

**Date:** Thursday, June 26, 2025

**Subject:** Board of Directors Meeting

**Board Members Present:** Heather Ferrero, 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:** Jeff Herter, Matt Adam, Melissa Albino Hegeman

**Minutes By:** Michelle Debyah and 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 May Board of Directors meeting. Motion was seconded by Greg. Motion carried unanimously.

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 items on the task list for July are to:

- Make plan to transfer bank card and signature authority to President-Elect for upcoming year (President)
- Review and approve General Liability insurance renewal (Board)
- Credit auto payments created mid to late membership year (August forward) to mitigate membership lapses (Treasurer)
- Renew PO Box (auto – Treasurer) (moved to June on Task List)
- Renew website domain nysgisa.com - GoDaddy (auto – Treasurer)
- Renew website domain nysgisa.org - GoDaddy (auto – Treasurer)
- Send out membership renewal reminders (Membership)
- Recommend nominees (Nominating)

The current membership count is 600. That is 95 above where we were at a similar time last year, and about 104 above the year before.

#### Treasurer's Report: Matthew Adam, Treasurer

The Treasurer's Report dated June 23, 2025, was reviewed. The current balance is \$68,973.25. Expenses since the last report include Delaney Event Management, Survey Monkey, Real Simple SSL, and Google Suite. There has been \$1,246.34 in income from membership dues. There were 76 subscriptions this period. There is \$10,775.47 in membership money being held for GISMO, and \$1,732.32 for WNY.

Matt has opened a new PO Box in Clarence Center. Michelle is in the process of closing and forwarding the Rochester PO Box.

Was the D&O Liability insurance paid?

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

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

Dawn said the Google is successful. You need to copy file over and delete your own files to reclaim your space. The folders are all set up, some files in old locations still need to be migrated over.

#### NYGeoCon 2025

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

Karyn sent an update and thanked Michelle for helping get the emails out. There will be more emails to come. They have over 60% of their goal for sponsors. They will keep pushing, of course, but they are happy with where they are. Keep an eye on the NYGeoCon website for updates! Speakers have been selected they and hope to get those emails out this week. The final agenda should be on the website next week.

#### GeoSpatial Summit 2026

A new chair is needed. Ryan will contact Jeff about organizing a meeting with the current Committee Members to see if anyone would be willing to chair. Ryan will attend the meeting and may join the Committee.

#### President Reports

Heather appointed Catherine as chair of the Nominating Committee, with Dawn and Greg as members. A motion was made by Casey to confirm Catherine as chair of the Nominating Committee. Motion was seconded by Ryan. Motion carried unanimously.

Dawn asked that the list of departing Board Members, Committee Chairs, and Officers be moved to May on the task list.

Dawn said the Legislative Committee met and new members are working on the County Clerk portion of the NYS Digital Public Land Record Access initiative with NYSAPLS. They need to work on an agenda for the NYS Digital Public Land Record Access Roundtable that will be held at NYGeoCon on Wednesday from 2:00 PM - 5:00 PM.

### Board Member Reports

As suggested by Binod, Greg asked everyone to consider posts to their LinkedIn or individual channels to personalize outreach for NYGeoCon and encourage attendance.

Casey is working on a summer internship post and wondered if the Educators Committee would be a good channel to share it. Dawn said many educators are gone for the summer and suggested the listserv. Michelle said it can be added to the Association GIS Job Postings page.

Due to a conflict with the Esri User Conference, the July Board Meeting was moved to Wednesday, July 23, 2025, from 11:00 AM – 12:00 PM. Michelle will send out an updated meeting invite.

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

The meeting adjourned at 10:26 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. Matt will provide financial records to the Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet).
8. The Audit Committee will perform a financial review of previous fiscal year.
9. The Board will accept the Audit Committee Financial Audit.
10. Matt will renew D&O Liability insurance.
11. The GeoSpatial Summit Committee will recommend, and the Board will approve a venue.
12. The GeoSpatial Summit Committee will check dates to avoid competing with other events such as NEARC or regional conferences.
13. Matt will transfer some funds to an interest-bearing savings account at Citizens Bank.
14. Matt will look into ACH or PayPal for auto payments to avoid updates every time the card changes.
15. The GeoSpatial Summit Committee will submit, and the Board will approve preliminary budget.
16. Greg will nominate Caitlin for an award.
17. The GeoSpatial Summit Committee will submit, and the Board will accept Summit contract(s).
18. The Board will send out Annual Meeting announcement 60 days prior to event date.
19. Michelle will prepare a list of departing Board Members, Committee Chairs, and Officers.
20. Matt will renew MemberPress.
21. Communications will back up all websites to Google Workspace or external drive.
22. Nominating Committee will call for nominations.
23. Heather will make plan to transfer bank card and signature authority to President-Elect for upcoming year.
24. The Board will review and approve General Liability insurance renewal.
25. Matt will credit auto payments created mid to late membership year (August forward) to mitigate membership lapses.
26. Matt will renew website domain nysgisa.com and nysgisa.org with GoDaddy (auto).
27. Membership will send out membership renewal reminders.
28. Nominating Committee will recommend nominees.

**NYS GIS Association  
23 June 2025  
Treasurer's Report 5/5/2025-6/23/2025**

**Summary**

- \$5,716.34 received from Delaney Event Management from NY GeoCon enrollment
- \$4,093.19 paid to Delaney Event Management for NY GeoCon Management
- \$505.44 paid to SurveyMonkey for subscription renewal
- \$69.00 paid to ReallySimple for subscription renewal
- \$64.80 paid to Google for subscription renewal
- There were 76 new subscriptions this period

**Bank Balances**

Date	Description	NYS GIS	GISMO	WNY	Account Balance
05/05/2025	<b>Beginning Bank Balances</b>	<b>\$54,586.94</b>	<b>\$10,482.90</b>	<b>\$1,675.07</b>	<b>\$66,959.51</b>
05/06/2025	Delaney Event Ma Receivable	\$918.27	\$0.00	\$0.00	\$918.27
05/09/2025	RealTime Credit SENDER REF: ST-DRHNPOWGIJDHGLNNOLOR	\$0.01	\$0.00	\$0.00	\$0.01
05/19/2025	SMK*SURVEYMONK PALO ALTO CA 1526	-\$505.44	\$0.00	\$0.00	-\$505.44
06/02/2025	Google GSUITE_ Mountain ViewCA 1526	-\$64.80	\$0.00	\$0.00	-\$64.80
06/06/2025	EXCHANGE FEE	-\$1.93	\$0.00	\$0.00	-\$1.93
06/06/2025	REALLY-SIMPLE- GRONINGEN 1526	-\$69.00	\$0.00	\$0.00	-\$69.00
06/10/2025	Delaney Event Ma Receivable	\$4,798.07	\$0.00	\$0.00	\$4,798.07
06/11/2025	DELANEY EVENT MA SALE	-\$2,040.25	\$0.00	\$0.00	-\$2,040.25
06/11/2025	DELANEY EVENT MA SALE	-\$2,052.94	\$0.00	\$0.00	-\$2,052.94
	<b>Ending Bank Balances</b>	<b>\$55,568.93</b>	<b>\$10,482.90</b>	<b>\$1,675.07</b>	<b>\$67,941.50</b>
	PayPal Transfer (In Transit)	\$896.52	\$292.57	\$57.25	\$1,246.34
6/23/2025	<b>Checkbook Balances</b>	<b>\$56,465.46</b>	<b>\$10,775.47</b>	<b>\$1,732.32</b>	<b>\$68,973.25</b>

**Membership Summary –5/5/2025 - 6/23/2025**

Subscriptions	Gross	PayPal Fees	Net
<b>76</b>	<b>\$1,330.00</b>	<b>-\$83.76</b>	<b>\$1,246.24</b>
Subs. Period	NYS GIS	GISMO	WNY
<b>5 Year</b>	<b>5</b>	<b>1</b>	<b>2</b>
<b>2 Year</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1 Year</b>	<b>71</b>	<b>26</b>	<b>2</b>