

Date: Wednesday, February 15, 2023

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

Guests Present: Matthew Solo

Not Present:

Minutes: The meeting began at 11:00 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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

The items on the task list for March are to review liability insurance (Board), and back up all websites to an external drive (Communications).

The current membership count is 454. That is 21 above where we were at a similar time last year, and about 12 below the year before.

A motion was made by Heather to sponsor the GIS/SIG Conference for an amount not to exceed \$500.00. Motion was seconded by Dawn. Motion carried unanimously.

Treasurer's Report: Jim Bennett, Treasurer

The Treasurer's Report dated February 14, 2023 was reviewed. The current balance is \$49,552.56. Expenses since the last report include GISMO Hostgator and Delaney Meeting & Event Management. There has been \$369.43 in income from membership dues. There is \$4,481.63 in membership money being held for GISMO, and \$880.20 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 24 subscriptions this month.

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

NYGeoCon 2023

Karyn shared the NYGeoCon planning timeline. They are compiling a list of potential keynotes. They expect the draft sponsor email today or tomorrow, and hope to send it out in the next couple of days. They can add more after the initial mailing, so send Karyn any potential vendor contacts. Our website and the Delaney site (for registration and vendors) is under development. Delaney will send links to their site to be included on our page. A call for presentations will go out at the end of the month.

Mary Susan said the letter of agreement with the Desmond Hotel has been signed.

Dawn suggested planning should start earlier, especially site selection and cost structure, so attendees can submit expenses for their budgets. Michelle said venue recommendation, preliminary budget, and contract submission is already on the task list for 18, 17, and 16 months prior to the event, respectively.

Based on prior budgets, Mary Susan estimates the need for 100 people to stay at the hotel and at least \$25,000.00 in vendor income. Karyn said the budget includes almost \$23,000.00 in regular registration, plus presenter and one day, and \$30,000.00 from vendors. That aligns with the number of vendors in 2019, with a slight cost increase.

President Reports

Mary Susan said Carol and Ann intend to step down as Communications Committee Co-Chairs. They shared some suggestions, including questioning if there is still a need for a newsletter, and that the Association should reaffirm its direction and goals with a focus on Professional Development. They are hopeful a current member of the Committee may take over as Chair. Mary Susan wants to be sure their service is recognized.

Mary Susan thanked Karyn for setting up the NYGeoCon Committee meeting schedule. She offered to help by setting up Zoom meetings or with pre-approvals at Board Meetings.

Dawn suggested a sponsorship committee or point person maintain a list of potential sponsors. Karyn said this should stay on the Committee side, but would like a task list item added in September for the President-Elect to work with the NYGeoCon/Summit Committee Chair to obtain a copy of the master exhibitor list to merge with the conference sponsor list.

Matthew looks forward to meeting with Jim to begin the Treasurer transfer, potentially this Friday.

Board Member Reports

Greg hopes to review the insurance prior to the next meeting. Dawn said she has familiarity with insurance and is available if Greg has any questions or wants to discuss anything.

Heather will follow up regarding GIS/SIG Conference sponsorship.

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

The meeting adjourned at 11:52 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 Treasurer will purchase cancellation insurance for NYGeoCon if necessary.
4. Mary Susan and Dawn will explore membership software, such as NationBuilder and Wild Apricot.
5. Mary Susan will write "President's Message".
6. Mary Susan will develop Association priorities for the year.
7. Karyn will send letter of appreciation to Committee Members.
8. Committee Chairs will review and confirm roster on website.
9. Communications will update Board and Committee rosters on website.
10. Committee Chairs will submit plans/goals for the year for website.
11. Mary Susan will follow up with Dawn on thanking the Watch Party sponsors.
12. Mary Susan will reach out to an accountant regarding the tax forms.
13. 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.
14. The Treasurer will provide financial records to the Audit Committee.
15. The Audit Committee will perform financial review of previous fiscal year.
16. The Board will accept the Audit Committee Financial Audit.
17. The Board will consider GIS/SIG Conference sponsorship (previously \$400.00 - reciprocated).
18. The Board will consider Westchester User Group Meeting sponsorship (previously \$200.00).
19. The Board will consider Long Island GIS User Group Meeting sponsorship (previously \$200.00).
20. Communications will credit Board and Committee participation in member database.
21. The Board will review liability insurance.
22. Communications will back up all websites to an external drive.
23. Mary Susan will contact Awards about recognition for Carol and Ann.
24. Heather will follow up regarding GIS/SIG Conference sponsorship.

NYS GIS Association

February 14, 2023

Treasurer's Report 1/17/2023 – 2/14/2023

Summary

- The \$215.09 erroneously deposited in the PayPal NYS GIS account is still there. It will have to be straightened out with PayPal.
- The deposit from PayPal last month could not be completed at the time I attempted it. I did not go back to attempt again as I should have. As a result, the deposit for this month includes last month and this month, which I broke out separately. The combined deposit for this month is \$565.86. This amount reflects the reported transfers for the two months less the refunded amount of @10.00.
- When I refunded the subscription amount to the subscriber that lost his job and requested a refund, the entire \$10.00 was refunded to the former subscriber. PayPal did not excuse NYSGIS for the fee that was collected. Going forward, NYSGIS might consider refunding the subscription amount less the PayPal fee.
- There were 24 subscriptions this month.

Bank Balances

| Date | Description | NYS GIS | GISMO | WNY | Total |
|-------------|--------------------------------|------------------|-----------------|---------------|------------------|
| 01/17/2023 | Beginning Bank Balances | 47,645.03 | 4,555.66 | 856.88 | 53,057.57 |
| 02/06/2023 | GISMO - Hostgator | 0.00 | -139.87 | 0.00 | -139.87 |
| 02/06/2023 | GEOCON - Delaney | -1965.50 | | | -1965.50 |
| 02/09/2023 | GEOCON - Delaney | -1965.50 | | | -1965.50 |
| 02/14/2023 | Ending Bank Balances | 43,714.03 | 4,415.79 | 856.88 | 48,986.70 |
| 01/17/2023 | PayPal Refund | -10.00 | | | -10.00 |
| 02/14/2023 | PayPal Transfer (In-Transit) | 187.69 | 9.41 | 9.33 | 206.43 |
| 02/14/2023 | PayPal Transfer (In-Transit) | 299.01 | 56.43 | 13.99 | 369.43 |
| 02/14/2023 | Checkbook Balances | 44,190.73 | 4,481.63 | 880.20 | 49,552.56 |

Membership Summary (from PayPal and one check) – 1/17/2023 – 2/14/2023

| Subscriptions | Gross | PayPal Fees | Net |
|----------------------|---------------|--------------------|---------------|
| 24 | 395.00 | 25.57 | 369.43 |

| Subs. Period | NYS GIS | GISMO | WNY |
|---------------------|----------------|--------------|------------|
| 5 Year | 2 | 0 | 0 |
| 2 Year | 0 | 0 | 0 |
| 1 Year | 22 | 6 | 3 |