

Date: Thursday, April 17, 2025

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Michelle Debyah

Not Present: Heather Ferrero, Jeff Herter, Matt Adam, Melissa Albino Hegeman

Minutes By: Casey Dunne

Minutes: The meeting began at 10:04 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for May are to:

- Appoint and confirm Nominating Committee (President and Board)
- Customarily chairs Nominating Committee (President-Elect)
- Submit and approve GeoSpatial Summit preliminary budget (17 months prior to event date) (Summit and Board)
- File tax returns (Treasurer)
- Renew Survey Monkey (auto – Treasurer)

The current membership count is 561. That is 74 above where we were at a similar time last year, and about 87 above the year before.

Treasurer's Report: Matthew Adam, Treasurer

The Treasurer's Report dated April 12, 2025, was reviewed. The current balance is \$67,819.87. Expenses since the last report include Westchester GIS User Group Meeting sponsorship, WNY reimbursement, and Google Suite. There were NYGeoCon deposits of \$3,404.21. There has been \$321.18 in income from membership dues. There were 24 subscriptions this period. There

is \$10,435.85 in membership money being held for GISMO, and \$1,836.10 for WNY.

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

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

Dawn said she and Melissa are still working on the best way to transfer files.

NYGeoCon 2025

NYGeoCon is Wednesday through Friday, October 8-10, 2025, in Lake Placid.

Dawn updated, still a go for Lake Placid, some concerns for travel restrictions being implemented by companies due to budget cuts– sponsorship email has gone out – abstract went out – meeting coming up next week.

GeoSpatial Summit 2026

Dawn asked Jeff to start thinking and talking about a Co-Chair.

President Reports

Heather gave an amazing speech at GIS/SIG about the Association. Ana wants someone to give that speech at Westchester GIS.

NYSAPLS booth swap – Dawn is working with Karyn on the process to reserve a booth for NYSAPLS as a booth swap.

Dawn wanted to make sure that everyone knows we have D&O insurance for the directors and officers, if anyone has any questions they can reach out about coverage. Coverage can be increased if someone feels strongly about us missing something.

'Review D&O' was pushed to February on the task list.

Dawn reached out to Long Island GIS User Group, the conference is next week. They didn't realize they got much support from the Association. We are going to sponsor a coffee area. They were elated to find out about the help.

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

A motion was made by Catherine to renew the D&O Liability Insurance. Motion was seconded by Greg. Motion carried unanimously.

Catherine suggests we add a Young Professionals Committee. She shared the NYSAPLS Young Professionals Committee duties as an example:

- To develop strategies to engage young professionals and students at the state and regional level.
- To develop and promote a mentoring program for new professionals and college students.
- To coordinate with national affiliated efforts to engage young professionals and students.

If there is interest, Catherine could spend more time developing something. Consensus is in favor.

Board Member Reports

Greg- Caitlin must step down. She is willing to do some transition stuff. Michelle is willing to step up and help with Communications. Dawn suggested that the Communication Committee might be able to break down responsibilities and split them up to better ask for assistance. One identified hole - Caitlin was doing Instagram and that will need someone to step into. Potential for a signup sheet style of assigning duties.

Amanda- Amanda's office participated in the OpenData conference. Organized by the mayor's office. There were a bunch of developers from lots of backgrounds, and they always have a GIS table and there was a large response from folks *not* in GIS that attended. Something we can investigate. Non-GIS conferences might be interested in integrating GIS into what they do.

Casey- Ran with the minutes today for the first time. Still working on getting up to speed.

Ana- Been very busy getting ready for GIS user group ready. 191 registrations. Good number compared to other years. Reaching out to presenters. ESRI is having a presentation at the end. How to enable AI into ArcGIS Pro. This year there will be a hands-on ESRI learning lab. All sessions are almost booked! Hoping to promote the Association and gain more members.

Ryan- Do we want to tap his contact for shirts and promos. Dawns says we are looking to volunteers to design graphics.

Dawn wants to award Catilin with an individual award for contributions to the field for her service. Michelle suggests GIS Champion award. Looking into what award would suit best. Will be asking Steven on Awards committee for descriptions. Asked Greg to put it in for some of them.

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

The meeting adjourned at 10:59 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. Communications will credit Board and Committee participation in member database.
14. Communications will back up all websites to Google Workspace or external drive.
15. Matt will renew D&O Liability insurance.

16. The GeoSpatial Summit Committee will recommend, and the Board will approve a venue.
17. The GeoSpatial Summit Committee will check dates to avoid competing with other events such as NEARC or regional conferences.
18. Matt will transfer some funds to an interest-bearing savings account at Citizens Bank.
19. Matt will look into ACH or PayPal for auto payments to avoid updates every time the card changes.
20. Heather will appoint and the Board will confirm Nominating Committee (customarily chaired by President-Elect).
21. The GeoSpatial Summit Committee will submit, and the Board will approve preliminary budget.
22. Matt will renew Survey Monkey (auto).
23. Matt will pay the \$200.00 Long Island GIS User Group Meeting sponsorship.
24. Greg will nominate Caitlin for an award.

NYS GIS Association
April 12, 2025
Treasurer's Report 3/17/2025-4/12/2025

Summary

- \$180.00 Paid from WNY balance to Alex Malloy
- \$175 Paid from WNY balance to GIS/SIG
- \$64.80 paid for Google GSuite
- \$200 Paid from NYSGIS balance to support Westchester GIS UG
- \$3,404.21 received from Delaney Event Mgmt for GeoCon enrollment.
- There were 24 new subscriptions this period.
- 2 New Members signed up following GIS/SIG

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
03/17/2025	Beginning Bank Balances	\$51,618.75	\$10,388.83	\$2,002.11	\$64,009.68
04/02/2025	PAYPAL INST XFER			-\$180.00	
04/02/2025	PURCHASE COLLE				
04/02/2025	PURCHASE NY 1629	\$200.00			
04/02/2025	Google GSUITE_ Mountain View CA 1526	\$64.80			
04/07/2025	Delaney Event Ma Receivable	\$3,404.21			
	Ending Bank Balances	\$55,287.76	\$10,388.83	\$1,822.11	\$67,498.69
	PayPal Transfer (In Transit)	\$260.17	\$47.03	\$13.99	\$321.18
4/12/2025	Checkbook Balances	\$55,547.92	\$10,435.85	\$1,836.10	\$67,819.87

Membership Summary – 3/17/2025 - 4/12/2025

Subscriptions	Gross	PayPal Fees	Net
24	\$345.00	-\$23.82	\$321.18
Subs. Period	NYS GIS	GISMO	WNY
5 Year	1	0	0
2 Year	0	0	0
1 Year	23	5	3