

Date: Tuesday, January 23, 2024

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

Not Present: Karyn Tareen

Minutes: The meeting began at 2:04 PM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for February are to accept the Audit Committee Financial Audit (Board), consider user group meeting sponsorships (GIS/SIG Conference – previously \$400.00 reciprocated, Westchester User Group Meeting – previously \$200.00, and Long Island GIS User Group Meeting – previously \$200.00) (Board), and credit Board and Committee participation in member database (Communications).

The current membership count is 463. That is nine above where we were at a similar time last year, and 28 above the year before.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated January 23, 2024 was reviewed. The current balance is \$50,951.19. Expenses since the last report include speaker fees, GoDaddy domain renewal, Delaney site selection services, and the Desmond Hotel for NYGeoCon. There has been \$267.19 in income from membership dues. There were 17 subscriptions this period. There is \$5,359.27 in membership money being held for GISMO, and \$2,514.15 for WNY.

Jeff questioned the way GISMO and WNY balances are shown on the Treasurer's Report. Mary Susan will check with the accountant.

A motion was made by Heather to approve the Treasurer's Report. Motion was seconded by Mary Susan. Motion carried by a vote of 6-0, with Jeff abstaining.

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

Adam has set up a free trial for Google Workspace and created an ITOfficer email address.

GeoSpatial Summit 2024

Mary Susan said we need membership software that can do Summit mailings and registration, as well as include chapters and is capable of issuing refunds. Membership, Communications, Database, Treasurer, and ITO should be included in demos. Dawn will share the database needs document with Mary Susan.

Mary Susan wants to get out a call for speakers, please let her know if you have any speaker ideas. She has contacted Communications Committee requesting a GeoSpatial Summit 2024 page on the website.

NYGeoCon 2025

The NYGeoCon Committee continues to work with Delaney on site selection.

President Reports

Dawn said Mary Susan did not see some things she was looking for during the StarChapter demo; she will work with Mary Susan to narrow down a list of other membership software. A decision needs to be made in early April.

Dawn and Mary Susan attended the NYSAPLS conference and covered the Association booth. There was another Survey/GIS Roundtable, and a couple GIS related sessions. Lis DeGironimo had a session on the GIS Clearinghouse, and shared a tool specifically for surveyors. Parcel boundaries will be GIS layer files. Dawn would like to get more members involved with NYSAPLS, especially as she and Mary Susan prepare to cycle off the Board.

Mary Susan intends to focus on working with Matt on the taxes and potentially becoming tax exempt.

Heather said the GIS/SIG Conference will be April 16, 2024 at the RIT Inn and Conference Center.

Heather has completed the new Board Member packet. Michelle will send it out with the January Board Meeting Minutes.

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

Board Member Reports

Dawn asked Greg to confirm some outstanding items on the action item list with Communications.

Amanda shared that Jack Eichenbaum, the founder of GISMO, passed away. GISMO will hold a memorial at Hunter College in March.

Jeff wrote an email to solicit ideas for speakers in November, but it does not appear it ever went out. After the Association sends it out, Jeff can post it on the GISNY listserv and his LinkedIn account.

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

The meeting adjourned at 3:04 PM.

Action Item List

1. Mary Susan will continue to work with the accountant regarding the tax forms.
 2. Mary Susan will research 501(c) and potentially becoming tax exempt.
 3. The GeoSpatial Summit Committee will submit and the Board will approve a preliminary budget.
 4. Matt will file tax returns.
 5. (Greg) Awards will provide award winner information to Communications Committee for website.
 6. Dawn will write "President's Message", including Association priorities for the year.
 7. Mary Susan will send letter of appreciation to Committee Members.
 8. (Dawn) Committee Chairs will review and confirm roster on website.
 9. (Greg) Communications will update Board and Committee rosters on website.
 10. Adam will confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association after Google Workspace is setup.
 11. (Dawn) Committee Chairs will review content of Committee page on website.
 12. Dawn will send a "Season's Greetings" message including priorities for the year.
 13. (Greg) Communications will back up all websites to an external drive.
 14. Matt will provide financial records to the Audit Committee.
 15. The Audit Committee will perform a financial review of previous fiscal year.
 16. Adam will purchase Google Workspace.
-
17. The Board will accept the Audit Committee Financial Audit.
 18. The Board will consider GIS/SIG Conference sponsorship (previously \$400.00 - reciprocated).
 19. The Board will consider Westchester User Group Meeting sponsorship (previously \$200.00).
 20. The Board will consider Long Island GIS User Group Meeting sponsorship (previously \$200.00).
 21. Communications will credit Board and Committee participation in member database.
 22. Dawn will share the membership database needs document with Mary Susan.
 23. Mary Susan and Dawn will narrow down a list of other membership software.
 24. Michelle will send out the new Board Member packet with the January Board Meeting Minutes.

NYS GIS Association
January 23, 2024
Treasurer's Report 12/11/2023-1/22/2024

Summary

- We paid a \$247.30 check to Debra Laefer to reimburse her for speaking fees.
- We paid \$23.17 to GoDaddy for domain name renewal.
- We paid Delaney \$1,019.70 for 2025 site selection. (\$29.70 to be reimbursed on next invoice.)
- We paid the Desmond Hotel \$39,246.55 for NYGeoCon.
- PayPal charged us \$9.16 for an auto renewal dispute filed by one member.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Total
12/11/2023	Beginning Bank Balances	\$82,987.69	\$5,265.22	\$2,504.83	\$90,972.83
12/12/2023	PayPal Transfer	\$186.80	\$56.43	\$4.66	\$247.89
12/27/2023	Check - Debra Laefer Speaking Fee	-\$247.30	\$0.00	\$0.00	-\$247.30
01/08/2024	GoDaddy (nygeosummit.org)	-\$23.17	\$0.00	\$0.00	-\$23.17
01/16/2024	Delaney - Site selection services for 2025 NYGeoCon	-\$1,019.70	\$0.00	\$0.00	-\$1,019.70
01/18/2024	Desmond Hotel - NYGeoCon 2023	-\$39,246.55	\$0.00	\$0.00	-\$39,246.55
	Ending Bank Balances	\$42,637.77	\$5,321.65	\$2,509.49	\$50,684.00
	PayPal Transfer (In Transit)	\$224.91	\$37.62	\$4.66	\$267.19
1/22/2024	Checkbook Balances	\$42,862.68	\$5,359.27	\$2,514.15	\$50,951.19

Membership Summary – 12/11/2023-1/22/2024

Subscriptions	Gross	PayPal Fees	Net
17	\$295	-\$19	\$276*

*Note, this does not include the \$9.16 charge to reimburse one member.

Subs. Period	NYS GIS	GISMO	WNY
5 Year	2	0	0
2 Year	0	0	0
1 Year	15	4	1