

**Date:** Friday, July 21, 2023

**Subject:** Board of Directors Meeting

**Board Members Present:** Mary Susan Knauss, Karyn Tareen, Greg Andersen, Heather Ferrero

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

**Not Present:** Dawn F. McCall, Mary Colomaio, Catherine DuBreck

**Minutes:** The meeting began at 11:04 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for August are to prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers (Secretary), and recommend nominees (Nominating).

The current membership count is 365. That is the same as where we were at a similar time last year, and about seven above the year before (previous year counts adjusted for mid-year auto payment credits).

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated July 19, 2023 was reviewed. The current balance is \$49,473.42. Expenses since the last report include Delaney Event Management and USPS PO Box renewal. There has been \$1,199.97 in income from membership dues. There is \$4,935.06 in membership money being held for GISMO, and \$964.14 for WNY.

The \$215.09 erroneously deposited in the PayPal Association account is still there. Matt would like to try to get that resolved. There were 85 subscriptions this month.

Mary Susan is working with an accountant to get the back taxes cleaned up. She has been gathering corporate documents, such as the incorporation papers and bylaws. We are structured as a non-profit and may need to file additional paper work with the state. While federal filings are generally not difficult, state filings can be complex.

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

### NYGeoCon 2023

Karyn said NYGeoCon planning is on schedule. Attendee registration has opened and notices have gone out. Abstracts have been reviewed and accepted, and speakers have been notified. Mary Susan received the keynote title and abstract and has sent it to Communications and put it in Google Drive. Karyn has not yet contacted the Governor's office about attending or speaking at NYGeoCon.

Mary Susan and Dawn have been meeting with NYSAPLS. The round table discussion started in January at NYSAPLS will continue at NYGeoCon with an open session on Monday afternoon. Mary Susan suggested that would be the ideal time to have the Governor attend. Mary Susan and Dawn will share more information as planning progresses.

### GeoSpatial Summit 2024

Mary Susan's priority is to select a venue. She would like to send out a survey to gauge member preference on format and location. Mary Susan will work on a survey and send to Karyn for review.

### President Reports

WNY GIS User Group would like to update the MOU with the Association to include treasurer support. Currently, the Association collects dues and WNY withdraws the money once a year, holding it in a private account to pay bills. They would like the Association to hold the balance and submit requests for reimbursement the way GISMO does. They will send the money previously withdrawn for deposit back into the Association's account. Dawn's initial concern was that the email from WNY referred to the Association being a 501(c)(3), which we are not. Karyn said WNY is aware of that. Mary Susan will review the draft MOU.

Heather summarized the bylaw amendments planned for this year, which are focused on board operations. The number of Directors would increase from four to six. To maintain experience on the Board, the term limit for Directors would change from two to three, and the two-year wait period would be removed for the Past-President to be eligible to serve as Director. Other changes include the addition of an appointed Information Technology Officer (ITO), and clarification of meeting absences.

A motion was made by Karyn to present the bylaw amendments to the membership for adoption at the Annual Meeting. Motion was seconded by Greg. Motion carried unanimously.

Mary Susan and Greg met with the Communications Committee to discuss using the globe logo, branding, colors, and font.

Karyn did reply to Dawn regarding the availability of a booth for NYSAPLS at the Summit. While there were not traditionally booths at the Summit, they did add tables to the social area in Skaneateles in 2018, and would likely do so moving forward. However, this would depend on whether there is a centralized Summit or regional meetings.

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

The meeting adjourned at 12:16 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.
19. Matt will renew website domains nysgisa.com and nysgisa.org with GoDaddy (auto).
20. Michelle will prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers.
21. Nominating will recommend nominees.
22. Mary Susan will create and Karyn will review a Summit survey.
23. Mary Susan will review the WNY GIS User Group MOU.
24. Mary Susan will send the meeting announcement, including bylaw amendments, to Communications for distribution.

**NYS GIS Association**

**July 19, 2023**

**Treasurer's Report 6/12/2023-7/19/2023**

**Summary**

- The \$215.09 erroneously deposited in the PayPal NYS GIS account is still there.
- We paid \$1,995.75 to Delaney.
- We received one mail check for a 5-year membership.
- We received two deposits from Delany for the NYGeoCon Conference.
- There were 85 subscriptions this period.

**Bank Balances**

Date	Description	NYS GIS	GISMO	WNY	Total
06/12/2023	<b>Beginning Bank Balances</b>	<b>\$38,082.61</b>	<b>\$4,633.11</b>	<b>\$903.52</b>	<b>\$43,619.24</b>
6/12/2023	Delaney Event Management	-\$1,995.75	\$0.00	\$0.00	-\$1,995.75
6/13/2023	PayPal Transfer	\$465.20	\$151.47	\$9.33	\$625.99
7/6/2023	5 Year Membership Check Deposit	\$50.00	\$0.00	\$0.00	\$50.00
7/19/2023	Delaney Event Management	\$870.44	\$0.00	\$0.00	\$870.44
7/19/2023	Delaney Event Management	\$5,329.53	\$0.00	\$0.00	\$5,329.53
	<b>Ending Bank Balances</b>	<b>\$42,802.03</b>	<b>\$4,784.58</b>	<b>\$912.85</b>	<b>\$48,499.45</b>
	PayPal Transfer (In Transit)	\$948.19	\$150.48	\$51.30	\$1,149.97
	USPS PO Boxes	-\$176.00	\$0.00	\$0.00	-\$176.00
7/19/2023	<b>Checkbook Balances</b>	<b>\$43,574.22</b>	<b>\$4,935.06</b>	<b>\$964.14</b>	<b>\$49,473.42</b>

**Membership Summary (from PayPal and one check) – 6/12/2023-7/19/2023**

Subscriptions	Gross	PayPal Fees	Net
85	\$1,285	-\$85	\$1,200

Subs. Period	NYS GIS	GISMO	WNY
<b>5 Year</b>	<b>6</b>	<b>0</b>	<b>0</b>
<b>2 Year</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1 Year</b>	<b>79</b>	<b>16</b>	<b>11</b>