

Date: Friday, September 15, 2023

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah, Matthew Solo

Not Present: Mary Colomaio

Minutes: The meeting began at 11:06 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for October are to set Board Meeting and Committee Call schedules (President), appoint Secretary and Treasurer (President), appoint Committees and Committee Chairs (President), write "President's Message" (President), develop Association priorities for the year (President), send letter of appreciation to Committee Members (Past-President), confirm Secretary, Treasurer, Committees and Committee Chairs (Board), sign Annual Statement (Board), consider Western New York GIS Users Group GIS Day sponsorship (previously \$200.00) (Board), submit photo and information for website (new Board Members), update roster of Board Members and Committee Chairs (Secretary), distribute Annual Statements (Secretary), make Annual Meeting Minutes available for 30-day member review period (Secretary), renew website domains nysgis.org with GoDaddy and nysgis.net with HostMonster (Treasurer auto), renew website hosting nysgis.net with InMotion (Treasurer auto), review and confirm roster on website (Committee Chairs), submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting (Committee Chairs), and update Board and Committee rosters on website (Communications).

The current membership count is 409. That is the same as where we were at a similar time last year, and about ten above the year before.

The Certificates of Appreciation have been mailed and received by Mary Susan to sign and distribute.

Annual reminder to Board Members, Committee Chairs, and Officers (especially departing) to transfer ownership of files and folders on Google Drive to the Association. When a file or folder is uploaded to the Association Google Drive, the file is owned by and storage is counted against the person who uploaded the file, not the owner of the shared folder: <https://support.google.com/drive/answer/7166529>. To free from their storage and protect future accessibility, owners are invited to transfer ownership of files and folders to the Association: <https://support.google.com/drive/answer/2494892>. Folders can be selected and transferred once, but owner will still need to go into each folder and select all the files and transfer them.

Dawn asked for a task list item to be added to the Information Technology Officer (ITO) to confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated September 12, 2023 was reviewed. The current balance is \$56,341.95. Expenses since the last report include Delaney and VistaPrint. There has been \$268.09 in income from membership dues. There is \$5,105.33 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 was submitted to correct the issue, but the correction was not made. If it has not been corrected by November, Matt will move the \$215.09 to the Association bank account with the understanding it can be returned if needed. We received deposits of \$2,175.00 from Delaney for NYGeoCon. There were 24 subscriptions this month.

Matt received the balance WNY GIS User Group was holding; it will be included on the next Treasurer's Report after it clears. Matt will check on the general liability insurance payments.

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

NYGeoCon 2023

Karyn was pleased to report the loss from NYGeoCon should be less than \$5,000.00, perhaps less than \$3,000.00. Registrations are currently at 179 (projected 190), and room guarantees have been met. Still short about \$7,000.00 on sponsor money.

Karyn encourages anyone attending to sign up to fill slots to cover the Association table. She also has gaps in on-site staffing for moderating and the registration desk. Mary Susan, Dawn, Greg, and Heather will be attending. Michelle, Matt and Catherine will not be attending. Karyn and Rick will be putting together a coverage schedule and will fit people in where needed. If the time she assigns does not work for you, let her know and it can be adjusted.

GeoSpatial Summit 2024

Mary Susan's has contacted the Welch Allyn Lodge in Skaneateles, and weekday dates in September are available. Mary Susan suggested Monday and Tuesday, September 23-24, 2024 and would like to put a \$1,000.00 deposit down.

A motion was made by Karyn to approve the \$1,000.00 deposit for September 23-24, 2024 at the Welch Allyn Lodge, provided it can be refunded through February if something changes. Motion was seconded by Dawn. Motion carried unanimously.

President Reports

Mary Susan has a candidate for Membership Committee Chair for next year.

Mary Susan is still reviewing the WNY GIS User Group MOU.

Mary Susan will send the Survey Monkey link to Communications today for the election mailings.

Dawn said NEARC wants to know if the Association would be represented at the Fall NEARC Conference in October. Karyn and Mary Susan may attend, but are not committed. Mary Susan told Dawn she would follow up with NEARC.

Mary Susan will contact Caitlyn about graphics for a Summit announcement.

Heather said there is no date for the GIS/SIG Fall Program yet.

Mary Susan said there is a new poll regarding the best way to deliver Census data. She said the Association should share an opinion on the issue. Unfortunately, no one from the Census Bureau will be at NYGeoCon,

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

The meeting adjourned at 12:05 PM.

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 submit and the Board will approve a preliminary budget.
6. Matt will file tax returns.
7. The GeoSpatial Summit Committee will submit and the Board will accept Summit contract(s).
8. Matt will purchase event cancellation insurance for GeoSpatial Summit if necessary.
9. Mary Susan would like everyone to bring ideas for thanking Jim to the next meeting.
10. Mary Susan will review the WNY GIS User Group MOU.
11. Dawn will work with Karyn to obtain a copy of the master exhibitor list to merge with the conference sponsor list.
12. Matt will renew general liability insurance.
13. Committee Chairs will submit Annual Report for the Annual Meeting presentation.
14. Mary Susan will bring the Association sign to NYGeoCon and hand off to Dawn.
15. Mary Susan will acknowledge departing Board Members, Committee Chairs, and Officers at the Annual Meeting.
16. Dawn will take Association sign from NYGeoCon as incoming President.
17. Matt will get the Annual Treasurer's Report approved at the Annual Meeting.
18. Awards will provide award winner information to Communications Committee for website.
19. Nominating will conduct election.

20. Dawn will appoint and the Board will confirm Secretary, Treasurer, Committees and Committee Chairs.
21. Dawn will write "President's Message", including Association priorities for the year.
22. Mary Susan will send letter of appreciation to Committee Members.
23. Michelle will distribute and Board Members will sign Annual Statements.
24. The Board will consider WNY GIS Users Group GIS Day sponsorship (previously \$200.00).
25. New Board Members will submit photo and information for website.
26. Michelle will update roster of Board Members and Committee Chairs.
27. Michelle will make Annual Meeting Minutes available for 30-day member review period.
28. Matt will renew website domains nysgis.org with GoDaddy and nysgis.net with HostMonster (auto).
29. Matt will renew website hosting nysgis.net with InMotion (auto).
30. Committee Chairs will review and confirm roster on website.
31. Committee Chairs will submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting.
32. Communications will update Board and Committee rosters on website.
33. Board Members, Committee Chairs, and Officers (especially departing) will transfer ownership of files and folders on Google Drive to the Association.
34. Matt will transfer the \$215.09 deposited in the Association PayPal account to the Association bank account in November if the issue has not been corrected.
35. Mary Susan will make \$1,000.00 deposit to the Lodge provided it can be refunded through February.
36. Mary Susan will send the Survey Monkey link to Communications for the election mailings.
37. Mary Susan will contact Caitlyn about graphics for a Summit announcement.

NYS GIS Association

September 12, 2023

Treasurer's Report 8/16/2023-9/12/2023

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. The correction was never made.
- Michelle deposited the \$1,000 replacement check from EDR from last month.
- Michelle deposited three checks from Delaney totaling \$1,175 for five conference registrations and one workshop registration.
- We paid Delaney \$2,530.50 for July and \$2,398.38 for August services.
- We paid \$468.52 to Vistaprint for GeoCon Banners.
- There were 24 subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
08/16/2023	Beginning Bank Balances	\$52,665.40	\$4,935.06	\$964.14	\$58,564.60
08/17/2023	PayPal Transfer	\$589.76	\$123.25	\$18.65	\$731.66
8/31/2023	Delaney	-\$2,398.38	\$0.00	\$0.00	-\$2,398.38
8/31/2023	Delaney	-\$2,530.50	\$0.00	\$0.00	-\$2,530.50
9/1/2023	Vistaprint	-\$468.52	\$0.00	\$0.00	-\$468.52
9/7/2023	Dda Debit	\$1,000.00	\$0.00	\$0.00	\$1,000.00
9/7/2023	Dda Debit	\$1,175.00	\$0.00	\$0.00	\$1,175.00
	Ending Bank Balances	\$50,032.76	\$5,058.31	\$982.80	\$56,073.86
	PayPal Transfer (In Transit)	\$221.07	\$47.03	\$0.00	\$268.09
9/12/2023	Checkbook Balances	\$50,253.82	\$5,105.33	\$982.80	\$56,341.95

Membership Summary (from PayPal) – 8/16/2023-9/12/2023

Subscriptions	Gross	PayPal Fees	Net
24	\$290	-\$22	\$268

Subs. Period	NYS GIS	GISMO	WNY
5 Year	0	0	0
2 Year	0	0	0
1 Year	24	5	0