

Date: Friday, November 17, 2023

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah, Matthew Solo, Adam Purucker, Rick Reichert, Binod Shah, Karyn Tareen

Not Present:

Minutes: The meeting began at 11:05 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes have been posted to the website for the 30-day member review period ending November 20, 2023.

The items on the task list for November are to 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), update Board Member and Committee Chair access to Google Driver (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 items on the task list for December are to send a "Season's Greetings" message including priorities for the year (President), appoint Audit Committee (President), customarily chairs Audit Committee (President-Elect), confirm Audit Committee (Board), annual communication policy reminder (Secretary), renew Zoom Events (Treasurer), submit Committee budget requests for upcoming year for Board approval (Treasurer), and back up all websites to an external drive (Communications).

The current membership count is 442. That is five above where we were at a similar time last year, and about 20 above the year before.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated November 14, 2023 was reviewed. The current balance is \$91,636.76. Expenses since the last report include Delaney, GoDaddy, and the Welch Allyn Lodge. There has been \$675.12 in income from membership dues. There were 29 subscriptions this period. There is \$5,265.22 in membership money being held for GISMO, and \$2,504.82 for WNY.

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

Information Technology Officer (ITO) Report: Adam Purucker, ITO

Adam is now able to access the Association Google account and has worked with Dawn to transfer ownership of many files, with many more to go. Adam is investigating Google Share to replace Google Drive, which may avoid the need to transfer ownership and make permissions easier.

GeoSpatial Summit 2024

The Committee has set up weekly meetings to start dividing the work. They have started a time line with tasks and proposed deadline dates, including dates to finalize the speaker list and send out announcements. Dawn has signed the contract and Matt has paid the deposit to the Welch Allyn Lodge. They are working with Communications to send a message to the membership asking for speaker ideas. Mary Susan will add the President-Elect results and offer a final review before sending to Max for distribution.

NYGeoCon 2025

Karyn and Rick want to start looking for the 2025 location now. They joined the call to submit the Delaney Event Management site selection proposal. They discussed doing site selection visits themselves to save on costs, but there would likely be costs for Committee Members to travel as well, Delaney has more experience with what to look for, and there may be benefit to having Delaney onsite for negotiations. Dawn agreed, but would like notice before site visits so if there are any Board Members nearby they could join.

A motion was made by Jeff to approve the Delaney Event Management site selection proposal. Motion was seconded by Ana. Motion carried unanimously.

President Reports

Dawn congratulated Heather on being elected President-Elect, and thanked Adam for the time he has been putting in. She would like to get Google Drive managed before moving on to membership software. Mary Susan said we will need something to do registration for the Summit, and perhaps the same tool could serve the back office membership needs. Mary Susan said non-profit status will likely impact software purchases as well. She mentioned Cvent for registrations, and said that Wild Apricot has been acquired. Dawn will contact URISA to ask about their experience with Wild Apricot.

Dawn suggested Adam explore membership software in December and provide an update in January. Michelle said the Association has explored membership software in the past, and there may be documentation on the functions we need. She will share what she can find. If necessary, a meeting could be set up to go over the existing database with Dawn, Adam, Binod, Michelle, and Carol (who is most familiar with the database).

Since Heather is now President-Elect, a new Director will need to be appointed to serve the remainder of her Board of Director term expiring in 2024.

It might still be beneficial to find a Communication Committee Co-Chair. Communications is very busy, especially with website updates after the conference, and it might be nice if Max had help. Greg will check with Max so see if he needs help, and perhaps he and Caitlin could help. Dawn suggested a Committee Meeting with Carol and Ann to help review a timeline in which things happen.

Heather said the President of GIS/SIG got a new job outside the region, so GIS/SIG is currently without a President. She hopes to use her position as President-Elect of the Association and Secretary of GIS/SIG to help both organizations.

Mary Susan said Heather received 65 votes, which outpaced the general election. Of those who voted, 55 said they would attend the Summit.

Board Member Reports

Greg said information on the Association website helped someone get a job with NYS.

Dawn thanked Amanda for suggesting the GIS Day post, which Caitlin did post to social media. Dawn asked Heather if her story map had statistics to see if the social media posts increased views.

Catherine was recently invited to become an ambassador for Felt (<https://felt.com/>), a free web based mapping tool that is integrated with QGIS. It allows users to upload data and create features, and offers spatial analysis functionality. She will be hosting a free webinar on leveraging free mapping tools in the classroom on December 6, 2023 at 12:00 PM. The registration link is

https://us06web.zoom.us/meeting/register/tZcrdeyrrDMtE9cAGRZUt14jbZ7hhShBXbQ4?fbclid=IwAR2B3LdaXUsdg8bxP_8EmXIa0WYIq6dVDQ0S7q19jwoA9o9GM3R5TJXq3C4#/registration.

Dawn asked Catherine to share the information with the Professional Development and Education Committees. She also suggested Catherine attend one of the Tuesday morning Summit Committee meetings to discuss the possibility of a lab at the Summit.

Ana is trying to revive the Lower Hudson Valley Region group. She welcomes any suggestions or ideas that could help. She said the communication is there, but finding the time is difficult. Dawn would like to strengthen ties with all the regions. Perhaps Ana, Dawn, and Binod can work together; Greg offered to help as well.

Mary Susan said there were some issues with Google Drive access related to work versus gmail addresses. Based on Dawn's example, Michelle updated the roster last week to include an access email column and sent it to all the Board Members and Committee Chairs. She updated access for anyone that requested to add their gmail address.

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

The meeting adjourned at 12:02 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. New Board Members will submit photo and information for website.
 15. Committee Chairs will review and confirm roster on website.
 16. Communications will update Board and Committee rosters on website.
 17. Michelle will collect signed Annual Statements.
 18. Michelle will get Annual Meeting Minutes approved after 30-day member review period.
 19. Adam will confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association.
 20. Committee Chairs will review content of Committee page on website.
 21. Dawn will contact Delaney and Karyn regarding outstanding NYGeoCon bills and coordinate payment with Matt.
 22. 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.
-
23. Dawn will send a "Season's Greetings" message including priorities for the year.
 24. Dawn will appoint and the Board will confirm the Audit Committee (customarily chaired by President-Elect).
 25. Michelle will share annual Communication Policy reminder to Board Members and Committee Chairs.
 26. Mary Susan (or Matt) will renew Zoom Events
 27. Committee Chairs will submit budget requests for upcoming year to Treasurer for approval at the December Board of Directors meeting.
 28. Communications will back up all websites to an external drive.
 29. Adam will explore membership software in December and provide an update in January.
 30. Michelle will look for documentation from past reviews of membership software.
 31. Greg will check with Max so see if he needs help, and perhaps he and Caitlin could help.

NYS GIS Association

November 14, 2023

Treasurer's Report 10/16/2023-11/14/2023

Summary

- We paid \$1,929.58 to Delaney.
- We paid \$23.17 to Godaddy for domain renewal.
- We added 5 years of WNY membership via check for a NYSGIS member.
- We paid a \$1,000 deposit to book The Lodge.
- I transferred the total PayPal balance to the bank account.
- There were 29 subscriptions this period which includes the added 5 year WNY membership.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
10/16/2023	Beginning Bank Balances	\$85,753.56	\$5,105.33	\$2,403.92	\$93,262.81
10/16/2023	PayPal Transfer	\$552.46	\$65.84	\$33.29	\$651.58
10/17/2023	Delaney Event Management	-\$1,929.58	\$0.00	\$0.00	-\$1,929.58
10/30/2023	Godaddy	-\$23.17	\$0.00	\$0.00	-\$23.17
11/01/2023	WNY Membership 5 Years Added	\$0.00	\$0.00	\$25.00	\$25.00
11/14/2023	The Lodge	-\$1,000.00	\$0.00	\$0.00	-\$1,000.00
	Ending Bank Balances	\$83,353.27	\$5,171.17	\$2,462.21	\$90,986.64
	PayPal Transfer (In Transit)	\$298.36	\$94.05	\$42.62	\$650.12
11/14/2023	Checkbook Balances	\$83,651.63	\$5,265.22	\$2,504.82	\$91,636.76

Membership Summary (from PayPal and 1 check) – 10/16/2023-11/14/2023

Subscriptions	Gross	PayPal Fees	Net
29	\$490	-\$30	\$460

Subs. Period	NYS GIS	GISMO	WNY
5 Year	1	0	2
2 Year	0	0	0
1 Year	27	10	4