

**Date:** Wednesday, July 23, 2025

**Subject:** Board of Directors Meeting

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

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

**Not Present:** Casey Dunne, Matt Adam

**Minutes By:** Michelle Debyah

**Minutes:** The meeting began at 11:08 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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 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 items on the task list for August are to:

- Send out conference information for next year so sponsors and attendees can include the conference in their budget (President)
- Prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers (Secretary)

The current membership count is 428. That is 49 above where we were at a similar time last year, and about 63 above the year before.

Amanda, Ana, and Ryan's terms are up this year. Amanda is eligible for a second term, Ana and Ryan are appointed so are eligible for a first elected full term. Amanda has decided not to run for a second term. As Past-President, Dawn would be leaving the Board, but is interested in running again. In addition to the one Board seat and President-Elect, the position of Secretary also needs to be filled as Michelle would like to step down if Casey or another suitable replacement is found.

All existing Committee Chairs have agreed to stay on for the coming year. The vacant chair positions that still need to be filled are GeoSpatial Summit Committee Chair, and Communications Committee Co-Chair, which Michelle would be interested in filling if she is able to hand off Secretary duties.

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

The Treasurer's Report dated July 18, 2025, was reviewed. The current balance is \$75,450.65. Expenses since the last report include Delaney Event Management, PO Box move/renewal, GISMO reimbursement, WNY reimbursement, and Google Suite. There were NYGeoCon deposits of \$10,526.35. There has been \$938.08 in income from membership dues. There were 65 subscriptions this period. There is \$10,414.59 in membership money being held for GISMO, and \$1,593.69 for WNY.

Was the D&O Liability insurance paid?

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

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

Melissa and Mary Susan have transferred many files from nysgeo to Google Workspace. Melissa will set up a meeting with the Committee Chairs to show them how to move the Committee folders. Dawn asked Melissa to prepare a document with directions on how to register an email address with Google (if necessary), share, migrate files, find a folder, and create a shortcut in another Google account.

#### NYGeoCon 2025

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

Jeff said the presentation schedule is filled out, with only a few lighting round slots left to fill. The agenda should be available on the website soon if it is not already there.

#### GeoSpatial Summit 2026

A new chair is needed. Jeff is going to schedule a committee meeting next month to discuss a change of leadership. He will continue as a member, but not as chair.

#### President Reports

Heather said GIS/SIG is holding a modified Viking Funeral for ArcMap on August 19, 2025.

Dawn said the Legislative Committee and NYSAPLS continue to make progress.

Catherine shared a phishing email that appeared to come from Heather and referenced Matt as Treasurer.

The Nominating Committee met and is making progress.

Catherine, Greg, Max, and Michelle met with the Communications volunteers. Instagram, Facebook, and LinkedIn have been handed off. Website updates will be shared shortly. Dawn said this call for volunteers was successful, and we should consider where we need help and send similar appeals.

#### Board Member Reports

Greg will speak with his contact Charles to confirm his commitment to help as web master. Greg attended the Esri UC and promoted the Association.

Greg said his place of work needs to be updated on the website. Catherine's needs updating as well. They will send Michelle the information and a list of their committees so she can update all at once.

Adam moved to Maryland and is not working in GIS anymore but is speaking at a Canadian Conference in February. The Regional Coordination Committee has a good list of Committee Members and plans to schedule a meeting before the end of summer.

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

The meeting adjourned at 12:03 PM.

#### 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. Matt will renew MemberPress.
20. Communications will back up all websites to Google Workspace or external drive.
21. Nominating Committee will call for nominations.
22. Heather will make plan to transfer bank card and signature authority to President-Elect for upcoming year.
23. The Board will review and approve General Liability insurance renewal.
24. Matt will renew website domain nysgisa.com and nysgisa.org with GoDaddy (auto).
25. Nominating Committee will recommend nominees.
26. Heather will send out conference information for next year so sponsors and attendees can include the conference in their budget.
27. Michelle will prepare certificates of appreciation for departing Board Members, Committee Chairs, and Officers.
28. Heather will confirm Casey's intent to become Secretary and the D&O Liability insurance was paid.
29. Melissa will meet with Committee Chairs to explain Google Workspace, and document directions.
30. Jeff will schedule a GeoSpatial Summit Committee to discuss a change of leadership.
31. Greg and Catherine will send their updated work and committee list to Michelle to update website.

**NYS GIS Association**  
**18 July 2025**  
**Treasurer's Report 6/23/2025-7/18/2025**

**Summary**

- \$10,526.35 received from Delaney Event Management from NYGeoCon enrollment
- \$2155.25 paid to Delaney Event Management for NYGeoCon Management
- \$72.00 paid to USPS to move/renew PO Box
- \$64.80 paid to Google for subscription renewal
- \$200 paid to Danielle Hartman for GISMO Leadership Luncheon expenses
- \$133.32 paid to Matt Adam for WNY GIS Summer Social expenses
- There were 65 new subscriptions this period

**Bank Balances**

<b>Date</b>	<b>Description</b>	<b>NYS GIS</b>	<b>GISMO</b>	<b>WNY</b>	<b>Account Balance</b>
06/23/2025	<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>
06/23/2025	USPS PO BOXES 800-3447779 DC 1629	-\$72.00	\$0.00	\$0.00	-\$72.00
07/02/2025	Google GSUITE_ Mountain ViewCA 1526	-\$64.80	\$0.00	\$0.00	-\$64.80
07/07/2025	PAYPAL INST XFER	\$0.00	-\$200.00	\$0.00	-\$200.00
07/09/2025	Delaney Event Ma Receivable	\$10,526.35	\$0.00	\$0.00	\$10,526.35
07/11/2025	PAYPAL INST XFER	-\$133.32	\$0.00	-\$133.32	-\$266.64
07/11/2025	DELANEY EVENT MA SALE	-\$2,155.25	\$0.00	\$0.00	-\$2,155.25
	<b>Ending Bank Balances</b>	<b>\$62,687.92</b>	<b>\$10,282.90</b>	<b>\$1,541.75</b>	<b>\$74,727.17</b>
	PayPal Transfer (In Transit)	\$754.45	\$131.68	\$51.94	\$938.08
7/18/2025	<b>Checkbook Balances</b>	<b>\$63,442.38</b>	<b>\$10,414.59</b>	<b>\$1,593.69</b>	<b>\$75,450.65</b>

**Membership Summary – 6/23/2025 - 7/18/2025**

<b>Subscriptions</b>	<b>Gross</b>	<b>PayPal Fees</b>	<b>Net</b>
65	\$1,005.00	-\$66.99	\$938.01

  

<b>Subs. Period</b>	<b>NYS GIS</b>	<b>GISMO</b>	<b>WNY</b>
<b>5 Year</b>	<b>4</b>	<b>0</b>	<b>1</b>
<b>2 Year</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>1 Year</b>	<b>61</b>	<b>14</b>	<b>6</b>