

**Date:** Thursday, December 21, 2023

**Subject:** Board of Directors Meeting

**Board Members Present:** Dawn F. McCall, Mary Susan Knauss, Heather Ferrero, Amanda Cruz, Ana Hiraldo-Gomez, Karyn Tareen

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

**Not Present:** Greg Andersen, Catherine DuBreck, Jeff Herter

**Minutes:** The meeting began at 10:03 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes were posted to the website for the 30-day member review period ending November 20, 2023. No comments were received. A motion was made by Mary Susan to approve the Annual Meeting Minutes. Motion was seconded by Heather. Motion carried unanimously.

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 items on the task list for January are to provide financial records to the Audit Committee (Treasurer), renew website domain nygeosummit.org with GoDaddy (Treasurer - auto), and perform financial review of previous fiscal year (Audit Committee).

The current membership count is 452. That is five above where we were at a similar time last year, and about 30 above the year before.

Annual Communication Policy reminder to Board Members and Committee Chairs that all Association communications should be distributed by the Communications Committee or from the Association account to help reinforce the identity of the Association and alleviate confusion (full policy available on the Committees page of the website under Announcements, Surveys, and Posting Videos). Please send all requests to both Communications Committee Co-Chairs, and try to give as much notice as possible so they have time to coordinate distribution (at least two weeks before an event, longer for big events to allow for distribution and reminders).

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

The Treasurer's Report dated December 16, 2023 was reviewed. The current balance is \$91,220.72. Expenses since the last report include Awards reimbursement and Zoom renewal. There has been \$247.89 in income from membership dues. There were 16 subscriptions this period. There is \$5,321.65 in membership money being held for GISMO, and \$2,509.49 for WNY.

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

Dawn and Matt are working on an annual operating budget. Current operating expenses are around \$8,000.00 a year, which does not include Google Workspace or membership software. Mary Susan said general liability insurance is also not included. Mary Susan noted that income from membership fees average less than \$4,000.00 year when multi-year and joint membership fees are taken into consideration. Dawn thinks the audit will provide additional information for the budget.

There is a short window of financial responsibility in the Summit contract, so the Board is comfortable not purchasing event cancellation for the Summit.

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

Adam has researched Google Workspace. We do not qualify for non-profit status because we are not a 501(c). The Business Starter plan is \$6.00 per user per month, and includes 30 GB of storage; the Business Standard Plan is \$12.00 per user per month with 2 TB of storage. Named users can publish, but files can be shared with editor rights with anyone, including all the committee members. Potential named users include: President, Treasurer, Secretary, ITO, and Communications. Ana shared a link that describes Google Workspace roles and permission: <https://developers.google.com/drive/api/guides/ref-roles>.

A motion was made by Adam to purchase Google Workspace at a cost not to exceed \$500.00 a year. Motion was seconded by Mary Susan. Motion carried unanimously.

There will be a demo of StarChapter membership software in January. Mary Susan said it is important it work well with Zoom.

### GeoSpatial Summit 2024

Sponsorship information has been sent to Communications for distribution.

### NYGeoCon 2025

They have started a list of regions and hotels, with a focus on the Catskills, West Point, and Lake Placid areas. An RFP will go out in January, and the Committee will review the responses in February.

### President Reports

Dawn appointed Karyn Tareen to complete Heather's vacated Board of Director term expiring in 2024. Karyn will then be eligible to serve three consecutive elected terms as Director. A motion was made by Ana to confirm Karyn as Director as appointed by Dawn. Motion was seconded by Heather. Motion carried unanimously.

Dawn appointed Caitlin Jessop-Humphris as co-chair of the Communications Committee. A motion was made by Ana to confirm Caitlin as co-chair of the Communication Committee as appointed by Dawn. Motion was seconded by Mary Susan. Motion carried unanimously.

Dawn appointed Heather, Karyn, and Michelle to the Audit Committee. A motion was made by Ana to confirm the Audit Committee as appointed by Dawn. Motion was seconded by Mary Susan. Motion carried unanimously.

Regarding the WNY GIS User Group MOU, Mary Susan reiterated that the Association is a New York State Not-For-Profit Corporation, but is not a 501(c). She is still working on gathering documents for the accountant.

Heather is finalizing a new member orientation document and will send it out to the Board shortly.

#### Board Member Reports

Amanda asked what was expected in reports from new board members. Dawn said things they are working on or action item progress. Amanda attended the Esri Mid-Atlantic User Conference where she met Jeff Herter in person. She said the NYC Department of Finance has some new app, including a parcel viewer and an application tracker.

Amanda asked if NYGeoCon would be held around the same time of year in 2025. Karyn said yes, in the fall, somewhere between Mid-September to Mid-October, working around school calendars and holidays.

Ana reached out to colleagues in the Lower Hudson Valley Region in an effort to get them more engaged. They will be meeting in January. She plans to continue moving north and contacting more regions. Dawn said they are working on a current contact list of all the regions.

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

The meeting adjourned at 10:59 AM.

### Action Item List

1. *Mary Susan will send resolutions related to actions or policies to Communications for the website.*
2. Mary Susan will continue to work with the accountant regarding the tax forms.
3. 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.
4. The GeoSpatial Summit Committee will submit and the Board will approve a preliminary budget.
5. Matt will file tax returns.
6. Mary Susan would like everyone to bring ideas for thanking Jim to the next meeting.
7. Mary Susan will review the WNY GIS User Group MOU.
8. Awards will provide award winner information to Communications Committee for website.
9. Dawn will write "President's Message", including Association priorities for the year.
10. Mary Susan will send letter of appreciation to Committee Members.
11. Committee Chairs will review and confirm roster on website.
12. Communications will update Board and Committee rosters on website.
13. Adam will confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association.
14. Committee Chairs will review content of Committee page on website.
15. Dawn will contact Delaney and Karyn regarding outstanding NYGeoCon bills and coordinate payment with Matt.
16. Dawn will send a "Season's Greetings" message including priorities for the year.
17. Communications will back up all websites to an external drive.

---

18. Matt will provide financial records to the Audit Committee.
19. Matt will renew website domain nygeosummit.org with GoDaddy (auto).
20. The Audit Committee will perform a financial review of previous fiscal year.
21. Adam will purchase Google Workspace.

**NYS GIS Association  
December 16, 2023  
Treasurer's Report 11/14/2023-12/11/2023**

**Summary**

- We received a \$304.95 check from Delaney to correct printing we were incorrectly charged for in a previous invoice.
- We reimbursed Steven Russell for the following:
  - Crown Awards - \$460.47
  - USPS - \$36.96 (mailing)
  - FedEx - \$26.45 (certificates)
- We paid Zoom \$445 for renewal.
- There were 16 subscriptions this period.

**Bank Balances**

Date	Description	NYS GIS	GISMO	WNY	Total
11/14/2023	<b>Beginning Bank Balances</b>	<b>\$83,353.27</b>	<b>\$5,171.17</b>	<b>\$2,462.21</b>	<b>\$90,986.64</b>
11/15/2023	PayPal Transfer	\$298.36	\$94.05	\$42.62	\$650.12
11/17/2023	Check - Delaney refund for printing	\$304.95	\$0.00	\$0.00	\$304.95
11/24/2023	Check - Reimbursement to Steven Russell	-\$523.88	\$0.00	\$0.00	-\$523.88
12/01/2023	Zoom renewal	-\$445.00	\$0.00	\$0.00	-\$445.00
	<b>Ending Bank Balances</b>	<b>\$82,987.70</b>	<b>\$5,265.22</b>	<b>\$2,504.82</b>	<b>\$90,972.83</b>
	PayPal Transfer (In Transit)	\$186.80	\$56.43	\$4.66	\$247.89
12/11/2023	<b>Checkbook Balances</b>	<b>\$83,174.50</b>	<b>\$5,321.65</b>	<b>\$2,509.49</b>	<b>\$91,220.72</b>

**Membership Summary – 11/14/2023-12/11/2023**

Subscriptions	Gross	PayPal Fees	Net
<b>16</b>	<b>\$265</b>	<b>-\$17</b>	<b>\$248</b>

Subs. Period	NYS GIS	GISMO	WNY
<b>5 Year</b>	<b>1</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>15</b>	<b>6</b>	<b>1</b>