

Date: Wednesday, November 16, 2022

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah, Jim Bennett

Not Present:

Minutes: The meeting began at 11:05 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes have been posted to the website for the 30-day member review period ending November 26, 2022.

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), 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).

The items on the task list for December are to send a "Season's Greetings" message including priorities for the year (President), appoint Audit Committee (President), customarily chairs Audit Committee (President-Elect), confirm Audit Committee (Board), annual communication policy reminder (Secretary), renew Zoom Events (Treasurer), submit Committee budget requests for upcoming year for Board approval (Treasurer), and back up all websites to an external drive (Communications).

The current membership count is 412. That is 17 above where we were at a similar time last year, and about 20 below the year before.

Cattlyann has transitioned to volunteer status on the Communications Committee so the website maintenance contract is no longer necessary. Items related to the contract have been removed from the task list.

Treasurer's Report: Jim Bennett, Treasurer

The Treasurer's Report dated November 16, 2022 was reviewed. The current balance is \$54,626.02. Expenses since the last report include general liability insurance, refreshments, GoDaddy, and awards. There has been \$280.21 in income from membership dues. There is \$4,499.23 in membership money being held for GISMO, and \$856.88 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 19 subscriptions this month.

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

Greg has contacted several people, but they all declined being Treasurer. Dawn will schedule a meeting with Karyn, Greg, and Mary Susan to discuss identifying a Treasurer. Mary Susan would like a membership list of current and past members. Michelle will export and send her the current list and lapsed members from the past few years.

GeoSpatial Summit 2022

Dawn believes the only outstanding item for Watch Party is to thank the sponsors. Mary Susan said they were able to thank Esri in person at NEARC, where New York was well represented. Mary Susan was told a mid-Hudson Valley location is needed for future Watch Parties.

NYGeoCon 2023

The Delaney contract has been signed. Chris expects to receive NYGeoCon proposals from Delaney by the end of the week. He will send them to the Board via email with a recommendation.

President Reports

Mary Susan revised the Board Meeting schedule to the third Wednesday of every month from 11:00 AM to 12:00 PM. The updated Zoom meeting and calendar invite have already been sent out.

Mary Susan will ask the Committee Chairs during the December Committee Call if they would like to move the Calls to Tuesday or Wednesday, or remain Thursday.

New Board Member Mary Colomaio was welcomed to the Board.

Mary Susan printing and signing the 2015-2021 tax forms was approved at the October meeting. However, Jim filled out the forms on the assumption that we were a 501(c), which we are not. We are a New York State Section 402 Not-For-Profit Corporation and are not tax exempt. Jim suggested contacting an accountant to confirm what forms we need to file. No one had suggestions for an accountant, so Mary Susan will contact one she has worked with.

Dawn would like the new Treasurer to confirm the New York State Section 402 Not-For-Profit Corporation status and that it does not need to be renewed, and research 501(c) and potentially becoming tax exempt.

Mary Susan does not have the Association tablecloth. She does have many Association coffee mugs, lanyards, and small capacity USB drives with the Association logo and year 2015. Dawn asked Michelle to send Chris another email to see if he met with Jonathan to get the sign and if he had the tablecloth as well. The sign broke in 2019, a temporary fix was made but Rick said it would likely need to be replaced. We need to know the extent of the damage to the sign and if it is useable or needs to be replaced.

Dawn said we are hosting a class and panel at the NYSAPLS conference in January at Turning Stone, and will have a free booth space. Esri will present the class on the ArcGIS free plugin for AutoCAD.

The panel discussion will include surveyors and GIS users, including Mary Susan and Jiin Wen. The class and panel discussion are both on Wednesday, the first day of the conference. Dawn believes there will be coverage for the booth on Wednesday, but is unsure about staffing for the rest of the conference. She also needs a booth set up and handouts. Michelle believes there are some handouts on the website, she will locate them and send to Dawn. Dawn, Mary Susan, and Greg will discuss options for a booth set up if one needs to be purchased.

Board Member Reports

Greg enjoyed attending NEARC and meeting Mary Susan and Dawn in person. He would like to create a database of those using GIS in New York. Esri may share a list, and there is some information on the New York State GIS Clearinghouse as well.

Greg is willing to do a webinar on programming once parcel crunch time is over. Mary Susan will put him in touch with Melissa, the Professional Development Committee Chair.

Mary is a Mapping and GIS Systems Engineer at Cornell University where she oversees utility mapping. She recalls attending a State conference early in her career, and is excited to join the Board.

A motion was made by Heather to adjourn the meeting. Motion was seconded by Greg. 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. Mary Susan will write "President's Message".
10. Mary Susan will develop Association priorities for the year.
11. Karyn will send letter of appreciation to Committee Members.
12. Board Members will sign Annual Statement.
13. Committee Chairs will review and confirm roster on website.
14. Communications will update Board and Committee rosters on website.
15. Michelle will collect signed Annual Statements.
16. Michelle will get Annual Meeting Minutes approved after 30-day member review period.
17. Committee Chairs will submit plans/goals for the year for website.
18. Committee Chairs will submit budget requests for upcoming year to Treasurer for approval at December Board of Directors meeting.
19. Mary Susan will follow up with Dawn on thanking the Watch Party sponsors.
20. Mary Susan will ask the Committee Chairs during the December Committee Call if they would like to move the Calls to Tuesday or Wednesday, or remain Thursday.
21. Chris will meet with Jonathan to pick up the Association sign.

22. Mary Susan will send a "Season's Greetings" message including priorities for the year.
23. Mary Susan will appoint and the Board will confirm the Audit Committee (customarily chaired by President-Elect).
24. Michelle will share the annual Communication Policy reminder to Board Members and Committee Chairs.
25. The Treasurer will renew Zoom Events (if necessary).
26. The Treasurer will submit Committee budget requests for upcoming year for Board approval.
27. Communications will back up all websites to an external drive.
28. Dawn will schedule a meeting with Karyn, Greg, and Mary Susan to identify a Treasurer.
29. Mary Susan will reach out to an accountant regarding the tax forms.
30. The NEW Treasurer will confirm the New York State Section 402 Not-For-Profit Corporation status and that it does not need to be renewed, and research 501(c) and potentially becoming tax exempt.
31. Dawn, Mary Susan, and Greg will discuss options for a booth set up if one needs to be purchased.

NYS GIS Association

November 16, 2022

Treasurer's Report 10/18/2022 – 11/15/2022

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 19 subscriptions this month.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
10/18/2022	Beginning Bank Balances	48,669.21	4,358.15	776.31	53,803.67
10/19/2022	AMTRUS North Amer	-528.00			
10/20/2022	PayPal Transfer	560.72	94.05	61.92	716.69
10/25/2022	refreshments	-95.77			-95.77
10/28/2022	GODADDY	-21.17			
11/4/2022	awards	-485.06			
11/15/2022	Ending Bank Balances	48,099.93	4,452.20	838.23	53,390.36
	PayPal Transfer (In-Transit)	1,169.98	47.03	18.65	1,235.66
	Tyler Technologies (In-Transit)	-1,139.00			
	Checkbook Balances	48,130.51	4,499.23	856.88	54,626.02

Membership Summary (from PayPal and one check) – 10/18/2022 – 11/15/2022

Subscriptions	Gross	PayPal Fees	Net
19	300.00	19.79	280.21

Subs. Period	NYS GIS	GISMO	WNY
5 Year	1	0	0
2 Year	0		
1 Year	18	5	4