

Date: Thursday, November 21, 2024

Subject: Board of Directors Meeting

Board Members Present: Heather Ferrero, Dawn F. McCall, Greg Andersen, Amanda Cruz, Casey Dunne, Ana Hiraldo-Gomez, Ryan Mayr

Committee Chairs and Officers Present: Michelle Debyah, Melissa Albino Hegeman

Not Present: Catherine DuBreck, Jeff Herter, Matthew Solo

Minutes: The meeting began at 10:05 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes have been posted to the website for the 30-day member review period ending Wednesday, December 18, 2024.

The items on the task list for November are to:

- Collect signed Annual Statements (Secretary)
- Get Annual Meeting Minutes approved after 30-day member review period (Secretary)
- Confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association (ITO)
- Update Board Member and Committee Chair access to Google Drive (ITO)
- Review content of Committee page on website (Committee Chairs)
- Submit budget requests for upcoming year to Treasurer in November for budget review at December Board of Directors meeting (Committee Chairs)
- Update Board and Committee rosters on website (Communications)

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 (Customarily chaired by President-Elect) (President)
- Send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in (President)
- Customarily chairs Audit Committee (President-Elect)
- Confirm Audit Committee (Board)
- Annual Communication Policy reminder to Board Members and Committee Chairs (Secretary)
- Renew Zoom Events (Treasurer)
- Submit Committee budget requests for upcoming year for budget review (Treasurer)
- Back up all websites to Google Workspace or external drive (Communications)

Members have not been updated.

Treasurer's Report: Matthew Solo, Treasurer

There was no Treasurer's Report.

Information Technology Officer (ITO) Report: Melissa Albino Hegeman, ITO

Melissa has logged in to Google Workspace and has started creating folders to test permissions and sharing. Melissa and Dawn are meeting later today to discuss file structure.

GeoSpatial Summit 2024

Heather will reach out to Jeff and Mary Susan to see if there is anything outstanding regarding the Summit.

President Reports

A new Treasurer needs to be identified. Dawn has already contacted a few people and found someone who might be willing to help, and another who mentioned paying someone to keep the books to support the Treasurer. That might something to consider in the future for taxes and 501(c), but she said now we need to focus on the basics – membership updates, bank account, and supporting GISMO and WNY. She said Adam has been updating the regional contact list, which might be another resource. Dawn found the list of Treasurer duties on Google Drive.

Heather will send an email to all the Board Members and Committee Chairs and ask them to reach out to their contacts to try and find a new Treasurer.

Michelle said in the past month the website has gone down three times. We could try upgrading the hosting plan again, but Cattyann is skeptical, and even their tech support didn't seem convinced that would solve our issues. Cattyann thinks we might be better off migrating the website to a WordPress Business Plan. That would be affordable if we had one site, however, we have three: main website, conference site, and membership. Cattyann is going to research options and send some comparisons. Cattyann said she cannot continue to spend this amount of time on the website. Michelle is very concerned about maintaining, not to mention migrating, the website without Cattyann's support, and wonders who will help Cattyann migrate the site if that becomes necessary.

Heather will include the need for a webmaster in her email to the Board and Committee Chairs. It would be helpful to share that the site is built on WordPress and some of the current site challenges.

An ArcGIS Hub site might be an option, but the Association does not have an Esri account. We are not a 501(c) so might not qualify for non-profit pricing, though we are a New York State Section 402 Not-For-Profit Corporation. Amanda will research options and pricing.

Greg said license administration with Esri can be time consuming. He also said we may need to consider paying someone to manage the website.

Heather summarized she will send an email to the Board and Committee Chairs to solicit their contacts for a Treasurer and webmaster. If that outreach does not yield results by the end of December, an appeal can be sent out after the first of the year to the members, regions, and even the NYS listserv.

Review of the general liability insurance was tabled until December.

Dawn shared Karyn's proposed wording for Board Member registration sponsorship in October:

Board Members will be offered one complimentary NYS GIS Association annual conference registration per year, should the cost of the conference not be covered by the Board Member's employer. It will be the responsibility of the Board Member to notify the conference chair that they will require this sponsorship. The NYS GIS Association will only cover the registration fee, and will not cover lodging, travel, and other expenses.

Discussion on the potential language was tabled until December.

Board Member Reports

Amanda said there is an FGDC webinar on December 16, 2024, from 3:30 PM – 4:30 PM, and she is participating on a panel with the at the New York City Technology Forum on December 3, 2024, on GIS tools and technology for NYC agencies. It was suggested that the FGDC webinar be announced on the NYS GIS listserv.

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

The meeting adjourned at 11:03 AM.

Action Item List

1. (Dawn) Mary Susan will continue to work with the accountant regarding the tax forms.
2. (Dawn) Mary Susan will research 501(c) and potentially becoming tax exempt.
3. Matt will file tax returns.
4. NYGeoCon and GeoSpatial Summit Committee Chairs will update and coordinate the master exhibitor and sponsor list.
5. Awards will provide award winner information to Communications Committee for website.
6. Heather will write "President's Message".
7. Heather will develop Association priorities for the year.
8. Dawn will send letter of appreciation to Committee Members.
9. Board Members will sign and return Annual Statement.
10. New Board Members will submit photo and information for website.
11. Committee Chairs will review and confirm roster on website with Communications Committee.
12. Michelle will collect signed Annual Statements.
13. Michelle will get Annual Meeting Minutes approved after 30-day member review period.
14. Melissa will confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association.
15. Committee Chairs will review content of Committee page on website.
16. Committee Chairs will submit budget requests for upcoming year to Treasurer in November for budget review at December Board of Directors meeting.
17. Communications will update Board and Committee rosters on website.
18. Heather will "Season's Greetings" message including priorities for the year.
19. Heather will appoint and the Board will confirm the Audit Committee (customarily chaired by the President-Elect).
20. Heather will send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in.
21. Michelle will share the annual Communication Policy reminder with Board Members and Committee Chairs.

22. The Treasurer will renew Zoom Events.
23. The Treasurer will submit Committee budget requests for upcoming year for budget review.
24. (Greg) Communications will back up all websites to Google Workspace or external drive.
25. Heather will reach out to Jeff and Mary Susan to see if there is anything outstanding regarding the Summit.
26. Amanda will research ArcGIS Hub options and pricing.
27. Heather will send an email to the Board and Committee Chairs to solicit their contacts for a Treasurer and webmaster.