

**Date:** Tuesday, January 24, 2023

**Subject:** Board of Directors Meeting

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

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

**Guests Present:** Matthew Solo

**Not Present:** Catherine DuBreck

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

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for February are to accept the Audit Committee Financial Audit (Board), consider GIS/SIG Conference sponsorship (previously \$400.00 - reciprocated), consider Westchester User Group Meeting sponsorship (previously \$200.00), consider Long Island GIS User Group Meeting sponsorship (previously \$200.00), and credit Board and Committee participation in member database (Communications).

The current membership count is 440. That is about 19 above where we were at a similar time last year, and 19 below the year before.

Survey Monkey sent a notice that when our Advantage Annual plan renews on 5/17/2023, the subscription will increase \$84.00 from \$384.00 to \$468.00 billed annually (sales tax excluded).

Treasurer's Report: Jim Bennett, Treasurer

The Treasurer's Report dated January 17, 2023 was reviewed. The current balance is \$53,264.00. Expenses since the last report include Vistaprint and GoDaddy. There has been \$206.43 in income from membership dues. There is \$4,565.07 in membership money being held for GISMO, and \$866.21 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 12 subscriptions this month.

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

### NYGeoCon 2023

Karyn and Rick have been working to catch up, and according to the Delaney timeline from previous conferences, planning is back on track. The contract with the hotel is still be negotiated with Delaney's assistance. NYGeoCon is September 25, 2023. The save the date has been sent out, and the date is on the initial conference website.

Exhibitor and sponsor pricing has been finalized and they are working on the invitation. Delaney has been contracted to manage exhibitors this year, but the Committee will supply a contact list of past NYGeoCon and Summit sponsors.

Slightly increased registration fees have been drafted, with a discount for those staying at the hotel, to help offset losses due to attendees in the Albany area commuting. As soon as hotel negotiation are finalized, Karyn would like to get registration and hotel booking opened up as quickly as possible.

They have a draft conference agenda similar to past conferences with workshops the day before (hopefully including credited training), and social events on Monday and Tuesday night. They plan to combine lunch with the keynote so the social does not run so late at night. They are brainstorming for keynote speakers, please share any ideas you have with Karyn or Rick.

While Delaney is handling much of the prep work, they will still need help at NYGeoCon. If you are attending, please volunteer an hour or two to help, such as moderating or at the registration desk.

Greg asked about insurance. The Association has D&O Liability Insurance (which renews in April), and as of last year, General Liability Insurance (which renews in September). The Committee will review the liability insurance, and consider purchasing event cancellation insurance. Dawn will coordinate the insurance review; Greg is interested in participating to learn more about the insurance.

### GeoSpatial Summit 2024

Lis has officially stepped down as GeoSpatial Summit Committee Co-Chair, and it is believed Kate plans to step down as well. Kate's intent needs to be confirmed. The Summit Committee members are active so if Kate does step down, the existing Committee members should be contacted to see if any are willing to chair. Karyn noted that the Committee does take a break and likely would not begin actively planning until the summer.

### President Reports

Mary Susan welcomed Matt Solo, who is transitioning to Treasurer. Mary Susan will set up meetings with Jim and Matt to go over processes. She suggested screen sharing when Jim pays the bills received from Delaney and gathers the audit records. Mary Susan thanked Jim for all his help the past year.

Mary Susan appointed Karyn Tareen and Rick Reichert as co-chairs of the NYGeoCon 2023 Committee. A motion was made by Dawn to confirm Karyn and Rick as co-chairs of the NYGeoCon 2023 Committee as appointed by Mary Susan. Motion was seconded by Greg. Motion carried unanimously.

Issues were found with the new Association banner at NYSAPLS. Important information is at the bottom hidden when behind a table and the QR code does not work. It can still be used, but should be reformatted.

NYSAPLS also brought the light that membership fees are not provided until users create a profile and get to the payment step. Communications is working on updating the website to include membership categories and due so fees are clear before signing up.

Dawn thanked Karyn and Mary Susan for their support at NYSAPLS, especially for booth support. She hopes we can continue booth swaps with other organizations, and perhaps get members involved to help staff such things. Dawn applauded Karyn for picking up NYGeoCon.

#### Board Member Reports

Greg is pleased he was able to recruit a new Treasurer, and thanked Matt for agreeing to join. He is working on fulfilling the request for his personal bio and description.

Heather said they have lost a planner and she will have a job posting to share soon.

Greg said there are several Grade 18 openings with the State, and even more to come.

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

The meeting adjourned at 11:50 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. The NYGeoCon Committee will submit and the Board will approve the NYGeoCon prelim budget.
4. The NYGeoCon Committee will submit and the Board will accept NYGeoCon contract(s).
5. The Treasurer will purchase cancellation insurance for NYGeoCon if necessary.
6. Mary Susan and Dawn will explore membership software, such as NationBuilder and Wild Apricot.
7. Mary Susan will write "President's Message".
8. Mary Susan will develop Association priorities for the year.
9. Karyn will send letter of appreciation to Committee Members.
10. Committee Chairs will review and confirm roster on website.
11. Communications will update Board and Committee rosters on website.
12. Committee Chairs will submit plans/goals for the year for website.
13. Mary Susan will follow up with Dawn on thanking the Watch Party sponsors.
14. Mary Susan will send a "Season's Greetings" message including priorities for the year.
15. Mary Susan will reach out to an accountant regarding the tax forms.
16. 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.
17. The Treasurer will provide financial records to the Audit Committee.
18. The Audit Committee will perform financial review of previous fiscal year.

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19. The Board will accept the Audit Committee Financial Audit.
20. The Board will consider GIS/SIG Conference sponsorship (previously \$400.00 - reciprocated).
21. The Board will consider Westchester User Group Meeting sponsorship (previously \$200.00).
22. The Board will consider Long Island GIS User Group Meeting sponsorship (previously \$200.00).
23. Communications will credit Board and Committee participation in member database.

**NYS GIS Association**

**January 17, 2023**

**Treasurer's Report 12/20/2022 – 1/17/2023**

**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 12 subscriptions this month.

**Bank Balances**

<b>Date</b>	<b>Description</b>	<b>NYS GIS</b>	<b>GISMO</b>	<b>WNY</b>	<b>Total</b>
12/20/2022	<b>Beginning Bank Balances</b>	<b>47,685.51</b>	<b>4,452.20</b>	<b>838.23</b>	<b>53,390.36</b>
12/21/2022	PayPal Transfer	157.68	56.43	0.00	214.11
01/05/2023	VISTAPRINT	-176.99			-176.99
01/09/2023	GODADDY.COM	-21.17			-21.17
01/17/2023	<b>Ending Bank Balances</b>	<b>47,645.03</b>	<b>4,555.66</b>	<b>856.88</b>	<b>53,057.57</b>
	PayPal Transfer (In-Transit)	187.69	9.41	9.33	206.43
	<b>Checkbook Balances</b>	<b>47,832.72</b>	<b>4,565.07</b>	<b>866.21</b>	<b>53,264.00</b>

**Membership Summary (from PayPal and one check) – 12/20/2022 – 1/17/2023**

<b>Subscriptions</b>	<b>Gross</b>	<b>PayPal Fees</b>	<b>Net</b>
<b>12</b>	<b>220.00</b>	<b>13.57</b>	<b>206.43</b>

<b>Subs. Period</b>	<b>NYS GIS</b>	<b>GISMO</b>	<b>WNY</b>
<b>5 Year</b>	<b>2</b>	<b>0</b>	<b>0</b>
<b>2 Year</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1 Year</b>	<b>12</b>	<b>1</b>	<b>2</b>