

Date: Wednesday, March 15, 2023

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: Michelle Debyah, Jim Bennett

Guests Present: Matthew Solo

Not Present: Mary Colomaio

Minutes: The meeting began at 11:06 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for April are to approve the GeoSpatial Summit venue (Board), renew D&O Liability insurance (Treasurer), and recommend a venue (GeoSpatial Summit Committee).

The current membership count is 463. That is 29 above where we were at a similar time last year, and about 10 below the year before.

Treasurer's Report: Jim Bennett, Treasurer

The Treasurer's Report dated March 15, 2023 was reviewed. The current balance is \$46,697.47. Expenses since the last report include the Desmond Hotel and Delaney Event Management. There has been \$110.41 in income from membership dues. There is \$4,491.04 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 11 subscriptions this month.

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

NYGeoCon 2023

Karyn said NYGeoCon planning is on schedule. Sponsor invitations have been sent out. Karyn asked Matt as incoming Treasurer to be the contact and set up the account with Delaney to receive ACH payments.

Karyn thanked Dawn for her offer to help with calling potential vendors. She is adding a column to the table to identify a contact person for each vendor, and then they can begin outreach. They will also need to get updates from Delaney so they know who has already signing up.

Karyn is working with Delaney on updates to the abstract submittal process, for example, modernizing the look of the page and tightening the topics list. She wants the Committee to review before notice is sent out, perhaps as soon as next week.

Keynote outreach has begun. The next Committee Meeting is at the end of this month.

GeoSpatial Summit 2024

Kate has mentioned that she may step down as Committee Chair. Dawn will reach out to Kate to confirm her intentions, see if she will remain a Committee Member, and see if anyone on the Committee would be willing to take over as chair.

President Reports

Mary Susan wants to connect with Jim and Matt to complete the audit. Jim put the audit records on the Google Drive.

The Association does not have an existing relationship with an accountant, so Mary Susan reached out to her own accountant. They will meet in May to go over the tax forms Jim prepared. The accountant said the Association appears to function more like a club than an organization, so he was not surprised that it did not qualify for tax-exempt status. Dawn has been involved similar organizations in the past that were tax exempt. Mary Susan said it still might be possible.

Stephanie is stepping down as Chair of the Membership Committee. A new Chair will need to be identified.

Mary Susan and Dawn have joined a NYSAPLS Committee focused on obtaining records surveyors need from NYSDOT. Mary Susan thinks NYGeoCon being near Albany might be an opportunity to get GIS people from several NYS departments together with elected official(s) to discuss what they need. Karyn said that is a focus of the GAC and can discuss further with Mary Susan.

Dawn said participation at the NYSAPLS Conference started a good open dialog she would like to continue. NYSAPLS has already begun working on next year's conference. Dawn would like to propose a couple classes for next year – a URISA certified conversation between a surveyor and GIS (8 hours), data resources tips and tricks (4 hours) and a GIS roundtable. The Board is in support.

Board Member Reports

Heather said the GIS/SIG Conference is Tuesday April 11, 2023. The Association will be listed as the lunch sponsor at a rate of \$450.00, and has been invited to give an update on the Association during lunch. GIS/SIG will reciprocate with a \$450.00 sponsorship for NYGeoCon. Heather will send the sponsor link to Mary Susan, Jim and Matt.

Greg is testing a new hub site today. He will talk to Liz about what is coming out of the GIS Program Office. He knows Mary Susan was hoping a Board Member would Co-Chair the Communications Committee, but he is not social media savvy. He does know someone in communications and GIS that might be interested. He will also encourage her and some other contacts to join the Association. Greg told Karyn he would be interested in reviewing the NYGeoCon abstracts.

Catherine is already on the Communications Committee and shares the posts on LinkedIn and Twitter. She would be interested in hearing more about the Co-Chair position, but is concerned about additional workload.

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

The meeting adjourned at 12:04 PM.

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 review content of Committee page on 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 Audit Committee will perform financial review of previous fiscal year.
15. The Board will accept the Audit Committee Financial Audit.
16. The Board will consider Westchester User Group Meeting sponsorship (previously \$200.00).
17. The Board will consider Long Island GIS User Group Meeting sponsorship (previously \$200.00).
18. Communications will credit Board and Committee participation in member database.
19. The Board will review liability insurance.
20. Communications will back up all websites to an external drive.
21. Mary Susan will contact Awards about recognition for Carol and Ann.

22. The Treasurer will renew D&O Liability insurance.
23. The GeoSpatial Summit Committee will recommend and the Board will approve a venue.
24. Matt will set up the account with Delaney to receive ACH payments.
25. Dawn will reach out to Kate to confirm her intentions, see if she will remain a Committee Member, and see if anyone on the Committee would be willing to take over as chair.
26. Heather will send the GIS/SIG Conference sponsor link to Jim and Matt.

NYS GIS Association

March 15, 2023

Treasurer's Report 2/14/2023 – 3/15/2023

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 11 subscriptions this month. For the same period in 2022, there were 6 subscriptions.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
02/14/2023	Beginning Bank Balances	43,714.03	4,415.79	856.88	48,986.70
02/15/2023	PayPal Transfer	576.70	65.84	23.32	685.00
02/21/2023	DESMOND HOTEL - IHGALBANY	-1000.00			-1000.00
02/28/2023	GEOCON - Delaney	-1965.50			-1965.50
03/15/2023	Ending Bank Balances	41,225.23	4,481.63	880.20	46,587.06
03/15/2023	PayPal Transfer (In-Transit)	101.00	9.41	0.00	110.41
03/15/2023	Checkbook Balances	41,326.23	4,491.04	880.20	46,697.47

Membership Summary (from PayPal and one check) – 2/14/2023 – 3/15/2023

Subscriptions	Gross	PayPal Fees	Net
11	120.00	9.59	110.41

Subs. Period	NYS GIS	GISMO	WNY
5 Year	0	0	0
2 Year	0	0	0
1 Year	11	1	0