

Date: Thursday, February 20, 2025

Subject: Board of Directors Meeting

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

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

Not Present: Amanda Cruz, Matt Adam

Minutes: The meeting began at 10:07 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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 GIS 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 items on the task list for March are to:

- Send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance (President)
- Review D&O Liability insurance (Board)
- Back up all websites to Google Workspace or external drive (Communications)

The current membership count is 532. That is 61 above where we were at a similar time last year, and about 73 above the year before.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated February 13, 2025, was reviewed. The current balance is \$61,225.70. Expenses since the last report include GoDaddy, Google Suite, NYSAPLS, Esri, and Mary Susan Knauss reimbursement. There has been \$425.87 in income from membership dues. There were 27 subscriptions this period. There is \$10,370.02 in membership money being held for GISMO, and \$2,027.28 for WNY.

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

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

Melissa sent updated invites to Heather and Dawn for the new Google Drive. Dawn asked her to send an invite to Catherine as well. Melissa has created all the folders for the Association and Committees and mentioned talking to Karyn about automatic transfer. Dawn said she, Heather, and Catherine will test before contacting Karyn. Melissa is also looking into using Groups to define permissions. Melissa will be moving to Albany next month and that may limit her availability.

NYGeoCon 2025

NYGeoCon is Wednesday through Friday, October 8-10, 2025, in Lake Placid. The ArcGIS Hub site is built and almost ready to go live. Ana said content will continue to be added as it comes available.

President Reports

Paula said the Educators Committee discussed disappearing public data. They think it would be useful to have a statement on their page that if educators need help finding data for their classes to please contact us. Paula also asked if the Association is doing anything about maintaining access to data.

Dawn said this is a bigger issue and was discussed at GAC. Jeff said the New York Department of State has been addressing it as well. He said they have downloaded data that was accessible from the Geographic Information Gateway and are discussing the ramifications of sharing the data themselves. The Board suggested a general notice on the website that if members are experiencing loss of data to contact the Association, and Dawn asked Jeff to write the notice. Michelle asked who would handle the inquiries. Melissa will create a dedicated email alias that will automatically forward to Jeff. Michelle mentioned we get general data inquiries occasionally that she refers to the New York State GIS Clearinghouse and suggested Jeff may receive those and might want to do the same.

No one had questions or concerns regarding the General Liability insurance. Dawn asked Michelle to change the Board review of both the D&O Liability insurance and the General Liability insurance to two months before the policy renewal on the annual task list.

The Board Member conference registration sponsorship revised wording was reviewed:

Board Members will be offered one complimentary NYS GIS Association annual conference (NYGeoCon or GeoSpatial Summit) registration and networking event admission related to the Annual Meeting 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 Annual Meeting network event admission, and will not cover lodging, travel, and other expenses. In addition, conference costs will be capped to the early registration costs for all Board Members to attend the conference, whether their employer pays for the registration or not.

A motion was made by Dawn to accept the wording for conference registration sponsorship for active Board Members. Motion was seconded by Greg. Motion carried by a vote of 7-1, with Jeff opposed.

A motion was made by Catherine to memorialize the purchase of one Creator ArcGIS Online account for \$756.00, which with tax was \$6.00 over the \$750.00 approved in December. Motion was seconded by Jeff. Motion carried unanimously.

Board Member Reports

Greg complimented Catherine on her article in ArcUser magazine.

Casey is interested in meeting with Heather and Michelle to shadow the Secretary position.

Ana said the Westchester GIS User Group Meeting is May 15, 2025. They are working on information for sponsors. Attendance was 180 last year. Esri will have a hands-on learning lab running concurrent to sessions. Registration is required because there is a limit of 15 machines one hour at a time. Ana will send out notices and requests for support soon. Catherine asked Ana for information for social media.

Heather asked Catherine to post the GIS/SIG Conference to social media as well.

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

The meeting adjourned at 10:49 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. Communications will update Board roster on website.
11. Matt will provide financial records to the Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet).
12. The Audit Committee will perform a financial review of previous fiscal year.
13. The Board will accept the Audit Committee Financial Audit.
14. The Board will consider GIS/SIG Conference sponsorship (previously \$450.00 - reciprocated).
15. The Board will consider Westchester GIS User Group Meeting sponsorship (previously \$200.00).
16. The Board will consider Long Island GIS User Group Meeting sponsorship (previously \$200.00).
17. Communications will credit Board and Committee participation in member database.
18. Heather will send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance.
19. The Board will review D&O Liability insurance.
20. Communications will back up all websites to Google Workspace or external drive.
21. Jeff will write a notice for the website regarding loss of data.
22. Melissa will create a dedicated email alias that will automatically forward to Jeff.
23. Michelle will change the Board review of both the D&O Liability insurance and the General Liability insurance to two months before the policy renewal on the annual task list.
24. Catherine will share information regarding the Westchester GIS User Group Meeting and GIS/SIG Conference on social media.

**NYS GIS Association
February 13, 2025
Treasurer's Report 1/13/2025-2/13/2025**

Summary

- \$88.68 paid to GoDaddy.
- \$64.80 paid to Google Suite.
- \$200.00 paid to NYSAPLS.
- \$756.00 paid to ESRI.
- \$200.00 paid from NYS balance to reimburse Mary Susan Knauss.
- There were 27 new subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
01/13/2025	Beginning Bank Balances	\$49,810.57	\$10,294.78	\$2,003.96	\$62,324.40
01/21/2025	NYSAPLS 518-4324046 NY 1526	-\$200.00			
01/23/2025	ESRI REDLANDS CA 1526	-\$756.00			
01/29/2025	DNH*GODADDY.CO TEMPE AZ 1526	-\$88.68			
02/03/2025	GOOGLE *GSUITE Mountain ViewCA 1526	-\$64.80			
02/11/2025	CHECK REF 1391	-\$200.00			
2/13/2025	Ending Bank Balances	\$48,501.09	\$10,294.78	\$2,003.96	\$60,799.83
	PayPal Transfer (In Transit)	\$327.31	\$75.24	\$23.32	\$425.87
	Checkbook Balances	\$48,828.41	\$10,370.02	\$2,027.28	\$61,225.70

Membership Summary –1/13/2025-2/13/2025

Subscriptions	Gross	PayPal Fees	Net
27	\$455.00	-\$29.43	\$425.57
Subs. Period	NYS GIS	GISMO	WNY
5 Year	2	0	0
2 Year	0	0	0
1 Year	25	8	5