

Date: Thursday, December 19, 2024

Subject: Board of Directors Meeting

Board Members Present: Heather Ferrero, Dawn F. McCall, Catherine DuBreck, Amanda Cruz, Ryan Mayr

Committee Chairs and Officers Present: Michelle Debyah, Matt Adam

Not Present: Greg Andersen, Casey Dunne, Jeff Herter, Ana Hiraldo-Gomez, Melissa Albino Hegeman

Minutes: The meeting began at 10:05 AM.

Secretary's Report: Michelle Debyah, Secretary

A motion was made by Ryan to approve the minutes from the November Board of Directors meeting. Motion was seconded by Amanda. Motion carried unanimously.

The draft Annual Meeting Minutes were posted to the website for the 30-day member review period ending Wednesday, December 18, 2024. No comments were received. A motion was made by Ryan to approve the Annual Meeting Minutes. Motion was seconded by Catherine. Motion carried unanimously.

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 advance (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)

The items on the task list for January are to:

- Provide financial records to the Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet) (Treasurer)
- Renew website domain nygeosummit.org - GoDaddy (auto – Treasurer)
- Renew website domain nysgis.com - GoDaddy (4yr auto – Treasurer)
- Financial review of previous fiscal year (Audit Committee)

Annual Communication Policy reminder to Board Members and Committee Chairs that all Association communications should be distributed by the Communications Committee or from the Association

account to help reinforce the identity of the Association and alleviate confusion (full policy available on the Committees page of the website under Announcements, Surveys, and Posting Videos). Please send all requests to Communications Committee Chair and try to give as much notice as possible so they have time to coordinate distribution (at least two weeks before an event, longer for big events to allow for distribution and reminders).

The current membership count is 501. That is 49 above where we were at a similar time last year, and about 54 above the year before.

The GISMO retired membership option has been an issue during membership updates. Since GISMO waives their dues, the membership fee is the exact same as the Association only fee and almost always gets applied wrong as regular Association membership. Michelle said it makes sense for Matt Adam to get familiar with member updates first, but proposed changing the retired fee to differentiate it. Dawn said we should also wait because MemberPress will likely solve the problem.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated November 15, 2024, was reviewed. The current balance is \$64,113.32. Expenses since the last report include HostMonster, USPS, Summit reimbursements, GoDaddy, and Google Suite. There has been \$644.81 in income from membership dues. There were 43 subscriptions this period. There is \$9,719.54 in membership money being held for GISMO, and \$2,826.25 for WNY.

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

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

Melissa said she has added Heather to the top level of the shared drive as a content manager. This should give full permissions over everything in the shared drive, including subfolders.

There are three levels of permissions: view, contribute and content manager. View is read only, contribute allows users to add and edit documents, and content manager is equivalent to full permissions. Melissa would like to define what roles get what permissions. For example, Committee Members get contribute access to their committee folder while Committee Chairs get content manager access. Board Members get contribute access to all committee folders. She suggested limiting the number of people who have full content management access and the power to delete.

NYGeoCon 2025

NYGeoCon is Wednesday through Friday, October 8-10, 2025, in Lake Placid. Dawn said the call for sponsors and the hotel block is out. She "officially" moved the sponsor folder from the Summit to NYGeoCon.

President Reports

Heather appointed Matt Adam as Treasurer. A motion was made by Dawn to confirm Matt Adam as Treasurer as appointed by Heather. Motion was seconded by Ryan. Motion carried unanimously.

NYSAPLS and the Legislative Committee share an in-kind booth swap and joint NYS Digital Access to Public Land Records Roundtable the day before the conference. In addition to encouraging attendance at the Roundtable, Dawn is seeking help with booth coverage during the conference. The complimentary booth does not cover the mandatory \$200.00 per person food fee.

A motion was made by Dawn for up to \$600.00 to cover the food fee for three people for NYSAPLS booth coverage. Motion was seconded by Ryan. Motion carried unanimously.

Dawn said the Legislative Committee is looking for a volunteer familiar with Experience Builder to join a working group to review a new surveyors app. Heather suggested she send an email to Board Members and Committee Members first, then the general membership if necessary.

Dawn asked the NYS Geospatial Advisory Council (GAC) to share the names of people coming off the GAC as potential future Board candidates.

Review of the general liability insurance was tabled until February.

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 February.

Catherine has contacted Esri to see if the Association would be eligible for discounted pricing. We are not a 501(c)(3), though we are a New York State Section 402 Not-For-Profit Corporation. Gerry Aiken and Mark Scott suggested she contact the Esri Nonprofit Team and NEARC. NEARC uses ArcGIS Online, but they are a 501(c). She has not heard back from the Nonprofit Team but will follow up after the holidays. Karyn had asked if we could afford to purchase a full price Creator license for \$750.00, which includes ArcGIS Hub Basic.

A motion was made by Dawn for up to \$750.00 for one Creator ArcGIS Online account. Motion was seconded by Catherine. Motion carried unanimously.

Dawn asked Catherine to let Karyn and Melissa know and see if Melissa would open the account under one of the email addresses from Google Workspace.

Matt found a filing where the Association was listed as a 501(c)(5) in tax year 2015.

A motion was made by Dawn to adjourn the meeting. Motion was seconded by Ryan. Motion carried unanimously.

The meeting adjourned at 10:52 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. Heather will write "President's Message".
 5. Heather will develop Association priorities for the year.
 6. Dawn will send letter of appreciation to Committee Members.
 7. Board Members will sign and return Annual Statement.
 8. New Board Members will submit photo and information for website.
 9. Michelle will collect signed Annual Statements.
 10. Melissa will confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association.
 11. Communications will update Board ~~and Committee~~ rosters on website.
 12. Heather will send a "Season's Greetings" message including priorities for the year.
 13. Heather will appoint and the Board will confirm the Audit Committee (customarily chaired by the President-Elect).
-
14. Matt will provide financial records to the Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet).
 15. Matt will renew website domains nygeosummit.org and nysgis.com with GoDaddy (auto).
 16. The Audit Committee will perform a financial review of previous fiscal year.
 17. Catherine will let Karyn and Melissa know \$750.00 was approved for a Creator ArcGIS Online account and ask Melissa to open the account using one of the Google Workspace email addresses.

**NYS GIS Association
November 15, 2024
Treasurer's Report 10/13/2024-11/15/2024**

Summary

- \$22.99 paid to Hostmonster.
- \$250 deposit from LaBella.
- \$16.79 to purchase stamps and envelopes.
- \$745.06 paid to reimburse Jazz Wilson.
- \$27k received from Open Geospatial.
- \$108 paid to Binod Shah.
- \$267.27 deposit from NYS Association of Professional Land Surveyors.
- \$225 deposit from Town of Tonawanda.
- \$23.17 paid to Godaddy.
- \$23k paid from GISMO to AJay Gupta.
- \$64.80 paid to Google Suite.
- \$497.10 paid to reimburse Steven Russell.
- \$250 deposit from Fisher Associates.
- \$175 deposit from Erie County.
- \$200 deposit from Mode Choice Engineering.
- There were 43 new subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
10/13/2024	Beginning Bank Balances	\$51,725.44	\$5,559.65	\$2,078.97	\$59,579.15
10/16/2024	Hostmonster	-\$22.99	\$0.00	\$0.00	-\$22.99
10/21/2024	LaBella Assoc.	\$0.00	\$0.00	\$250.00	\$250.00
10/21/2024	USPS	-\$16.79	\$0.00	\$0.00	-\$16.79
10/21/2024	Check-Jazz Wilson	-\$745.06	\$0.00	\$0.00	-\$745.06
10/22/2024	Open Geospatial	\$0.00	\$9,000.00	\$0.00	\$9,000.00
10/22/2024	Open Geospatial	\$0.00	\$9,000.00	\$0.00	\$9,000.00
10/22/2024	Open Geospatial	\$0.00	\$9,000.00	\$0.00	\$9,000.00
10/23/2024	Check-Binod Shah	-\$108.00	\$0.00	\$0.00	-\$108.00
10/28/2024	NYS Assoc. of Prof. Land Surveyors	\$267.27	\$0.00	\$0.00	\$267.27
10/28/2024	Town of Tonawanda	\$225.00	\$0.00	\$0.00	\$225.00
10/28/2024	Godaddy	-\$23.17	\$0.00	\$0.00	-\$23.17
10/31/2024	Check-Ajay Gupta	\$0.00	-\$23,000.00	\$0.00	-\$23,000.00
11/04/2024	Google Suite	-\$64.80	\$0.00	\$0.00	-\$64.80
11/04/2024	Check-Steven Russell	-\$497.10	\$0.00	\$0.00	-\$497.10
11/14/2024	Fisher Assoc.	\$0.00	\$0.00	\$250.00	\$250.00
11/14/2024	Erie County	\$175.00	\$0.00	\$0.00	\$175.00

11/15/2024	Mode Choice Engineering-WNYGIS Day Sponsorship	\$0.00	\$0.00	\$200.00	\$200.00
11/15/2024	Ending Bank Balances	\$50,914.80	\$9,559.65	\$2,778.97	\$63,468.51
	PayPal Transfer (In Transit)	\$437.65	\$159.89	\$47.28	\$644.81
	Checkbook Balances	\$51,352.44	\$9,719.54	\$2,826.25	\$64,113.32

Membership Summary – 10/13/2024-11/15/2024

Subscriptions	Gross	PayPal Fees	Net
43	\$690.00	-\$45.19	\$644.81
Subs. Period	NYS GIS	GISMO	WNY
5 Year	1	0	1
2 Year	0	0	0
1 Year	42	17	5