

Date: Thursday, January 16, 2025

Subject: Board of Directors Meeting

Board Members Present: Heather Ferrero, Dawn F. McCall, Catherine DuBreck, Greg Andersen, Jeff Herter, Ana Hiraldo-Gomez, Ryan Mayr

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

Not Present: Amanda Cruz, Casey Dunne, Matt Adam

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 December Board of Directors meeting. Motion was seconded by Ana. Motion carried unanimously.

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)

The items on the task list for February are to:

- Accept Audit Committee Financial Audit (Board)
- Consider GIS/SIG Conference sponsorship (previously \$450.00 - reciprocated) (Board)
- Consider Westchester User Group Meeting sponsorship (previously \$200.00) (Board)
- Consider Long Island GIS User Group Meeting sponsorship (previously \$200.00) (Board)
- Credit Board and Committee participation in member database (Communications)

The current membership count is 514. That is 51 above where we were at a similar time last year, and about 60 above the year before.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated December 19, 2024, was reviewed. The balance was \$62,324.40. Expenses since the last report included Delaney, Zoom, WNY reimbursement, and Google Suite. There was \$ 318.80 in income from membership dues. There were 19 subscriptions that period. There was \$10,294.78 in membership money being held for GISMO, and \$2,003.96 for WNY.

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

The Treasurer's Report dated January 13, 2025, was reviewed. The current balance is \$61,934.70. Expenses since the last report include GoDaddy, GISMO reimbursement, and Google Suite. There has been \$41.96 in income from membership dues. There were 3 subscriptions this period. There is \$10,304.18 in membership money being held for GISMO, and \$2,008.62 for WNY.

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

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

Melissa said she should be able to create an alias for setting up the ArcGIS Online account. She suggested ago@nysgis.net, and it will be created on the IT Officer account. Dawn would like to meet with Melissa monthly to make progress on Google Workspace.

Melissa would like to contact the Committee Chairs to see which committee members they would like to have access to Google Workspace.

NYGeoCon 2025

NYGeoCon is Wednesday through Friday, October 8-10, 2025, in Lake Placid. Dawn said the call for sponsors has gone out. Dawn believes they have started an Experience Builder site that they will transfer to the Association AGO account once it is set up.

President Reports

Heather appointed Catherine, Casey, and Michelle to the Audit Committee. A motion was made by Ana to confirm the Audit Committee as appointed by Heather. Motion was seconded by Greg. Motion carried unanimously.

Review of the general liability insurance was tabled until March.

Dawn thanked Catherine for joining the Legislative Committee and assisting with Experience Builder. With input from Catherine and Bill Trask, they sent Experience Builder feedback to the State on the surveyor app they are working on.

Dawn thanked Heather for coming to the NYSAPLS conference next week and continues to work with NYSAPLS on the NYS Digital Public Land Records Access initiative. The next meeting will be at NYGeoCon where the hope to involve the county clerks and legislators. Dawn said it is a testament to working with sister organizations and the State. We have an in-kind booth swap with NYSAPLS; Mary Susan and Adam have offered to help man the booth.

Karyn's proposed wording for Board Member registration sponsorship from October was reviewed:

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.

Michelle said most employers pay the registration fee and asked if a policy is necessary for such a rare occurrence. Catherine said her employer did not pay for the Summit and may not pay for NYGeoCon.

Heather would like to include conferences from other organizations where the Association has a booth, Dawn would like to make that a separate policy.

Jeff feels all Board Members should get free registration as a benefit to giving time to the Board. Previous discussion pointed out that could be the difference between a conference making money or losing money. Dawn suggested a compromise of Board Members being able to always register at the early registration rate and added that to the proposed wording:

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. In addition, conference costs will be capped to the early registration rate for all Board Members to attend the conference, whether their employer pays the registration fee or not.

Dawn will send out the revised wording for final comment so it can be approved in February.

Catherine contacted Esri regarding their non-profit program, but Esri confirmed they cannot help us with any discounting unless we are 501(c)(3). We will have to purchase at the full price, as was approved last month. Melissa will set up the alias and Catherine will setup the Creator ArcGIS Online account.

Greg said Binod is questioning why new members are not showing on the website. Michelle said updating memberships is a manually process and they will not show up until the Treasurer updates the database, usually right before the next Board Meeting.

Ana said the Westchester GIS User Group Meeting is May 15, 2025. They are working on a save the date card. They are also looking for presentation suggestions, so if you have recommendations, please let her know. They do not have a budget to cover cost of presenters, so would prefer local/regional presenters.

Ryan offered to help with Experience Builder.

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

The meeting adjourned at 11:07 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 roster on website.
12. Matt will provide financial records to the Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet).
13. Matt will renew website domain nysgis.com with GoDaddy (auto).
14. The Audit Committee will perform a financial review of previous fiscal year.

15. The Board will accept the Audit Committee Financial Audit.
16. The Board will consider GIS/SIG Conference sponsorship (previously \$450.00 - reciprocated).
17. The Board will consider Westchester User Group Meeting sponsorship (previously \$200.00).
18. The Board will consider Long Island GIS User Group Meeting sponsorship (previously \$200.00).
19. Communications will credit Board and Committee participation in member database.
20. Dawn will send out revised proposed wording for Board Member registration sponsorship for final comment so it can be approved in February.
21. Melissa will set up an alias to be used with ArcGIS Online.
22. Catherine will setup the Creator ArcGIS Online account.

**NYS GIS Association
December 19, 2024
Treasurer's Report 11/18/2024-12/19/2024**

Summary

- \$1,247 paid to Delaney.
- \$64.80 paid to Google Suite.
- \$64.80 paid to Zoom.
- \$850.92 paid from WNY balance to reimburse Maria Dolce.
- I noted the last transfer from PayPal is 49 cents less than anticipated. I updated the balances to reflect this.
- There were 19 new subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
11/15/2024	Beginning Bank Balances	\$51,352.44	\$9,719.54	\$2,826.25	\$64,112.83
11/25/2024	Delaney	-\$1,247.00	\$0.00	\$0.00	-\$1,247.00
12/02/2024	Google Suite	-\$64.80	\$0.00	\$0.00	-\$64.80
12/02/2024	Zoom	-\$445.00	\$0.00	\$0.00	-\$445.00
12/09/2024	Reimbursement for Maria Dolce	\$0.00	\$0.00	-\$850.92	-\$850.92
12/18/2024	Deposit for GISMO	\$0.00	\$500.00	\$0.00	\$500.00
12/19/2024	Ending Bank Balances	\$49,595.64	\$10,219.54	\$1,975.33	\$62,005.11
	PayPal Transfer (In Transit)	\$214.93	\$75.24	\$28.63	\$318.80
	Checkbook Balances	\$49,810.57	\$10,294.78	\$2,003.96	\$62,324.40

Membership Summary – 11/18/2024-12/19/2024

Subscriptions	Gross	PayPal Fees	Net
19	\$340.00	-\$21.20	\$318.80
Subs. Period	NYS GIS	GISMO	WNY
5 Year	1	0	1
2 Year	0	0	0
1 Year	18	8	1

NYS GIS Association
January 13, 2025
Treasurer's Report 12/19/2024-1/13/2025

Summary

- \$23.17 paid to GoDaddy
- \$64.80 paid to Google Suite.
- \$447.40 paid from NYS balance to reimburse Jiin Wen.
- There were 3 new subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
12/19/2024	Beginning Bank Balances	\$49,810.57	\$10,294.78	\$2,003.96	\$62,324.40
12/20/2024	PAYPAL TRANSFER	\$318.80			
01/02/2025	Google GSUITE_ Mountain ViewCA 1526	-\$64.80			
01/07/2025	CHECK REF 1390	-\$447.40			
01/08/2025	DNH*GODADDY#35 480-505-8855 AZ 1526	-\$23.17			
12/19/2024	Ending Bank Balances	\$49,594.00	\$10,294.78	\$2,003.96	\$61,892.74
	PayPal Transfer (In Transit)	\$27.89	\$9.41	\$4.66	\$41.96
	Checkbook Balances	\$49,621.90	\$10,304.18	\$2,008.62	\$61,934.70

Membership Summary –12/19/2024-1/13/2025

Subscriptions	Gross	PayPal Fees	Net
3	\$45.00	-\$3.04	\$41.96
Subs. Period	NYS GIS	GISMO	WNY
5 Year	0	0	0
2 Year	0	0	0
1 Year	3	1	1