annual Statements.
  22. Michelle will get Annual Meeting Minutes approved after 30-day member review period.
  23. Treasurer will pay website maintenance contract first installment.
  24. Committee Chairs will submit plans/goals for the year for website.
  25. Committee Chairs will submit budget requests for upcoming year to Treasurer for approval at December Board of Directors meeting.
  26. Mary Susan will follow up with Dawn on thanking the Watch Party sponsors.
  27. Mary Susan will sign the Delaney contract and send it to Chris.
  28. Mary Susan will create a reoccurring Zoom meeting for Board Meetings on the third Tuesday of every month from 11:00 AM to 12:00 PM, and send the information to Michelle.
  29. Michelle will update the Board Meeting calendar invite and include the Zoom meeting information.
  30. Mary Susan will ask the Committee Chairs during the December Committee Call if they would like to move the Calls to Tuesday or remain Thursday.
  31. Dawn, Karyn, and Greg will identify a new Treasurer.
  32. Chris will meet with Jonathan to pick up the Association sign.
  33. Mary Susan will see if she has the Association tablecloth.

NYS GIS Association

October 20, 2022

Treasurer's Report 9/14/2022 – 10/18/2022

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 44 subscriptions this month.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
9/14/2022	<b>Beginning Bank Balances</b>	<b>48,221.80</b>	<b>4,311.13</b>	<b>747.68</b>	<b>53,280.61</b>
9/15/2022	PayPal Transfer	467.40	47.02	28.63	543.05
9/17/2022	Hostmonster	-19.99			-19.99
10/18/2022	<b>Ending Bank Balances</b>	<b>48,669.21</b>	<b>4,358.15</b>	<b>776.31</b>	<b>53,803.67</b>
	<b>PayPal Transfer (In-Transit)</b>	<b>560.72</b>	<b>94.05</b>	<b>61.92</b>	<b>716.69</b>
	<b>Checkbook Balances</b>	<b>49,229.93</b>	<b>4,452.20</b>	<b>838.23</b>	<b>54,520.36</b>
	PayPal Cash	964.61			964.61
	<b>Total Cash</b>	<b>50,194.54</b>	<b>4,452.20</b>	<b>838.23</b>	<b>55,484.97</b>

Membership Summary (from PayPal and one check) – 9/14/2022 – 10/18/2022

Subscriptions	Gross	PayPal Fees	Net
44	765.00	48.31	716.69
ESRI Dep.	1000.00	35.39	964.61

Subs. Period	NYS GIS	GISMO	WNY
5 Year	4	0	2
2 Year	0		
1 Year	40	10	3