

Date: Wednesday, December 21, 2022

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Ann Deakin, Michelle Debyah, Jim Bennett

Not Present: Karyn Tareen, Catherine DuBreck

Minutes: The meeting began at 11:03 AM.

Secretary's Report: Michelle Debyah, Secretary

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

A motion was made by Greg to approve the minutes from the December 8, 2022 special Board of Directors meeting to approve the purchase of conference display materials. Motion was seconded by Mary. Motion carried unanimously.

The draft Annual Meeting Minutes were posted to the website for the 30-day member review period ending November 26, 2022. No comments were received. A motion was made by Greg to approve the Annual Meeting Minutes. Motion was seconded by Mary. Motion carried unanimously.

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 items on the task list for January are to provide financial records to the Audit Committee (Treasurer), renew website domain nygeosummit.org with GoDaddy (Treasurer - auto), and perform financial review of previous fiscal year (Audit Committee).

The current membership count is 427. That is about 16 above where we were at a similar time last year, and 24 below the year before.

The Communication Policy was revised to clarify that event information should be sent to the Communication Committee at least two weeks prior to the event. A motion was made by Greg to approve the revised Communication Policy. Motion was seconded by Mary. Motion carried unanimously.

Annual Communication Policy reminder to Board Members and Committee Chairs that all Association communications should be distributed by the Communications Committee or from the Association account to help reinforce the identity of the Association and alleviate confusion (full policy available on the Committees page of the website under Announcements, Surveys, and Posting Videos). Please send all requests to both Carol and Ann, and try to give as much notice as possible so they have time to coordinate distribution (at least two weeks before an event, longer for big events to allow for distribution and reminders).

Treasurer's Report: Jim Bennett, Treasurer

The Treasurer's Report dated December 20, 2022 was reviewed. The current balance is \$53,255.73. Expenses since the last report include Zoom and Tyler Technologies. There has been \$214.11 in income from membership dues. There is \$4,555.66 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 16 subscriptions this month.

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

NYGeoCon 2023

Chris is stepping down from the NYGeoCon Committee and has sent an email to the members of the Committee to see if any would be willing to Chair. Dawn said she, Chris, and Karyn met to review the proposals and narrowed it down to two possibilities. They sent questions regarding timing (available dates too close to Labor Day, school starting, and NEARC), costs, and room blocks (State employees will commute to an Albany or Saratoga location and not need hotel rooms). Dawn will contact Leslie to see if there are any updates.

It is urgent that a date be set and a new committee chair appointed. Mary Susan and Dawn expressed the need to meet with the Committee as soon as possible. Karyn was unable to attend, but shared the same suggestion prior to the meeting. Mary Susan asked Dawn to set up meetings with the current committee. Mary Susan hopes to appoint a new chair at the January Board Meeting.

President Reports

At the December Committee Call, Mary Susan revised the Committee Call schedule to the second Wednesday of every three months from 11:00 AM to 12:00 PM (quarterly in March, June, September, and December). The updated Zoom meeting and calendar invite have already been sent out.

Mary Susan questioned whether we should renew the New York Council of Nonprofits (NYCON) membership. We have not used it in many years, perhaps back to 2105 when Susan first joined. A motion was made by Dawn not to renew the NYCON membership. Motion was seconded by Heather. Motion carried unanimously. Michelle will remove it from the task list.

Mary Susan would like to wait for the new Treasurer before taking any action on the tax forms.

The President-Elect customarily chairs Audit Committee, but Mary Susan said she would do it since Dawn is busy with NYSAPLS, NYGeoCon, and the sign. Mary Susan appointed herself and Michelle to the Audit Committee. A motion was made by Dawn to confirm the Audit Committee as appointed by Mary Susan. Motion was seconded by Mary. Motion carried unanimously.

Mary Susan thanked Greg for recommending Matt Solo for Treasurer. She has set up a meeting with Matt and the Board on January 11, 2023 at 11:00 AM. If all goes well and Matt is agreeable, he could be appointed at the January Board Meeting the following week. Mary Susan reminded Greg that Matt would need to be a member to be appointed Treasure.

Dawn will follow up with Kelly on the final design for the new banner, likely the topo map version with the globe logo added.

Dawn is putting together handouts for the GIS/surveyor round table at the NYSAPLS Conference and is working on the final portion of the Esri discussion and half-hour on New York resources, including data surveyors can use with ArcGIS for AutoCAD. She will send the handouts out for review.

Board Member Reports

Mary Susan thanked Greg for his help with NYSAPLS and the new sign. He hope the Treasurer meeting with Matt goes well. He requested and received information from Paul Rooney, but it was the wrong one, he will follow up.

Mary knows someone at SUNY Cortland that may be a good addition to the NYGeoCon Committee, or perhaps even Chair. She will contact her to see if she might be interested.

A motion was made by Heather to adjourn the meeting. Motion was seconded by Greg. Motion carried unanimously.

The meeting adjourned at 11:55 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. Committee Chairs will submit plans/goals for the year for website.
17. Mary Susan will follow up with Dawn on thanking the Watch Party sponsors.
18. Mary Susan will send a "Season's Greetings" message including priorities for the year.
19. Communications will back up all websites to an external drive.
20. Mary Susan will reach out to an accountant regarding the tax forms.
21. 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.

22. The Treasurer will provide financial records to the Audit Committee.
23. The Treasurer will renew website domain nygeosummit.org with GoDaddy (auto).
24. The Audit Committee will perform financial review of previous fiscal year.
25. Dawn will contact Leslie to see if there are any updates to the questions regarding the proposals.
26. Dawn will set up meetings with the NYGeoCon Committee.

NYS GIS Association

December 20, 2022

Treasurer's Report 11/16/2022 – 12/20/2022

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 16 subscriptions this month.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
11/15/2022	Beginning Bank Balances	48,099.93	4,452.20	838.23	53,390.36
11/16/2022	PayPal Transfer	1,169.98	47.03	18.65	1,235.66
	ZOOM	-445.00			-445.00
11/30/2022	Tyler Technologies	-1139.40			-1139.40
12/20/2022	Ending Bank Balances	47,685.51	4,499.23	856.88	53,041.62
	PayPal Transfer (In-Transit)	157.68	56.43	0	214.11
	Checkbook Balances	47,843.19	4,555.66	856.88	53,255.73

Membership Summary (from PayPal and one check) – 11/15/2022 – 12/20/2022

Subscriptions	Gross	PayPal Fees	Net
16	230.00	15.89	214.11

Subs. Period	NYS GIS	GISMO	WNY
5 Year	0	0	0
2 Year	1	0	0
1 Year	15	6	0