

**Date:** Thursday, March 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:** Binod Shah, Matt Adam, Michelle Debyah

**Not Present:** Amanda Cruz, Melissa Albino Hegeman

**Minutes By:** Casey Dunne

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

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 items on the task list for April are to:

- Approve GeoSpatial Summit venue (18 months prior to event date) (Board)
- Renew D&O Liability insurance (Treasurer)
- Renew SSL Certificate nysgis.net with InMotion (auto) (Treasurer)
- Recommend GeoSpatial Summit venue (18 months prior to event date) (Summit)
- Check dates to avoid competing with other events such as NEARC or regional conferences (18 months prior to event date) (Summit)

The current membership count is 544. That is 67 above where we were at a similar time last year, and about 80 above the year before.

Treasurer's Report: Matthew Solo, Treasurer

The Treasurer's Report dated March 17, 2025, was reviewed. The current balance is \$63,541.85. Expenses since the last report include business check order, WNY reimbursement, GISMO reimbursement, and Google Suite. There were NYGeoCon deposits of \$3,380.35. There has been \$186.15 in income from membership dues. There were 14 subscriptions this period. There is \$9,887.59 in membership money being held for GISMO, and \$1,974.13 for WNY.

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

Matt said we operate out of a regular checking account; he suggested an interest-bearing savings account and keeping a working balance of 5-10k in the checking. He suggests Citizens Bank for seamless transfers, better use of funds overall. Dawn asked if it's like online banking that limits the ability to transfer funds. Matt said we get six transfers per month.

A motion was made by Jeff to approve moving some funds from the checking account to a savings account. Motion was seconded by Dawn. Motion carried unanimously.

ATM cards came for Matt and Heather. Matt Solo's card is still active, and all the auto pays are attached to that card and will need to be updated before it is deactivated. Michelle is updating the task list to make sure it indicates which payments are on auto pay. Matt Adam will look into ACH or PayPal for auto payments so we don't have to make updates every time the card changes.

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

Dawn said she hasn't had a chance to follow up with Karyn about Google Workspace. Dawn also said Jennifer is still willing to be the Webmaster but needs time to settle into her new job. Max and Melissa were asked to help get Jennifer's credentials increased to Admin to help move forward on MemberPress.

#### NYGeoCon 2025

NYGeoCon is Wednesday through Friday, October 8-10, 2025, in Lake Placid. Dawn asked Karyn for a placeholder for non-member pricing, hoping that the member database will be ready. They would offer a \$50.00 discount to members; nonmembers would pay \$50.00 more, which would buy them a one-year membership. The NYGeoCon website is live and the call for abstracts is open. Ana shared the link: <https://nygeocon-2025-nysgisassoc.hub.arcgis.com/> and said Skylar and Zach are doing a great job. There are placeholders on the front page that will be filled with information as it comes in regarding speakers and other information. Everyone agreed the website looks great.

#### GeoSpatial Summit 2026

Dawn said academics tend to go on break right when Summit planning starts to being and asked Jeff if he would reach out to the Committee to see who intends to remain and try to identify a Co-Chair since he is unsure how much longer he will be involved. Jeff said he can start looking into a Co-Chair and potential locations. A few Board Members mentioned AI might make a good topic for the Summit.

#### President Reports

Heather said Michelle is transitioning out of the Secretary position. Casey will remain a Board Member, but will be shadowing Michelle through October, starting with meeting agendas and minutes.

Heather rescheduled the May Board Meeting due to a conflict with the Westchester GIS User Group Meeting. The May Board will be Thursday, May 8, 2025, at the same time 10:00 AM to 11:00 AM. Michelle will send out calendar invite.

Dawn said she's almost half-way through her Past-President term and just now feeling like progress is being made on the priorities she hoped to accomplish when she became President-Elect.

### Board Member Reports

Greg reached out to Caitlin about setting up a meeting with Max and himself. He does not think she will be able to continue as Communications Committee Co-Chair due to multiple responsibilities in her new job.

Casey is shadowing Michelle for transition to Secretary and asked everyone to be kind while she fumbles through the transition.

Jeff said he wrote the notice for the website regarding loss of data. Michelle does not see it on the website. Jeff will send her the wording and she will post it to the website.

Ana is nervous about Westchester GIS User Group Meeting, there are already 100 registrants, and it was only announced a week ago. It might be due to having an Esri hands-on learning lab at this year's event, there are six sessions and three sessions are already booked. She said everyone should have received an email and shared the link: <https://giswww.westchestergov.com/usergroupreg/>. Ana would like to request support for the conference for the same amount previously of \$200.00, primarily to be used toward catering.

A motion was made by Dawn to sponsor the Westchester GIS User Group Meeting for \$200.00. Motion was seconded by Greg. Motion carried unanimously.

Heather would like to sponsor the GIS/SIG Conference as we have done in the past. We sponsor lunch for \$450.00, and GIS/SIG will reciprocate sponsorship of NYGeoCon. The sponsorship is reciprocal, we no longer exchange checks.

A motion was made by Dawn to reciprocate sponsorship of the GIS/SIG Conference for \$450.00. Motion was seconded by Greg. Motion carried unanimously.

Ryan said he can send a picture for the website. Dawn said she has one and he approved it for use.

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

The meeting adjourned at 10:57 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. Michelle will collect signed Annual Statements.
9. Communications will update Board roster on website.
10. Matt will provide financial records to the Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet).
11. The Audit Committee will perform a financial review of previous fiscal year.

12. The Board will accept the Audit Committee Financial Audit.
  13. The Board will consider Long Island GIS User Group Meeting sponsorship (previously \$200.00).
  14. Communications will credit Board and Committee participation in member database.
  15. The Board will review D&O Liability insurance.
  16. Communications will back up all websites to Google Workspace or external drive.
  17. Melissa will create a dedicated email alias that will automatically forward to Jeff.
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18. Matt will renew D&O Liability insurance.
  19. Matt will renew SSL Certificate nysgis.net with InMotion (auto).
  20. The GeoSpatial Summit Committee will recommend, and the Board will approve a venue.
  21. The GeoSpatial Summit Committee will check dates to avoid competing with other events such as NEARC or regional conferences.
  22. Matt will transfer some funds to an interest-bearing savings account at Citizens Bank.
  23. Matt will look into ACH or PayPal for auto payments to avoid updates every time the card changes.
  24. Michelle will send out a calendar invite for the rescheduled May Board Meeting.
  25. Jeff will send the notice for the website regarding loss of data to Michelle to post.
  26. Matt will pay the \$200.00 Westchester GIS User Group Meeting sponsorship.
  27. Heather will notify GIS/SIG and the NYGeoCon Committee of the \$450.00 reciprocal sponsorship.

**NYS GIS Association**  
**March 17, 2025**  
**Treasurer's Report 2/13/2025-3/17/2025**

**Summary**

- \$39.16 Paid from WNY balance to Alex Malloy
- \$950.00 received from Eastcom Associates to GeoCon Sponsorship
- \$416.60 paid from GISMO balance to Noreen Whyssel
- \$64.80 paid for Google GSuite
- \$87.35 paid for business checks
- \$2,430.35 received from Delaney Event Mgmt for GeoCon enrollment.
- There were 14 new subscriptions this period

**Bank Balances**

Date	Description	NYS GIS	GISMO	WNY	Account Balance
02/13/2025	<b>Beginning Bank Balances</b>	<b>\$48,284.52</b>	<b>\$10,294.78</b>	<b>\$2,003.96</b>	<b>\$60,583.26</b>
02/20/2025	PAYPAL INST XFER			-\$39.16	
02/25/2025		\$950.00			
02/28/2025	GISMO Reimbursement		-\$416.60		
03/03/2025	GOOGLE *GSUITE Mountain ViewCA 1526	-\$64.80			
03/04/2025	Deluxe Small Bus EDI/ACH	-\$87.35			
03/14/2025	Delaney Event Ma Receivable	\$2,430.35			
	<b>Ending Bank Balances</b>	<b>\$51,512.72</b>	<b>\$9,878.18</b>	<b>\$1,964.80</b>	<b>\$63,355.70</b>
	PayPal Transfer (In Transit)	\$167.42	\$9.41	\$9.33	\$186.15
3/17/2025	<b>Checkbook Balances</b>	<b>\$51,680.14</b>	<b>\$9,887.59</b>	<b>\$1,974.13</b>	<b>\$63,541.85</b>

**Membership Summary –2/13/2025-3/17/2025**

Subscriptions	Gross	PayPal Fees	Net
14	\$200.00	-\$13.85	\$186.15

  

Subs. Period	NYS GIS	GISMO	WNY
5 Year	1	0	0
2 Year	0	0	0
1 Year	13	1	2