

Date: Wednesday, May 17, 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

Not Present: Matthew Solo

Minutes: The meeting began at 11:05 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for June are to submit and accept GeoSpatial Summit contract(s) 16 months prior to event date (Summit and Board), send out Annual Meeting announcement 60 days prior to event date (Board), prepare a list of departing Board Members, Committee Chairs, and Officers (Secretary), purchase event cancellation insurance for GeoSpatial Summit if necessary (Treasurer), renew SSL/HTTPS security plugin with Real Simple SSL (auto – Treasurer), back up all websites to an external drive (Communications), and send out membership renewal reminders (Membership).

The current membership count is 477. That is 22 above where we were at a similar time last year, and about 15 below the year before.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated May 9, 2023 was reviewed. The current balance is \$46,932.02. Expenses since the last report include Delaney Event Management and InMotion Hosting. There has been \$242.09 in income from membership dues. There is \$4,633.11 in membership money being held for GISMO, and \$903.52 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 18 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. Mary Susan helped secure Professor Debra Laefer as the keynote. The keynote address will take place during the last hour of lunch. Karyn will get the total number of exhibitors, she believe there is one more since last month. They are arranging four workshops. They will be sending out emails with registration and more information soon.

Mary Susan spoke to Lis DeGironimo regarding the State of the State. Lis will follow up with Mary Susan after her meeting with the CIO later this week. Mary Susan would like to have a couple other top GIS representatives from the State attend NYGeoCon. Greg said a recent reorganization puts them under the Chief Data Office, led by Chief Data Officer Rebecca Cai. Karyn said outreach to the State should go through Lis.

GeoSpatial Summit 2024

Dawn made a motion to appoint Mary Susan and Mary Colomaio as co-chairs of the GeoSpatial Summit Committee. Motion was seconded by Greg second. Motion carried unanimously.

Dawn has put a list of committee members in the Summit folder on Google Drive. She has emails from Kate that she will forward to Mary Susan and Mary. Dawn will meet with Mary Susan and Mary next week to discuss suggestions from last year about moving forward with regional or watch party events.

Next priorities will be a full committee meeting and selecting a venue, depending on meeting format. Karyn enthusiastically recommended Western New York.

President Reports

Mary Susan appointed Max Villanueva as co-chair of the Communications Committee. A motion was made by Greg to confirm Max as co-chair of the Communication Committee as appointed by Mary Susan. Motion was seconded by Catherine. Motion carried unanimously.

Mary Susan appointed Dawn and Heather as co-chairs of the Nominating Committee. A motion was made by Greg to confirm Dawn and Heather as co-chairs of the Nominating Committee as appointed by Mary Susan. Motion was seconded by Catherine. Motion carried unanimously.

Mary Susan would like to show appreciation to Jim for stepping in and helping the Association by serving as Treasurer. She would like everyone to think about what we could do to thank him and bring some idea to the next meeting.

Mary Susan liked the auction at NYSAPLS and wondered if we could do something similar. Dawn said the NYSAPLS auction raises money for scholarships. What would the Association be doing the auction for, and what are the rules we need to follow? Discussion will move to the next NYGeoCon meeting.

Karyn is on her way to the Westchester User Group Meeting. She created a slide show for the Association (including a call for chair and committee volunteers) that can be used as a marketing tool at future events. It can be used for presentations or auto played at a table or booth. After the meeting, Karyn will put it on the Google Drive for everyone to use or modify.

Mary Susan still needs to write an item to solicit volunteers for Membership Committee Chair and Communications Committee Co-Chair. Dawn suggested she might be able to use some of the wording for Karyn's slide.

Dawn would like to form a temporary committee to update the bylaws. Mary Susan appointed Dawn as chair of the Bylaws Committee. A motion was made by Greg to confirm Dawn as chair of the Bylaws Committee as appointed by Mary Susan. Motion was seconded by Heather.

Heather volunteered to join the committee. Mary Susan suggested Dawn invite the broader membership to join the committee. Dawn will write something up and send it to Communications (via Michelle) for distribution.

Board Member Reports

Greg met with Communications and Caitlin. Caitlin and Greg both joined the Committee. Caitlin will be taking over Instagram.

Mary asked Dawn about outreach to Cornell students. Dawn said she sent an email but did not receive any replies.

Heather said Livingston County has hired a planning assistant that starts in June.

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

The meeting adjourned at 12:00 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 GeoSpatial Summit Committee will recommend and the Board will approve a venue.
 11. The GeoSpatial Summit Committee will submit and the Board will approve a preliminary budget.
 12. Matt will file tax returns.
 13. Matt will renew the D&O Liability insurance.
 14. Mary Susan will write an item to solicit volunteers for Membership Committee Chair and Communications Committee Co-Chair.
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15. The GeoSpatial Summit Committee will submit and the Board will accept Summit contract(s).
 16. The Board will send out an Annual Meeting announcement 60 days prior to event date.
 17. Michelle will prepare a list of departing Board Members, Committee Chairs, and Officers.
 18. Matt will purchase event cancellation insurance for GeoSpatial Summit if necessary.
 19. Matt will renew SSL/HTTPS security plugin with Real Simple SSL (auto).
 20. Communications will back up all websites to an external drive.
 21. Membership will send out membership renewal reminders.
 22. Mary Susan would like everyone to bring ideas for thanking Jim to the next meeting.
 23. Dawn will write an invite to the membership to join the Bylaws Committee.

NYS GIS Association

May 9, 2023

Treasurer's Report 4/17/2023 – 5/09/2023

Summary

- The \$215.09 erroneously deposited in the PayPal NYS GIS account is still there. It will have to be straightened out with PayPal.
- We paid \$109.99 to InMotion Hosting for an SSL Certificate.
- Delaney deposited \$968.76 via Bill.com.
- We paid \$4,021.75 for Delaney Services.
- There were 18 subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total	Balance
04/17/2023	Beginning Bank Balances	\$44,118.40	\$4,491.04	\$880.20	\$49,489.64	49,489.64
4/18/2023	PayPal Transfer	273.05	76.23	13.99	\$363.27	
4/19/2023	Delaney Event Management	-\$2,020.75			-\$2,020.75	
4/26/2023	InMotion Hosting	-\$109.99			-\$109.99	
5/3/2023	Delaney Event Management	-\$2,001.00			-\$2,001.00	
5/9/2023	Delaney Event Management	\$968.76			\$968.76	
5/9/2023	Ending Bank Balances	41,228.47	4,567.27	894.19	46,689.93	
	PayPal Transfer (In Transit)	\$166.93	\$65.84	\$9.33	\$242.09	
	Checkbook Balances	41,395.40	4,633.11	903.52	46,932.02	

Membership Summary (from PayPal and one check) – 4/17/2023 – 5/09/2023

Subscriptions	Gross	PayPal Fees	Net
18	\$260	\$17.91	\$242.09

Subs. Period	NYS GIS	GISMO	WNY
5 Year	0	0	0
2 Year	0	0	0
1 Year	18	7	2