

**Date:** Tuesday, May 14, 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 10:03 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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)

The items on the task list for June are to:

- Send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance (President)
- Submit and accept NYGeoCon contract(s) (16 months prior to event date) (NYGeoCon and Board)
- Send out Annual Meeting announcement (60 days prior to event date) (Board)
- Prepare a list of departing Board Members, Committee Chairs, and Officers (Secretary)
- Renew SSL/HTTPS security plugin with Real Simple SSL (auto – Treasurer)
- Back up all websites to Google Workspace (Communications)
- Send out membership renewal reminders (Membership)

The current membership count is 496. That is 19 above where we were at a similar time last year, and about 40 above the year before.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated May 14, 2024 was reviewed. The current balance is \$49,792.74. Expenses since the last report include InMotion Hosting, Google Suite, GISMO reimbursement, and Delaney Event Management. There has been \$579.70 in income from membership dues. There were 38

subscriptions this period. There is \$4,955.76 in membership money being held for GISMO, and \$2,191.64 for WNY.

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

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

The membership database working group met last week. Max and Vijay recommended MemberPress, and Adam concurred. Of the three WordPress options explored, it was affordable at \$179.50 a year, and appears to have much of the functionality we are looking for. There is not a free version, to test the plug-in we need to purchase it.

Adam made a motion to purchase MemberPress for \$179.50 a year to test and confirm it will work for our membership database. Motion was seconded by Ana. Motion carried unanimously.

Greg will work with Communications to make sure everyone is aware of the purchase, including Vijay, Dave, and Cattyann, and then work with Matt to coordinate payment.

Adam, Mary Susan, and Dawn demonstrated steps they have taken in Google Workspace. Adam created a test file to confirm access to the shared drive. Those with an nysgis.net email account should be able to see it. Dawn tried making a folder, it does not appear to be showing up in Google Workspace, though Mary Susan was able to see it and create a file in the folder. The folder is showing as owned by Dawn, and the file owned by Mary Susan, it is not owned by the drive as they had hoped.

Adam has not had a chance to create a fake test email account with three folders to test moving files to Google Workspace. Dawn is concerned about moving files until we know they will come over with preserved folder structure. Mary Susan questioned the benefit of Workspace if ownership is still counted against the creator. Mary Susan was hoping to use Workspace for the Summit, but it now seems premature. She has shared the Summit Committee folder in the nysgeo account with the Summit Committee members.

Dawn said there is a working group meeting on Google Workspace on Thursday, May 30, 2024 at 10:00 AM, anyone interested is welcome to join the call. She confirmed that Mary Susan and Karyn, who has experience with Google Workspace, will be able to join the call.

#### GeoSpatial Summit 2024

The Summit Committee resumed weekly meetings on Tuesdays at 8:30 AM, please feel free to join. They spent much of today's meeting working on the budget. Registration fees were set at \$175.00 for early registration, and \$225.00 at registration. They are now working with The Lodge on breaks and menus to get costs to include in the budget.

The next focus is on speakers. Jeff would like an industry leader to discuss the future of GIS. He is reaching out to the Chief Scientist at Esri. Dawn said that the Esri representatives at GIS/SIG offered to help with speakers. Mary Susan is working on a draft speaker invitation.

#### NYGeoCon 2025

Karyn reported preliminary dates for NYGeoCon as Wednesday through Friday, October 8-10, 2025 in Lake Placid. They can start preparing announcements for the Summit and for the vendors in the next couple months.

## President Reports

Dawn reiterated there will be a Google Workspace working group meeting on Thursday, May 30, 2024 at 10:00 AM and welcomed anyone interested to join. The link is the same as used for Board Meetings.

During the membership database working group meeting, the person sharing their screen had to step away and no one else could share their screen until they gave sharing back. Dawn and Mary Susan demonstrated that if someone logs into the meeting with the Zoom username and password via Zoom, as host they can take back control of screen sharing. If there is no host, everyone has the same privileges and has to un-share their screen for someone else to be able to share.

Dawn appointed Heather as chair of the Nominating Committee, with Ana and herself as members. A motion was made by Greg to confirm Heather as chair of the Nominating Committee. Motion was seconded by Heather. Motion carried unanimously.

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. It would be difficult to get three people from throughout the State together in one place regularly to transfer signatories. Mary Susan initially thought about moving to an online bank, but after a bit of research, she is not sure there is much to gain. Dawn said Wells Fargo allows signatories to be transferred with a letter from the Board signed by the executives. Matt will investigate options, likely following up with Citizen's first.

The Audit Committee comprised of Heather Ferrero, Mary Susan Knauss, and Michelle Debyah performed a financial review of bank transactions, Treasurer's Reports, and receipts, and found the 2023 financial records of the NYS GIS Association to be in order.

A motion was made by Dawn to accept the Audit Committee 2023 Financial Audit. Motion was seconded by Greg. Motion carried unanimously.

## Board Member Reports

Greg said Adam is working on the backup of the website to Google Workspace.

Awards have been posted to the website and can be crossed off the action item list.

Greg will follow up with Communications on who can update the Committee rosters on the website, and on crediting Board and Committee participation in the member database.

Jeff is working on the gateway and kids map venture. They now have access to hub premium, are building an engagement page, and setting up groups to work with engaged communities.

Catherine is presenting a Professional Development webinar tomorrow at 11:00 AM.

Ana confirmed the Westchester County GIS User Group Meeting is still being held at SUNY Purchase on Thursday, May 16, 2024. They have 225 people registered to date. She looks forward to seeing everyone who is coming and hopes the meeting will help increase memberships.

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

The meeting adjourned at 11:08 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. Dawn will write "President's Message", including Association priorities for the year.
  6. Mary Susan will send letter of appreciation to Committee Members.
  7. (Dawn) Committee Chairs will review and confirm roster on website.
  8. (Greg) Communications will update Board and Committee rosters on website.
  9. 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.
  10. (Dawn) Committee Chairs will review content of Committee page on website.
  11. Communications will credit Board and Committee participation in member database.
  12. Matt will pay the \$200.00 Westchester User Group Meeting sponsorship.
  13. NYGeoCon will submit and the Board will approve a preliminary budget.
  14. Matt will renew Survey Monkey (auto).
  15. 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.
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16. Dawn will send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance.
  17. NYGeoCon will submit and the Board will accept NYGeoCon contract(s).
  18. The Board will send out Annual Meeting announcement 60 days prior to event date.
  19. Michelle will prepare a list of departing Board Members, Committee Chairs, and Officers.
  20. Matt will renew SSL/HTTPS security plugin with Real Simple SSL (auto).
  21. (Greg) Communications will back up all websites to Google Workspace.
  22. Membership will send out membership renewal reminders.
  23. Greg will work with Communications (including Vijay, Dave, and Cattyann) and Matt to purchase and test MemberPress.
  24. Matt will investigate banking options related to transferring signatories.

**NYS GIS Association  
May 14, 2024  
Treasurer's Report 3/18/2024-5/10/2024**

**Summary**

- This report covers the past two reporting periods (March to May).
- \$109.99 for InMotion hosting.
- Two payments of \$32.40 each were paid for Google Suite.
- Gismo paid \$352.50 for rental space at Roosevelt House.
- \$960.30 to Delaney for site selection services for 2025 NYGeoCon.
- There were 38 new subscriptions this period.

**Bank Balances**

Date	Description	NYS GIS	GISMO	WNY	Account Balance
03/18/2024	<b>Beginning Bank Balances</b>	<b>\$43,098.83</b>	<b>\$5,233.02</b>	<b>\$2,153.69</b>	<b>\$50,700.63</b>
03/28/2024	InMotion hosting	-\$109.99	\$0.00	\$0.00	-\$109.99
04/01/2024	Google Suite	-\$32.40	\$0.00	\$0.00	-\$32.40
04/26/2024	Check for Space Rental at Roosevelt House	\$0.00	-\$352.50	\$0.00	-\$352.50
04/29/2024	Delaney Event Management	-\$960.30	\$0.00	\$0.00	-\$960.30
05/03/2024	Google Suite	-\$32.40	\$0.00	\$0.00	-\$32.40
	<b>Ending Bank Balances</b>	<b>\$41,963.74</b>	<b>\$4,880.52</b>	<b>\$2,153.69</b>	<b>\$49,213.04</b>
	PayPal Transfer (In Transit)	\$466.51	\$75.24	\$37.95	\$579.70
5/10/2024	<b>Checkbook Balances</b>	<b>\$42,430.25</b>	<b>\$4,955.76</b>	<b>\$2,191.64</b>	<b>\$49,792.74</b>

**Membership Summary – 3/18/2024-5/10/2024**

Subscriptions	Gross	PayPal Fees	Net
<b>38</b>	<b>\$620</b>	<b>\$-40.3</b>	<b>\$579.7</b>
Subs. Period	NYS GIS	GISMO	WNY
<b>5 Year</b>	<b>3</b>	<b>0</b>	<b>1</b>
<b>2 Year</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1 Year</b>	<b>35</b>	<b>8</b>	<b>3</b>