

Date: Thursday, April 18, 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, Karyn Tareen

Committee Chairs and Officers Present: Max Villanueva, Michelle Debyah

Not Present: Matthew Solo, Adam Purucker

Minutes: The meeting began at 10:08 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for April are to:

- Approve NYGeoCon venue (18 months prior to event date) (Board)
- Renew D&O Liability insurance (Treasurer)
- Recommend a venue (18 months prior to event date) (NYGeoCon)
- Check dates to avoid competing with other events such as NEARC or regional conferences (18 months prior to event date) (NYGeoCon)

The items on the task list for May are to:

- Appoint and confirm Nominating Committee (President and Board)
- Customarily chair Nominating Committee (President-Elect)
- Submit and approve NYGeoCon preliminary budget (17 months prior to event date) (NYGeoCon and Board)
- File tax returns (Treasurer)
- Renew Survey Monkey (auto – Treasurer)

Members have not been updated as Matt is out of town. Five student members have joined since the last update. Three joined in the past two days, including one from the University at Buffalo and one from RIT, that can likely be attributed to the GIS/SIG Conference.

Treasurer's Report: Matthew Solo, Treasurer

There was no Treasurer's Report.

Mary Susan and Heather went to Citizen's Bank and tried to transfer the bank card but were told all three signatories need to be present. Mary Susan would like to work with Matt, Heather, and Dawn regarding potentially moving the account to an online bank.

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

There was no Information Technology Officer.

Mary Susan would like privileges to Google Workspace to start setting up file structures.

GeoSpatial Summit 2024

The Summit Committee will resume weekly meetings. While research continues regarding back-office updates, the Summit Committee needs something for event reservation. Mary Susan would like to use Event Create at a cost of \$39.00 a month for the next six months.

A motion was made by Jeff to purchase Event Create for \$39.00 a month for six months. Motion was seconded by Ana. Motion carried unanimously.

The Summit webpage is up, now the focus is on getting speakers.

Jeff sent a mailing to the list of potential sponsors. A recruiting effort has brought the Committee up to 12 members, with a good distribution of a couple members from almost every region in the state.

Dawn asked Mary Susan to confirm a room is available on Monday for the NYS Alliance for Digital Access to Public Records meeting with NYSAPLS.

NYGeoCon 2025

Consensus was to pay a little bit more for a lot more space, hence the NYGeoCon Committee venue recommendation is the Lake Placid Olympic Conference Center. Karyn shared the floor plan and said we would have almost the entire second floor.

Only three hotels responded to the request for room blocks with the conference being held at the Conference Center. The hotel furthest away has the best rates, rooms at government per diem, and offers a small 11-person shuttle to the Conference Center. The mid-priced hotel is located mid-way but would be a half mile walk to the Conference Center, which would be an issue for those with walking difficulties or vendors and presenters carrying materials. The third hotel right across the street is the most expensive and has no government per diem rate. Attendees could drive to the Conference Center, but limited parking might be an issue. The Committee recommends using two hotels, the cheaper one furthest away with the shuttle, and the more expensive one right across the street.

Working around other events, religious holidays, and facility availability, NYGeoCon will be held Wednesday through Friday, October 8-10, 2025. This leads into a holiday weekend as Columbus Day/Indigenous Peoples Day is the following Monday, and the hotels have agreed to some concessions on room guarantees, but they require confirmation immediately. Karyn needs to confirm today, or they will release the room blocks.

Karyn made a motion to reserve the Lake Placid Olympic Conference Center and room blocks at Cambria Lake Placid and Golden Arrow Lakeside Resort, and to have Leslie negotiate the final contract with hotels. Motion was seconded by Jeff. Motion carried unanimously.

To reduce contract costs, Karyn is looking into services available through the Lake Placid Conference and Business Bureau, and ArcGIS Hub, which could be used for the conference site, abstract submission, vendor sign up, and registration. Dawn said ArcGIS Hub licensing might be an issue, and asked Karyn to find out what is required for a non-profit pricing.

President Reports

Dawn said there was limited support for a complete rebuild in StarChapter. Max and Vijay are researching MemberPress, a WordPress plugin, with a focus on membership problems rather than a reworking of the entire website. Two big goals are keeping the member list current (eliminating manual database updates), and automatically making anyone who registers for a conference a member.

The NYS Alliance for Digital Access to Public Records is a joint effort of the Association and NYSAPLS that began as roundtable discussions at NYGeoCon and NYSAPLS conferences.

Mary Susan said introductions have been made to discuss making NYSAPLS an ex-officio member of the NYS Geospatial Advisory Council (GAC).

Heather said the GIS/SIG Conference held earlier in the week went well. The audit is almost complete and will be submitted at the next meeting.

Board Member Reports

Greg has been in contact with Max and Caitlin on the Communication task list items.

Amanda said the NYC Department of Finance mapping team has been awarded an Esri Special Achievement Award to be presented at the Esri User Conference. She has been exploring Committees to see where she might contribute.

Ana thanked everyone for support of the Westchester GIS User Group Meeting. She said registration is up to 157. Information is available on the Westchester County GIS website.

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

The meeting adjourned at 11:15 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. The Board will accept the Audit Committee Financial Audit.
13. Communications will credit Board and Committee participation in member database.
14. (Greg) Communications will back up all websites to Google Workspace.
15. Matt will renew D&O Liability insurance.

16. Adam will schedule a meeting to work on the Google Workspace structure.
17. Matt will pay the \$200.00 Westchester User Group Meeting sponsorship.
18. Dawn will appoint and the Board will confirm the Nominating Committee (customarily chaired by the President-Elect).
19. NYGeoCon will submit and the Board will approve a preliminary budget.
20. Matt will renew Survey Monkey (auto).
21. Mary Susan will confirm a room is available at the Summit on Monday for the NYS Alliance for Digital Access to Public Records meeting with NYSAPLS.