

Date: Thursday, May 8, 2025

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Karyn Tareen, Matt Adam, Michelle Debyah

Not Present: Amanda Cruz, Casey Dunne, Jeff Herter, Melissa Albino Hegeman

Minutes By: Michelle Debyah

Minutes: The meeting began at 10:07 AM.

Secretary's Report: Michelle Debyah, Secretary

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

Amanda has not returned the signed Annual Statement. As there have been six unanswered requests, it is assumed Amanda is not returning the statement, and this will be removed from the action item list.

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 items on the task list for June are to:

- Send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance (President)
- Submit and accept GeoSpatial Summit contract(s) (16 months prior to event date) (Summit and Board)
- Send out Annual Meeting announcement (60 days prior to event date) (Board)
- Prepare a list of departing Board Members, Committee Chairs, and Officers (Secretary)
- Renew MemberPress (Treasurer)
- Renew SSL/HTTPS security plugin - Real Simple SSL (auto – Treasurer)
- Back up all websites to Google Workspace or external drive (Communications)
- Send out membership renewal reminders (Membership)
- Call for nominations (Nominating Committee)

The current membership count is 573. That is 77 above where we were at a similar time last year, and about 96 above the year before.

We need to solicit for a webmaster and someone to take over the social media accounts, especially Instagram and Facebook that Caitlin was managing. Michelle is not familiar with updating the member list or sending mailings from MailChimp but can send an email from the email account and post it to the website. Catherine can post to Twitter and LinkedIn. Karyn shared basic wording, Dawn and Greg will refine and send to Michelle for distribution. Greg would also like to include Binod in the outreach.

Treasurer's Report: Matthew Adam, Treasurer

The Treasurer's Report dated May 5, 2025, was reviewed. The current balance is \$66,744.91. Expenses since the last report include Long Island GIS User Group Meeting sponsorship, InMotion Hosting, and Google Suite. There has been \$323.16 in income from membership dues. There were 20 subscriptions this period. There is \$10,482.90 in membership money being held for GISMO, and \$1,675.07 for WNY.

Matt would still like to transfer some funds to an interest-bearing savings account, but he will need to come to Rochester because he and Heather must be together at the same bank branch to open the account.

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

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

Dawn said Mary Susan has offered to work with Melissa after hours to try and get Google Workspace up and running. In testing, Dawn was able to transfer files to Karyn's Workspace account, but they cannot get it to work on the Association account. They may need to ask Karyn for help to figure out why it works on her account but not ours.

NYGeoCon 2025

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

Karyn needs to be sure the liability insurance meets the requirements. Matt shared a link to the insurance documentation. Karyn will let Michelle know if she needs more information.

They have been meeting with Delaney to finalize registration costs. Announcements for registration should be able to go out in May.

Karyn needs to know how many complimentary registrations to expect. In 2023, there was about \$2,000.00 in complimentary registrations, including the keynote and Committee Members. Should she expect any changes? Will there be student scholarships? In February the Board approved need based complimentary registration for Board Members whose employer would not pay for registration. Any Board Member who may need complimentary registration needs to let Karyn know as soon as possible.

Heather has lanyards and blank name tags from the Summit. Delaney usually does the name tags.

The Thursday evening social at the ice rink estimated cost is \$4,200.00 (includes rink, walk mat, crudites (veggies and dips), charcuterie (meat and cheese), bartender fee, and one drink ticket per adult). An estimated 120 attendees and 100 drinks (beer and wine) comes to about \$35.00 per person. To help

offset the cost, there will be a fee of \$20.00 for registrants, and \$35.00 for a plus one (not registered for the conference).

If there is a charge for the social, should the registration fee be the same as 2023 or increased? It is reasonably expected that the fee would increase.

Delaney can do separate registration for the roundtable. There is no fee for the roundtable. The past roundtable was so successful that Karyn will not schedule workshops opposite it. Karyn and Dawn will discuss the rest of roundtable details.

Karyn approved Matt to pay the Delaney invoice that came this week.

GeoSpatial Summit 2026

A co-chair is needed, and progress made on location and dates so it can be announced at NYGeoCon.

President Reports

Heather moved the June Board Meeting one week later to June 26, 2025, to avoid conflict with Juneteenth. Michelle will send out an updated meeting invite.

Dawn said the Legislative Committee has made good progress with NYSDOT. Mary Susan and NYSAPLS are attending the Conference of County Clerks, and they will extend an invite to the roundtable in Lake Placid.

Catherine said Dawn shared the name of a young professional who is interested in joining the future Young Professionals Committee.

Board Member Reports

Greg said Caitlin is offered to attend two knowledge transfer meetings, one short-term for progress now, and one long-term when a permanent replacement is found. She can meet Tuesday, Thursday, or Friday at 4:30 PM. Michelle can learn MailChimp updates. Catherine offered to temporarily help with Twitter and Facebook. Greg will set up a meeting and include Caitlin, Michelle, Catherine, Melissa, and Max.

Greg might be attending the Esri User Conference. If so, he is open to promoting and representing the Association. Karyn said in the past the Association did a meet-up with NEARC. If a meet-up is organized, an announcement should be sent out to members to invite anyone who may be attending the UC.

Ana is finalizing the Westchester GIS User Group Meeting. She will promote NYGeoCon at the meeting and send a follow-up invite to NYGeoCon to all attendees after the meeting.

Ryan talked to his graphic designer contact. He charges by the article, likely too expensive for us.

Heather said the GIS/SIG Summer Program will be a Viking funeral for ArcMap.

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

The meeting adjourned at 11:17 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. Communications will update Board roster on website.
8. Matt will provide financial records to the Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet).
9. The Audit Committee will perform a financial review of previous fiscal year.
10. The Board will accept the Audit Committee Financial Audit.
11. Communications will credit Board and Committee participation in member database.
12. Matt will renew D&O Liability insurance.
13. The GeoSpatial Summit Committee will recommend, and the Board will approve a venue.
14. The GeoSpatial Summit Committee will check dates to avoid competing with other events such as NEARC or regional conferences.
15. Matt will transfer some funds to an interest-bearing savings account at Citizens Bank.
16. Matt will look into ACH or PayPal for auto payments to avoid updates every time the card changes.
17. Heather will appoint and the Board will confirm Nominating Committee (customarily chaired by President-Elect).
18. The GeoSpatial Summit Committee will submit, and the Board will approve preliminary budget.
19. Matt will renew Survey Monkey (auto).
20. Greg will nominate Caitlin for an award.

21. Heather will send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance.
22. The GeoSpatial Summit Committee will submit, and the Board will accept Summit contract(s).
23. The Board will send out Annual Meeting announcement 60 days prior to event date.
24. Michelle will prepare a list of departing Board Members, Committee Chairs, and Officers.
25. Matt will renew MemberPress.
26. Matt will renew SSL/HTTPS security plugin - Real Simple SSL (auto).
27. Communications will back up all websites to Google Workspace or external drive.
28. Membership will send out membership renewal reminders.
29. Nominating Committee will call for nominations.
30. Dawn and Greg will refine request for webmaster and social media help, and Greg will send to Michelle for distribution.
31. Michelle will email and post webmaster/social media request and send to Catherine for social media.
32. Matt will pay the Delaney invoice that came this week.
33. Michelle will send out an updated meeting invite for the June meeting.
34. Greg will set up a knowledge transfer meeting including Caitlin, Michelle, Catherine, Melissa, and Max.

NYS GIS Association
May 5, 2025
Treasurer's Report 4/12/2025-5/5/2025

Summary

- \$200.00 Paid from NYSGIS Balance to LIGIS
- \$64.80 paid for Google GSuite
- \$109.99 paid for InMotion Hosting
- There were 20 new subscriptions this period.

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
04/12/2025	Beginning Bank Balances	\$54,699.59	\$10,435.87	\$1,661.08	\$67,011.14
04/22/2025	CHECK 5016	-\$200.00	\$0.00	\$0.00	-\$200.00
04/24/2025	INMOTIONHOSTIN LOS ANGELES CA 1526	-\$109.99	\$0.00	\$0.00	-\$109.99
05/02/2025	Google GSUITE_ Mountain ViewCA 1526	-\$64.80	\$0.00	\$0.00	-\$64.80
	Ending Bank Balances	\$54,324.80	\$10,435.87	\$1,661.08	\$66,636.35
	PayPal Transfer (In Transit)	\$262.14	\$47.03	\$13.99	\$323.16
5/5/2025	Checkbook Balances	\$54,586.94	\$10,482.90	\$1,675.07	\$66,744.91

Membership Summary – 4/12/2025-5/5/2025

Subscriptions	Gross	PayPal Fees	Net
20	\$345.00	-\$22.24	\$322.76
Subs. Period	NYS GIS	GISMO	WNY
5 Year	2	0	0
2 Year	0	0	0
1 Year	18	5	3