

Date: Wednesday, April 19, 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, Matthew Solo

Not Present: Catherine DuBreck

Minutes: The meeting began at 11:00 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for April are to recommend and approve the GeoSpatial Summit venue 18 months prior to the event date (Summit and Board), and renew D&O Liability insurance (Treasurer).

The items on the task list for May are to appoint and confirm Nominating Committee (President and Board), customarily chair Nominating Committee (President-Elect), submit and approve GeoSpatial Summit preliminary budget 17 month prior to event date (Summit and Board), file tax returns (Treasurer), renew Survey Monkey (auto – Treasurer), purchase Ennect Event credits if necessary (3 credits in 2017) (Treasurer), and renew SSL Certificate nysgis.net with InMotion (auto – Treasurer).

The current membership count is 474. That is 25 above where we were at a similar time last year, and about 10 below the year before.

Treasurer's Report: Matthew Solo, Treasurer

Mary Susan appointed Matthew Solo as Treasurer. A motion was made by Greg to confirm the Treasurer as appointed by Mary Susan. Motion was seconded by Dawn. Motion carried unanimously.

The Treasurer's Report dated April 19, 2023 was reviewed. The current balance is \$49,852.91. Expenses since the last report include GIS/SIG and Wegmans. There has been \$363.27 in income from membership dues. There is \$4,567.27 in membership money being held for GISMO, and \$894.19 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. Delaney began depositing NYGeoCon funds, amounting \$3,392.46 to date. There were 17 subscriptions this month.

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

NYGeoCon 2023

Karyn said the call for abstracts has gone out. She and Dawn are working on a column for sponsors. Keynote outreach continues. Vendor payments have been received, and Matt has paid Delaney invoices. The Committee will meet again next week.

GeoSpatial Summit 2024

Kate has stepped down as Committee Chair, but has agreed to stay on the Committee in a less active, advisory role. Dawn is working on contacting the existing Committee Members to see if anyone would be willing to chair.

President Reports

Mary Susan would like to hold a series of lunchtime discussions regarding the direction and priorities of the Association on the fourth Wednesday of the next the next few months:

- May 24 – Membership Needs: GISP, vendor/OS certifications, training opportunities, social opportunities, relationships to geography
- June 28 – Society Needs: Legislative Committee, common cause with NYSAPLS
- August 23 – Association Priorities: policy and purpose, value add that would qualify as a federal non-profit

Additional suggestions included Committee outreach with help of the Regions, surveys, and a table at NYGeoCon.

Matt will renew the D&O Liability insurance.

Dawn will review the general liability insurance purchased for the Watch Party to see if modifications are needed for NYGeoCon.

The Audit Committee comprised of Mary Susan Knauss and Michelle Debyah performed a financial review of bank transactions, Treasurer's Reports, and receipts, and found the 2022 financial records of the NYS GIS Association to be in order. Mary Susan thanked Jim and Matt for their efforts.

A motion was made by Dawn to accept the Audit Committee 2022 Financial Audit. Motion was seconded by Greg. Motion carried unanimously.

Mary Susan and Dawn will discuss the formation of the Nominating Committee. Mary Susan suggested Heather or Mary as potential members.

Mary Susan said the GIS/SIG event in Rochester was inspirational. The keynote was done via Zoom.

The Education Committee is requesting an education track at NYGeoCon, and would like support from the Board to hold a virtual poster contest. Both items would be best worked on with the NYGeoCon Committee, as there is already a poster and digital poster submission at NYGeoCon. Karyn will follow up with Paula.

Communications requested an item that could be sent out via the newsletter, website, social media, and/or email, to solicit volunteers for Membership Committee Chair, Communications Committee Co-Chair, and Summit Committee Chair. Mary Susan will write something up.

Board Member Reports

Greg is still interested in helping review the abstracts for NYGeoCon.

Greg knows someone who might be interested in doing art and social media work. He will work on setting up an introductory meeting.

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

The meeting adjourned at 12:12 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. Mary Susan will reach out to an accountant regarding the tax forms.
9. The 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.
10. The Board will consider Westchester User Group Meeting sponsorship (previously \$200.00).
11. The Board will consider Long Island GIS User Group Meeting sponsorship (previously \$200.00).
12. Communications will back up all websites to an external drive.
13. Mary Susan will contact Awards about recognition for Carol and Ann.
14. The GeoSpatial Summit Committee will recommend and the Board will approve a venue.
15. Mary Susan will appoint and the Board will confirm the Nominating Committee (President-Elect customarily chairs).
16. The GeoSpatial Summit Committee will submit and the Board will approve a preliminary budget.
17. Matt will file tax returns.
18. Matt will renew Survey Monkey (auto).
19. Matt will purchase Ennect Event credits if necessary (3 credits in 2017).
20. Matt will renew SSL Certificate nysgis.net with InMotion (auto).
21. Dawn will contact existing GeoSpatial Committee Members to see if anyone would be willing to chair.
22. Matt will renew the D&O Liability insurance.
23. Dawn will review the general liability insurance purchased for the Watch Party to see if modifications are needed for NYGeoCon.
24. Mary Susan will write an item to solicit volunteers for Membership Committee Chair, Communications Committee Co-Chair, and Summit Committee Chair.

NYS GIS Association

April 19, 2023

Treasurer's Report 3/15/2023 – 4/17/2023

Summary

- The \$215.09 erroneously deposited in the PayPal NYS GIS account is still there. It will have to be straightened out with PayPal.
- Delaney began depositing GEOCON funds via the Bill.com account we set up. This amounts to \$3,392.46 thus far.
- There were 17 subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total	Balance
03/15/2023	Beginning Bank Balances	41,225.23	4,481.63	880.20	46,587.06	46,587.06
3/15/2023	PayPal Transfer	101.00	9.41	0.00	110.41	
3/21/2023	Geographic Information Sharing Special Interest Group	-450.00			-450.00	
3/24/2023	GEOCON - Delaney	1,938.04			1,938.04	
4/3/2023	Wegman's Meals 2go	-150.29			-150.29	
4/14/2023	Wegman's Meals 2go	1,454.42			1,454.42	
4/17/2023	Ending Bank Balances	44,118.40	4,491.04	880.20	49,489.64	
	PayPal Transfer (In-Transit)	273.05	76.23	13.99	363.27	
	Checkbook Balances	44,391.45	4,567.27	894.19	49,852.91	

Membership Summary (from PayPal and one check) – 3/15/2023 – 4/17/2023

Subscriptions	Gross	PayPal Fees	Net
17	385	21.78	363.22

Subs. Period	NYS GIS	GISMO	WNY
5 Year	3	1	0
2 Year	0	0	0
1 Year	14	3	3