

Date: Friday, August 18, 2023

Subject: Board of Directors Meeting

Board Members Present: Mary Susan Knauss, Karyn Tareen, Dawn F. McCall, Catherine DuBreck, Heather Ferrero

Committee Chairs and Officers Present: Michelle Debyah, Matthew Solo

Not Present: Greg Andersen, Mary Colomaio

Minutes: The meeting began at 11:02 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for September are to work with the NYGeoCon Committee Chair to obtain a copy of the master exhibitor list to merge with the conference sponsor list (President-Elect), annual reminder to transfer ownership of files on Google Drive to the Association (Secretary), renew general liability insurance (Treasurer), submit Annual Report for the Annual Meeting presentation (Committee Chairs), request volunteers to take photographs at NYGeoCon (Communications), and back up all websites to an external drive (Communications).

The items on the task list for the Annual Meeting are to bring Association sign to NYGeoCon and hand off to incoming President (President), acknowledge departing Board Members, Committee Chairs, and Officers (President), take Association sign from NYGeoCon as incoming President (President-Elect), get Annual Treasurer's Report approved (Treasurer), provide award winner information to Communications Committee for website (Awards), and conduct election (Nominating).

The current membership count is 398. That is the same as where we were at a similar time last year, and about seventeen above the year before.

Mary Colomaio has decided not to run for an elected term. As Past-President, Karyn will also be leaving the Board. All the Committee Chairs have agreed to stay on for the coming year, though Carol and Ann's stay is temporary and they hope to step down during the year. Earlier this year, Kate Kiyanitsa and Lis DeGironimo left the GeoSpatial Summit Committee, Stephanie Rockwell stepped down from Membership Committee Chair, and Jim Bennett departed as Treasurer.

Michelle prepare and print the Certificates of Appreciation and mail them to Mary Susan to sign and distribute.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated August 18, 2023 was reviewed. The current balance is \$59,296.26. Expenses since the last report include AmTrust Insurance. There has been \$731.66 in income from membership dues. There is \$5,058.31 in membership money being held for GISMO, and \$982.80 for WNY.

Matt contacted PayPal regarding the \$215.09 erroneously deposited in the Association PayPal account. A ticket has been submitted to correct the issue. One of the sponsor checks was returned. We have received a deposit of \$7,361.23 from Delaney for NYGeoCon. There were 43 subscriptions this month.

Mary Susan is still gathering corporate documents, such as the incorporation papers and bylaws, for the accountant to get the back taxes cleaned up.

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

NYGeoCon 2023

While sponsors and registrations are just under half of what was budgeted, Leslie said they are on track with past years. Karyn is optimistic they will increase in the coming weeks. Karyn and Dawn are reviewing the exhibitor spreadsheet in an effort to make personal contact with potential vendors. They will ask NYGeoCon Committee members and the Board to help with outreach.

Mary Susan said NYSAPLS has sent out an invitation to the roundtable that could help with a few more registrations. The roundtable will focus on making data more accessible. They hope to include Open Data NY, the Committee on Open Government, state agencies, legislators, and others in the discussion.

GeoSpatial Summit 2024

Mary Susan's has contacted the Welch Allyn Lodge in Skaneateles, and the dates for the Summit are available. She has not had much success in identifying other venue options, if anyone has any ideas please let her know. She hopes to formalize the Committee soon. She is still considering whether a survey on format and location would be of use.

President Reports

Mary Susan and Matt are working toward formalizing his role as Treasurer. Mary Susan will stay engaged as long as it takes to get the taxes completed.

Mary Susan has a candidate for Membership Committee Chair.

The Nominations Committee is finalizing nominations and Mary Susan has started the election ballot in Survey Monkey. They still need to notify the candidates that they will be on the ballot. They have bios for each candidate except Greg.

Dawn said NYSAPLS is kindly willing to comp a booth even though we are not sure there will be booths at the GeoSpatial Summit. Dawn needs volunteers to staff the booth (lodging and meals are not included), especially Wednesday through the exhibitors reception and into Thursday. In the past, the hall has been quiet on Friday. Dawn can take the booth down on Friday.

There are a number of GIS classes happening at NYSAPLS on two days this year:

1. GIS Roundtable Wednesday AM (Dawn is leading)
2. GIS and the Surveyor Wednesday PM
3. Liz doing GIS Clearinghouse Thursday AM
4. Pix4D (which is just Esri Drone to Map with extras) before Liz on Thursday
5. Possibly something in Jim Thew's DOT course on Friday AM

Progress is being made on a banner that can be used at NYGeoCon and NYSAPLS. Greg is working with Caitlin on getting the banner done and ordered. Caitlin revitalized a jpeg for the logo, and it is available in the Communications folder under graphics.

Catherine has been posting information to social media. She said there is a GISP Virtual Trivia Night, Thursday, August 31, hosted by URISA. There will be two hours of geo-themed trivia using Kahoot, and it is approved for GISP credit. For more information, see the post on the Association LinkedIn page.

Heather said GIS/SIG is working on scheduling its Fall Program. She will share details when they become available.

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

The meeting adjourned at 11:46 AM.

Action Item List

1. *Karyn will send resolutions related to actions or policies to Communications for the website.*
 2. Mary Susan and Dawn will explore membership software, such as NationBuilder and Wild Apricot.
 3. Mary Susan will continue to work with the accountant regarding the tax forms.
 4. 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.
 5. The GeoSpatial Summit Committee will recommend and the Board will approve a venue.
 6. The GeoSpatial Summit Committee will submit and the Board will approve a preliminary budget.
 7. Matt will file tax returns.
 8. Mary Susan will write an item to solicit volunteers for Communications Committee Co-Chair.
 9. The GeoSpatial Summit Committee will submit and the Board will accept Summit contract(s).
 10. Matt will purchase event cancellation insurance for GeoSpatial Summit if necessary.
 11. Mary Susan would like everyone to bring ideas for thanking Jim to the next meeting.
 12. Mary Susan will create and Karyn will review a Summit survey.
 13. Mary Susan will review the WNY GIS User Group MOU.
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14. Dawn will work with Karyn to obtain a copy of the master exhibitor list to merge with the conference sponsor list.
 15. Michelle will share annual reminder to transfer ownership of files on Google Drive to Association.
 16. Matt will renew general liability insurance.
 17. Committee Chairs will submit Annual Report for the Annual Meeting presentation.
 18. Communications will request volunteers to take photographs at NYGeoCon.
 19. Communications will back up all websites to an external drive.
 20. Mary Susan will bring the Association sign to NYGeoCon and hand off to Dawn.
 21. Mary Susan will acknowledge departing Board Members, Committee Chairs, and Officers at the Annual Meeting.
 22. Dawn will take Association sign from NYGeoCon as incoming President.
 23. Matt will get the Annual Treasurer's Report approved at the Annual Meeting.
 24. Awards will provide award winner information to Communications Committee for website.
 25. Nominating will conduct election.
 26. Michelle will print Certificates of Appreciation and mail them to Mary Susan to sign and distribute.
 27. Greg will work with Caitlin to get the banner done and ordered.

NYS GIS Association
August 18, 2023
Treasurer's Report 7/19/2023-8/16/2023

Summary

- I contacted a PayPal representative regarding the \$215.09 erroneously deposited in the PayPal NYS GIS account. The representative submitted a ticket to correct the issue. It remains pending as of 8/17/2023.
- Michelle deposited two sponsor checks. \$1,000 from EDR and \$2,000 from Control Point Associates.
- The check from EDR seems to have been returned.
- We received a deposit of \$7,361.23 from Delaney for the NYGeoCon Conference.
- We paid \$250 to AmTrust North America for insurance.
- There were 43 subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
07/19/2023	Beginning Bank Balances	\$42,802.03	\$4,784.58	\$912.85	\$48,499.45
07/19/2023	USPS Po Boxes	-\$176.00	\$0.00	\$0.00	-\$176.00
7/20/2023	PayPal Transfer	\$948.19	\$150.48	\$51.30	\$1,149.97
	Two Sponsor Checks	\$2,000.00			\$2,000.00
8/2/2023	Deposited	\$1,000.00	\$0.00	\$0.00	\$1,000.00
8/7/2023	Sponsor Check Returned	-\$1,000.00	\$0.00	\$0.00	-\$1,000.00
8/7/2023	Check Return Fee	-\$20.00	\$0.00	\$0.00	-\$20.00
8/8/2023	Delaney - NY GeoCon Conference	\$7,361.23	\$0.00	\$0.00	\$7,361.23
8/15/2023	AmTrust Insurance	-\$250.00	\$0.00	\$0.00	-\$250.00
	Ending Bank Balances	\$52,665.40	\$4,935.06	\$964.14	\$58,564.60
	PayPal Transfer (In Transit)	\$589.76	\$123.25	\$18.65	\$731.66
8/16/2023	Checkbook Balances	\$53,255.16	\$5,058.31	\$982.80	\$59,296.26

Membership Summary (from PayPal and one check) – 7/19/2023-8/16/2023

Subscriptions	Gross	PayPal Fees	Net
43	\$780	-\$48	\$732

Subs. Period	NYS GIS	GISMO	WNY
5 Year	5	1	0
2 Year	0	0	0
1 Year	38	8	4