

**Date:** Wednesday, June 21, 2023

**Subject:** Board of Directors Meeting

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

**Committee Chairs and Officers Present:** Michelle Debyah, Matthew Solo

**Not Present:** Karyn Tareen, Mary Colomaio, Catherine DuBreck

**Minutes:** The meeting began at 1:03 PM.

Secretary's Report: Michelle Debyah, Secretary

The April and May Treasurer's Reports were revised to update the membership money being held for GISMO and WNY. A motion was made by Heather to amend the previously adopted April and May Treasurer's Reports, and the minutes of the April Board of Directors meeting. Motion was seconded by Greg. Motion carried unanimously.

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

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 items on the task list for July are to renew the PO Box (auto – Treasurer), renew website domains nysgisa.com and nysgisa.org with GoDaddy (auto - Treasurer), send out membership renewal reminders (Membership), and call for nominations (Nominating).

The current membership count is 496. That is 36 above where we were at a similar time last year, and about 15 below the year before.

The website was displaying incorrect membership information. Vijay found the problem was related to the way the website host was caching pages. He has corrected the issue and the Join and Membership pages will be back up this afternoon.

When members sign up for auto payments, their renewal happens annually on the date that they signed up. If they signed up mid to late in the membership year, their membership will expire on June 30 and not renew until their auto payment date. This results in a membership lapse, which most members are likely not aware of as they assumed by signing up for auto payments their membership would always be current. Michelle analyzed all the auto payments and found 60 members whose membership will renew

August to March, a lapse of two to nine months. In appreciation for them signing up for auto payments, we will credit them the current year so future auto payments will pay for the coming membership year instead of the past membership year. A task list item will be added to the Secretary to analyze auto payments at the beginning of each membership year to credit those who will expire mid-year.

#### Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated June 12, 2023 was reviewed. The current balance is \$42,249.48. Expenses since the last report include Delaney Event Management, Survey Monkey, Adam & Son, and Really Simple SSL. There has been \$625.99 in income from membership dues. There is \$4,784.58 in membership money being held for GISMO, and \$912.85 for WNY.

The \$215.09 erroneously deposited in the PayPal Association account is still there. It will have to be straightened out with PayPal. There were 42 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. Attendee registration will be going out in the next two weeks, possibly sooner. There is currently about \$11,000 in sponsor money, with expectations of around \$30,000. In July, they will start reaching out to potential sponsors. Karyn has not yet contacted the Governor's office about attending or speaking at NYGeoCon.

Dawn made a motion for up to \$600.00 for Association and conference marketing materials. Motion was seconded by Heather. Motion carried unanimously.

Dawn, Greg, and Caitlin will meet to discuss details and design options.

#### President Reports

Greg can no longer meet the third Wednesday at 11:00 AM, and Heather and Mary cannot meet at 1:00 PM. Greg will send a Doodle Poll to the Board with options on the third Tuesday, Wednesday, and Thursday from late morning to early afternoon to try to find a new time to meet.

Mary Susan contacted Awards about Carol and Ann. What about Kate and Lis? Perhaps they should be recognized next year so it can be done at the Summit, which they organized for so many years.

Heather and Dawn already have a few nominations, including Greg for President-Elect, and Catherine and Mary for re-election.

A larger review of the Bylaws, potentially including the membership, can be done next year. This year, Dawn would like to focus on three immediate needs: increase the Board from four to six directors, remove director term limits and two-year waiting period, and add a Chief Information Officer. Dawn and Heather will formalize the changes and send them out for the Board to review before the July meeting so they can be included with the meeting announcement and approved at the Annual Meeting.

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

The meeting adjourned at 2:04 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. 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. Mary Susan will write an item to solicit volunteers for Membership Committee Chair and Communications Committee Co-Chair.
  14. The GeoSpatial Summit Committee will submit and the Board will accept Summit contract(s).
  15. The Board will send out an Annual Meeting announcement 60 days prior to event date.
  16. Michelle will prepare a list of departing Board Members, Committee Chairs, and Officers.
  17. Matt will purchase event cancellation insurance for GeoSpatial Summit if necessary.
  18. Mary Susan would like everyone to bring ideas for thanking Jim to the next meeting.
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19. Matt will renew the PO Box (auto).
  20. Matt will renew website domains nysgisa.com and nysgisa.org with GoDaddy (auto).
  21. Membership will send out membership renewal reminders.
  22. Nominating will call for nominations.
  23. Michelle will credit 60 members with auto payments mid to late membership year (August to March) so their membership will not lapse before their annual payment.
  24. Michelle will add a task list item at the beginning of each membership year to credit members with auto pay who will expire mid-year.
  25. Dawn, Greg, and Caitlin will meet to discuss marketing materials details and design options.
  26. Greg will send a Doodle Poll to the Board to find a new time to meet.
  27. Dawn and Heather will formalize the recommended Bylaws amendments.

**NYS GIS Association**

**June 12, 2023**

**Treasurer's Report 5/9/2023 – 6/12/2023**

**Summary**

- The \$215.09 erroneously deposited in the PayPal NYS GIS account is still there.
- We paid \$2,001.00 to Delaney.
- We paid \$505.44 to SurveyMonkey for a subscription.
- We paid \$782.46 to Adam and Son, Inc.
- We paid \$23.20 to Really Simple SSL for a renewal license.
- There is a pending payment to Delaney for \$1,995.75
- There were 42 subscriptions this period.

**Bank Balances**

<b>Date</b>	<b>Description</b>	<b>NYS GIS</b>	<b>GISMO</b>	<b>WNY</b>	<b>Total</b>
05/09/2023	<b>Beginning Bank Balances</b>	<b>\$41,228.47</b>	<b>\$4,567.27</b>	<b>\$894.19</b>	<b>\$46,689.93</b>
5/11/2023	Delaney Event Management	-\$2,001.00			-\$2,001.00
5/12/2023	PayPal Transfer	\$166.93	\$65.84	\$9.33	\$242.10
5/18/2023	Survey Monkey	-\$505.44			-\$505.44
5/26/2023	Adams And Son	-\$782.46			-\$782.46
6/8/2023	Really-Simple-ssl	-\$23.20			-\$23.20
6/8/2023	ATM Fee	-\$0.69			-\$0.69
	<b>Ending Bank Balances</b>	<b>\$38,082.61</b>	<b>\$4,633.11</b>	<b>\$903.52</b>	<b>\$43,619.24</b>
	PayPal Transfer (In Transit)	\$465.20	\$151.47	\$9.33	\$625.99
	Delaney Event Management	-\$1,995.75			-\$1,995.75
6/12/2023	<b>Checkbook Balances</b>	<b>\$36,552.06</b>	<b>\$4,784.58</b>	<b>\$912.85</b>	<b>\$42,249.48</b>

**Membership Summary (from PayPal and one check) – 5/9/2023 – 6/12/2023**

<b>Subscriptions</b>	<b>Gross</b>	<b>PayPal Fees</b>	<b>Net</b>
<b>42</b>	<b>\$670</b>	<b>-\$44</b>	<b>\$626</b>

<b>Subs. Period</b>	<b>NYS GIS</b>	<b>GISMO</b>	<b>WNY</b>
<b>5 Year</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>2 Year</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1 Year</b>	<b>40</b>	<b>11</b>	<b>2</b>