

Date: Thursday, February 15, 2024

Subject: Board of Directors Meeting

Board Members Present: Dawn F. McCall, Heather Ferrero, Greg Andersen, Amanda Cruz, Catherine DuBreck, Ana Hiraldo-Gomez, Karyn Tareen

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

Not Present: Mary Susan Knauss, Jeff Herter

Minutes: The meeting began at 10:03 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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)
- Credit Board and Committee participation in member database (Communications)

The items on the task list for March are to:

- Send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance (President)
- Review liability insurance (Board)
- Renew website domains nygeocon.com and nygeocon.org with GoDaddy (Treasurer – 2yr auto)
- Back up all websites to an external drive (Communications)

The current membership count is 471. That is 12 above where we were at a similar time last year, and 33 above the year before.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated February 15, 2024 was reviewed. The current balance is \$50,844.09. Expenses since the last report include WNY reimbursement. There has been \$272.02 in income from membership dues. There were 16 subscriptions this period. There is \$5,396.89 in membership money being held for GISMO, and \$2,144.36 for WNY.

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

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

Adam has purchased Google Workspace and created email addresses for ITOfficer, President, Secretary, and Treasurer. He will create the Communications email address once Greg confirms whether the invite should be sent to Max or Caitlin. That completes the five addresses we get with Google Workspace. Additional email addresses would require an additional purchase. Once all the email addresses are set up, Adam will work on transferring files to Workspace.

NYGeoCon 2025

The NYGeoCon Committee continues to work with Delaney on site selection. Emails and requests for proposals went out at the end of January to the regions they targeted. One location responded that rates are very high for September/October, and asked if we could consider November. They expect proposals back in the next month and will create a spreadsheet of locations and options.

President Reports

Dawn thanked Adam for setting up Google Workspace.

Dawn has talked with Mary Susan a bit regarding membership software, including an open source option. Mary Susan was going to follow up with Dave and Vijay.

Heather would like to complete the audit this month.

Heather said the GIS/SIG Conference is April 16, 2024 at the RIT Inn and Conference Center. The call for presentations has gone out, for more information see <https://gis-sig.org/>. Catherine will be the keynote. The Association usually presents an update at the conference during lunch, and sponsors for \$400.00, which GIS/SIG reciprocates at the Association conference. The GIS/SIG Treasurer said that last year the sponsorships were reciprocated without trading checks.

Dawn made a motion to reciprocate sponsorships for the 2024 GIS/SIG Conference and the 2024 GeoSpatial Summit for a value of \$400.00. Motion was seconded by Karyn. Motion carried unanimously.

The Summit Committee needs to be made aware that GIS/SIG needs to be acknowledged as a sponsor.

Board Member Reports

Steven told Greg he sent the award winner information to the Communications Committee for the website last week. Greg said Caitlin does not have it, it may have been sent just to Max.

Greg asked the process to back up the website to an external drive. Michelle said Carol used to do it and probably put a process description on Google Drive. If she has not already gone over the process with Max, she would likely be willing to do so if needed.

Catherine has been posting to LinkedIn and Twitter, including some interesting Story Maps.

Ana said the Lower Hudson Region (Putnam, Orange, Rockland and Westchester Counties) held an initial meeting and intends to meet more regularly, at least quarterly. She encouraged them and their staff to renew their Association memberships to rekindle relationships. They discussed many of the challenges they face, including lack of time, doing more with less, loss of identity (dispersed in IT, Planning, Real Property, etc.), and the need to elevate education and reach out to more departments.

Ana said the Westchester GIS User Group Meeting is Thursday, May 16, 2024 at SUNY Purchase. She is awaiting approval for the Save the Date design and sending sponsorship emails. She is asking for support from the Association, and should have a formal request next month.

The May Board Meeting conflicts with the Westchester GIS User Group Meeting. To accommodate those that may need to travel Wednesday, Dawn moved the May Board Meeting to Tuesday, May 14, 2024 at the usual time of 10:00 AM - 11:00 AM. Michelle will send out an update for that one meeting occurrence.

Karyn thanked everyone for the kind gesture and thoughtful gift. She is recovering and getting back to work and hopes to attend the GIS/SIG Conference and the Westchester GIS User Group Meeting.

As Past-President, Karyn had served as the Association's representative to the NYS Geospatial Advisory Council (GAC). She enjoyed the group and learning what was going with New York State. She is now serving as a commercial and small business entity. She looks forward to the Association's continued participation as well.

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

The meeting adjourned at 11:00 AM.

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. Matt will provide financial records to the Audit Committee.
14. The Audit Committee will perform a financial review of previous fiscal year.
15. The Board will accept the Audit Committee Financial Audit.
16. (Ana) The Board will consider Westchester User Group Meeting sponsorship (previously \$200.00).
17. The Board will consider Long Island GIS User Group Meeting sponsorship (previously \$200.00).
18. Communications will credit Board and Committee participation in member database.
19. Dawn will share the membership database needs document with Mary Susan.
20. Mary Susan and Dawn will narrow down a list of other membership software.

21. Dawn will send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance.
22. The Board will review liability insurance.
23. Matt will renew website domains nygeocon.com and nygeocon.org with GoDaddy (2yr auto).
24. (Greg) Communications will back up all websites to an external drive.

**NYS GIS Association
February 15, 2024
Treasurer's Report 1/22/2024-2/15/2024**

Summary

- I sent a \$379.12 check to Jim Jones to reimburse him for a WNY event that he charged to his card.
- There were 16 new subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
01/22/2024	Beginning Bank Balances	\$42,862.68	\$5,359.27	\$2,514.15	\$50,951.19
02/02/2024	Event Reimbursement - Jim Jones	\$0.00	\$0.00	-\$379.12	-\$379.12
	Ending Bank Balances	\$42,862.68	\$5,359.27	\$2,135.03	\$50,572.07
	PayPal Transfer (In Transit)	\$225.07	\$37.62	\$9.33	\$272.02
2/13/2024	Checkbook Balances	\$43,087.75	\$5,396.89	\$2,144.36	\$50,844.09

Membership Summary – 1/22/2024-2/13/2024

Subscriptions	Gross	PayPal Fees	Net
16	\$290	-\$17	\$272

Subs. Period	NYS GIS	GISMO	WNY
5 Year	2	0	0
2 Year	0	0	0
1 Year	14	4	2