

**Date:** Friday, October 20, 2023

**Subject:** Board of Directors Meeting

**Board Members Present:** Dawn F. McCall, Mary Susan Knauss, Greg Andersen, Amanda Cruz, Catherine DuBreck, Heather Ferrero, Jeff Herter, Ana Hiraldo-Gomez

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

**Not Present:**

**Minutes:** The meeting began at 11:05 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes have been sent to Communications to be posted to the website for the 30-day member review period before being approved by the Board.

The amendments have been incorporated into the bylaws and the adopted date changed to September 26, 2023. They have been put under *NYSGISA - Association* on Google Drive, and sent to Communications to update the bylaws page on the website.

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 items on the task list for November are to update Board Member and Committee Chair access to Google Drive (Secretary, to be moved to ITO), collect signed Annual Statements (Secretary), get Annual Meeting Minutes approved after 30-day member review period (Secretary), confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association (ITO), review content of Committee page on website

(Committee Chairs), and submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting (Committee Chairs).

The current membership count is 427. That is eight below where we were at a similar time last year, and about 14 above the year before.

Dawn asked about adding \$10.00 to the conference registration fee of anyone who is not a member to make them a member. Michelle said the logistics might be complicated. Someone would have to confirm the membership status of everyone who registers, create a profile for each new member in the database, would need to know all the information to create the profile, would need to know what membership type, and would have to create and email them a password which they would then have to go in and change. Additionally, the Treasurer would need to know the breakdown of registration fees versus membership fees. Michelle suggested it might be better to offer a member discount on registration (technically add a higher fee for non-members) that is higher than the membership fee to encourage non-members to join before they register.

Mary Susan and Dawn used a different Survey Monkey account than the Association account for the election. Michelle will give Adam access to the Association Survey Monkey account.

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

The Treasurer's Report dated October 16, 2023 was reviewed. The current balance is \$93,916.49. Expenses since the last report include Delaney, AmTrust North America, InMotion Hosting, and HostMonster. There has been \$653.68 in income from membership dues. There were 40 subscriptions this period. We have received a total of \$38,741.00 from Delaney for NYGeoCon. The \$1,416.12 balance WNY GIS User Group had been holding has been deposited in the Association bank account. There is \$5,171.17 in membership money being held for GISMO, and \$2,437.91 for WNY.

Dawn said there was very little income on NYGeoCon so there has to be bills outstanding to the Desmond and Delaney. She will contact Delaney and Karyn and coordinate payment with Matt.

Dawn would like a task list item added under President in August to send out conference information for the next year so sponsors and attendees can include the conference in their budget.

Matt said there was not much information with the transfers received from Delaney and it would be useful to have more information on what the payments were.

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

#### NYGeoCon 2023

Karyn sent the NYGeoCon attendee survey results. Michelle will send them out with the draft meeting minutes. Mary Susan has seen the survey results and found the number of first and second time attendees interesting. The NYGeoCon Committee is meeting next week and Karyn will share the 'debrief' notes for the next meeting or during the next Committee Call. The Committee Chairs are already talking about locations for the next conference!

#### GeoSpatial Summit 2024

The deposit to the Welch Allyn Lodge is non-refundable; Dawn noted that it never was in the past. Since the original approval was contingent on the deposit being refundable, a new motion is needed.

A motion was made by Mary Susan to approve the \$1,000.00 deposit for Monday and Tuesday, September 23-24, 2024 at the Welch Allyn Lodge. Motion was seconded by Greg. Motion carried unanimously.

A motion was made by Mary Susan to accept the contract with the Welch Allyn Lodge for the GeoSpatial Summit. Motion was seconded by Greg. Motion carried unanimously.

### President Reports

Dawn set the Board Meeting schedule as the third Thursday of every month from 10:00 AM to 11:00 AM starting in December. To avoid GIS Day, the November meeting will remain as scheduled on Friday, and the new schedule will begin in December. Mary Susan will set up a new Zoom meeting and send the information to Michelle to send out a new calendar invite.

Dawn set the Committee Call schedule to remain the second Wednesday of every three months from 11:00 AM to 12:00 PM (quarterly in March, June, September, and December).

Dawn welcomed new Board Member Amanda Cruz.

Dawn appointed Jeff Herter to the newly created Board of Director term expiring in 2024. Jeff will then be eligible to serve three consecutive elected terms as Director. A motion was made by Mary Susan to confirm Jeff as Director as appointed by Dawn. Motion was seconded by Catherine. Motion carried unanimously.

Dawn appointed Ana Hiraldo-Gomez to the newly created Board of Director term expiring in 2025. Ana will then be eligible to serve three consecutive elected terms as Director. A motion was made by Mary Susan to confirm Ana as Director as appointed by Dawn. Motion was seconded by Greg. Motion carried unanimously.

Dawn appointed Michelle Debyah as Secretary, Matthew Solo as Treasurer, and Adam Purucker as Information Technology Officer (ITO). A motion was made by Catherine to confirm the Secretary, Treasurer, and ITO as appointed by Dawn. Motion was seconded by Mary Susan. Motion carried unanimously.

Dawn identified the following Committees and Committee Chairs for 2024:

Awards Committee – Steven Russell Jr.

Communications Committee – Max Villanueva (assisted by Carol Zollweg and Ann Deakin)

Education Committee – Paula Lazrus

GeoSpatial Summit Committee – Mary Susan Knauss, Jeff Herter

Legislative Committee – Mary Susan Knauss

Membership Committee – Binod Shah

NYGeoCon Committee – Karyn Tareen, Rick Reichert

Professional Development Committee – Melissa Albino Hegeman

Regional Coordination Committee – Alan Leidner

A motion was made by Ana to confirm the Committees and Committee Chairs as appointed by Dawn. Motion was seconded by Greg. Motion carried unanimously.

Heather will run in the special election to fill the President-Elect vacancy. Mary Susan and Adam will work together on the ballot. Michelle will add them both to Survey Monkey.

Mary Susan has been gathering corporate documents as requested by the accountant. We are a New York State Section 402 Not-For-Profit Corporation, but not a 501(c). Mary Susan would like to apply for 501(c). She has all the tax forms Jim did that can be mailed or faxed, but they have the old address instead of the Rochester address, so they need to be redone. She needs help logging in to complete that work. As she understands it, NYS will be more difficult than the federal taxes as NYS non-profit accounting practices are much more detailed. Mary Susan said this will be her highest priority and she will work with Matt to get caught up. Dawn said she would help with the 501(c).

We signed up for Zoom Events for six months free starting mid-June 2022, with the next year at half-price for \$440.00, so a motion is not necessary for renewal.

A motion was made by Mary Susan to adjourn the meeting. Motion was seconded by Ana. Motion carried unanimously.

The meeting adjourned at 12:07 PM.

## Action Item List

1. *Mary Susan will send resolutions related to actions or policies to Communications for the website.*
  2. ITO 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. Matt will purchase event cancellation insurance for GeoSpatial Summit if necessary.
  8. Mary Susan would like everyone to bring ideas for thanking Jim to the next meeting.
  9. Mary Susan will review the WNY GIS User Group MOU.
  10. Dawn will work with Karyn to obtain a copy of the master exhibitor list to merge with the conference sponsor list.
  11. Awards will provide award winner information to Communications Committee for website.
  12. Dawn will write "President's Message", including Association priorities for the year.
  13. Mary Susan will send letter of appreciation to Committee Members.
  14. Michelle will distribute and Board Members will sign Annual Statements.
  15. The Board will consider WNY GIS Users Group GIS Day sponsorship (previously \$200.00).
  16. New Board Members will submit photo and information for website.
  17. Michelle will update roster of Board Members and Committee Chairs.
  18. Michelle will make Annual Meeting Minutes available for 30-day member review period.
  19. Matt will renew website domain nysgis.org with GoDaddy (auto).
  20. Committee Chairs will review and confirm roster on website.
  21. Communications will update Board and Committee rosters on website.
  22. 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.
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23. Michelle will collect signed Annual Statements.
  24. Michelle will get Annual Meeting Minutes approved after 30-day member review period.
  25. Adam will confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association.
  26. Committee Chairs will review content of Committee page on website.
  27. Committee Chairs will submit budget requests for upcoming year to Treasurer in November for approval at December Board of Directors meeting.
  28. Michelle will give Adam and Mary Susan access to the Association Survey Monkey account.
  29. Dawn will contact Delaney and Karyn regarding outstanding NYGeoCon bills and coordinate payment with Matt.
  30. Mary Susan will make \$1,000.00 deposit to the Welch Allyn Lodge.
  31. Dawn will sign the contract with the Welch Allyn Lodge for the GeoSpatial Summit.
  32. Mary Susan will set up a Zoom meeting for the new Thursday schedule starting in December and send the information to Michelle to send out a new calendar invite.
  33. Mary Susan and Adam will create the special election ballot in Survey Monkey.
  34. Mary Susan will renew Zoom Events.

NYS GIS Association

October 16, 2023

Treasurer's Report 9/12/2023-10/16/2023

Summary

- WNY sent us a check for \$1,416.12.
- We received a total of \$38,741 from Delaney.
- We paid \$2,536.51 to Delaney for GeoCon Services.
- I made the second payment of \$250 for liability insurance.
- We paid \$431.76 to InMotion for account renewal.
- We paid Hostmonster \$22.99 for annual domain name registration.
- There were 40 subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
09/12/2023	<b>Beginning Bank Balances</b>	<b>\$50,032.76</b>	<b>\$5,058.31</b>	<b>\$982.80</b>	<b>\$56,073.86</b>
09/13/2023	PayPal Transfer	\$221.07	\$47.03	\$0.00	\$268.09
09/13/2023	WNY Transfer	\$0.00	\$0.00	\$1,416.12	\$1,416.12
09/14/2023	Delaney (NYGeoCon Registrations)	\$450.00	\$0.00	\$0.00	\$450.00
9/18/2023	Delaney	\$17,834.25	\$0.00	\$0.00	\$17,834.25
9/18/2023	Amtrust North Amer	-\$250.00	\$0.00	\$0.00	-\$250.00
9/19/2023	Delaney	-\$2,536.51	\$0.00	\$0.00	-\$2,536.51
9/27/2023	Delaney (NYGeoCon Registrations + WNY)	\$775.00	\$0.00	\$5.00	\$780.00
10/11/2023	Delaney	\$15,545.86	\$0.00	\$0.00	\$15,545.86
10/12/2023	Delaney	\$4,135.89	\$0.00	\$0.00	\$4,135.89
10/12/2023	InMotionhosting	-\$431.76	\$0.00	\$0.00	-\$431.76
10/16/2023	Hostmonster	-\$22.99	\$0.00	\$0.00	-\$22.99
	<b>Ending Bank Balances</b>	<b>\$85,753.56</b>	<b>\$5,105.33</b>	<b>\$2,403.92</b>	<b>\$93,262.81</b>
	PayPal Transfer (In Transit)	\$553.86	\$65.84	\$33.99	\$653.68
10/16/2023	<b>Checkbook Balances</b>	<b>\$86,307.42</b>	<b>\$5,171.17</b>	<b>\$2,437.91</b>	<b>\$93,916.49</b>

**Membership Summary (from PayPal and 1 check) – 9/12/2023-10/16/2023**

<b>Subscriptions</b>	<b>Gross</b>	<b>PayPal Fees</b>	<b>Net</b>
<b>40</b>	<b>\$700</b>	<b>-\$43</b>	<b>\$657</b>

<b>Subs. Period</b>	<b>NYS GIS</b>	<b>GISMO</b>	<b>WNY</b>
<b>5 Year</b>	<b>5</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>34</b>	<b>7</b>	<b>3</b>