

Date: Thursday, September 18, 2025

Subject: Board of Directors Meeting

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

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

Not Present: Greg Andersen, Amanda Cruz, Casey Dunne, Jeff Herter

Minutes By: Michelle Debyah

Minutes: The meeting began at 10:10 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for September are to:

- Send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance (President)
- Annual reminder to Board Members, Committee Chairs, and Officers (especially departing) to transfer ownership of files and folders on Google Drive to the Association (Secretary)
- Renew General Liability insurance (Treasurer)
- Submit Annual Report for the Annual Meeting presentation (Committee Chairs)
- Request volunteers to take photographs at NYGeoCon (Communications)
- Back up all websites to Google Workspace or external drive (Communications)
- NYGeoCon and GeoSpatial Summit Committee Chairs will update and coordinate the master exhibitor and sponsor list (NYGeoCon and GeoSpatial Summit)

The items on the task list for the Annual Meeting are to:

- Bring Association sign to NYGeoCon and hand off to incoming President (President)
- Acknowledge departing Board Members, Committee Chairs, and Officers (as President at Annual Meeting)
- Take Association sign from NYGeoCon as incoming President (President-Elect)
- Get Annual Treasurer's Report approved at Annual Meeting (Treasurer)
- Provide award winner information to Communications Committee for website (Awards)
- Conduct election (Nominating)

The items on the task list for October are to:

- Set Board Meeting schedule (currently the Third Thursday of every month from 10:00 AM to 11:00 AM) (President)

- Set Committee Call schedule (currently the Second Thursday of every three months from 12:00 PM to 1:00 PM quarterly in March, June, September, and December) (President)
- Appoint Secretary, Treasurer, and Information Technology Officer (ITO) (President)
- Appoint Committees and Committee Chairs (President)
- Write "President's Message" (President)
- Develop Association priorities for the year (President)
- Send email of appreciation to Committee Members (Past-President)
- Confirm Secretary, Treasurer, and Information Technology Officer (ITO) (Board)
- Confirm Committees and Committee Chairs (Board)
- Sign and return Annual Statement (Board)
- Consider Western NY GIS Users Group GIS Day sponsorship (previously \$200.00) (Board)
- Submit photo and information for website (New Board Members)
- Update roster of Board Members and Committee Chairs (Secretary)
- Send welcome information to new Board Members, Committee Chairs, and Officers (Secretary)
- Add new Board Members, Committee Chairs, and Officers to Board Meeting and Committee Call meeting invites (Secretary)
- Send updated roster to Communications to update Board of Directors page on the website, and ITO to update access to Google Drive (Secretary)
- Update Board History on Google Drive (Secretary)
- Distribute Annual Statements (Secretary)
- Make Annual Meeting Minutes available for 30-day member review period (Secretary)
- Renew website domain nysgis.org - GoDaddy (auto - Treasurer)
- Renew website domain nysgis.net - HostMonster (auto - Treasurer)
- Renew website hosting nysgis.net - InMotion (auto - Treasurer)
- Review and confirm roster on website with Communications Committee (Committee Chairs)
- Submit budget requests for upcoming year to Treasurer in November for budget review at December Board of Directors meeting (Committee Chairs)
- Publish award winner information to website (Communications)

The current member count is 481. That is 41 above where we were at a similar time last year, and about 72 above the year before.

Annual reminder to Board Members, Committee Chairs, and Officers (especially departing) to transfer ownership of files and folders on Google Drive to the Association. When a file or folder is uploaded to the Association Google Drive, the file is owned by and storage is counted against the person who uploaded the file, not the owner of the shared folder: <https://support.google.com/drive/answer/7166529>. To free from their storage and protect future accessibility, owners are invited to transfer ownership of files and folders to the Association: <https://support.google.com/drive/answer/2494892>. Folders can be selected and transferred once, but owner will still need to go into each folder and select all the files and transfer them.

Treasurer's Report: Matthew Adam, Treasurer

The Treasurer's Report dated September 16, 2025, was reviewed. The current checkbook balance is \$45,273.53. Expenses since the last report include D&O Insurance and Google Suite. There were NYGeoCon deposits of \$11,147.94. There has been \$344.84 in income from membership dues. There were 25 subscriptions this period. There is \$10,924.47 in membership money being held for GISMO, and \$1,693.55 for WNY. The current savings account balance is \$50,000.34.

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

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

Melissa has started adding Board Member and Committee Chair gmail accounts to the Workspace. Ana tested and did not see a folder under shared drives; Melissa will check the settings. Please send Melissa the preferred gmail account to add. There is a folder with instructions on how to set things up, how to move files from personal gmail accounts, and how to move files from the old drive to Workspace. Dawn can share a document on how to create a Google account using a non-gmail address.

NYGeoCon 2025

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

In addition to bringing Association signs, Heather and Dawn will bring any boxes of handouts they have, including pens, lanyard, and t-shirts. Dawn would like a task list item added in May to discuss purchase need for Association merchandise to hand out at conferences.

For the Committee Call, Karyn sent a list of sponsors from 2023 that have not signed up for this year. Catherine contacted several of them and they all said no.

Dawn will ask for updated registration numbers, she has been tracking the roundtable registrations. Heather will start working on the power point for the Annual Meeting.

GeoSpatial Summit 2026

The Committee Meeting went well. Jeff is willing to Co-Chair and is looking for a Co-Chair. The location will likely be The Lodge; they are now checking for conflicts and availability dates. Dawn is hoping they will have a date to announce at NYGeoCon.

President Reports

Heather shared that Michelle will be receiving a Lifetime Achievement Award. Catherine read the award text. Michelle was touched.

The Legislative Committee and NYSAPLS created a NYS Digital Public Land Record Access web map (<https://3vct.maps.arcgis.com/apps/mapviewer/index.html?webmap=2b1be218382e4267888166123189329e>), and NYSAPLS has included a link on their website (<https://www.nysapls.org/page/Links>). They plan to create an ArcGIS Experience Builder application. Dawn would like to migrate the web map and hosted feature layers to the Association AGO account. There are less than six hosted feature layers, and they plan to leave imagery on a Google or One drive. They believe there will be very minimal credit costs, and if it grows and credits become an issue they will work with NYSAPLS to cover the cost. Catherine asked who would do the migration. Dawn said she would do it with help from Greg de Bruin, and perhaps a volunteer or two.

A motion was made by Dawn to move the NYS Digital Public Land Record Access web map and feature layers to the Association AGO account. Motion was seconded by Catherine. Motion carried unanimously.

Dawn has set up a meeting for September 22nd to discuss the member database and website changes. MemberPress needs a lot of set up to get it working. Matt thinks it will work once it is set up, but it will

be a lot of work to get there. Is this the direction we want to go, do we plan to keep WordPress for the long term, and what options are there with the Esri Hub site?

Catherine has sent out the election ballot. She has set up a reminder email to go out next Wednesday to anyone who has not yet completed the ballot, and the survey will automatically close at 12:00 AM on Saturday, September 27th. Catherine asked everyone to please vote.

Catherine closed several old surveys that were still open. She found the member export easy to upload. She can create documentation before the election next year. Dawn suggested establishing a minimum length of time for voting and closing the survey, so results don't need to be added to the slides at the last minute.

Board Member Reports

Ana said they need volunteers to be moderators at NYGeoCon. She shared the link for the moderator signup: <https://www.signupgenius.com/go/30E0E4CAAEE2DA3FF2-58763629-nygeocon>.

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

The meeting adjourned at 11:04 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. Matt will provide financial records to the Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet).
5. The Audit Committee will perform a financial review of previous fiscal year.
6. The Board will accept the Audit Committee Financial Audit.
7. The GeoSpatial Summit Committee will recommend, and the Board will approve a venue.
8. The GeoSpatial Summit Committee will check dates to avoid competing with other events such as NEARC or regional conferences.
9. Matt will look into ACH or PayPal for auto payments to avoid updates every time the card changes.
10. The GeoSpatial Summit Committee will submit, and the Board will approve preliminary budget.
11. The GeoSpatial Summit Committee will submit, and the Board will accept Summit contract(s).
12. Matt will renew MemberPress.
13. Heather will make plan to transfer bank card and signature authority to President-Elect for upcoming year.
14. Heather will send out conference information for next year so sponsors and attendees can include the conference in their budget.
15. Heather will confirm Casey's intent to become Secretary.
16. Melissa will meet with Committee Chairs to explain Google Workspace, and document directions.
17. Committee Chairs will submit Annual Report for the Annual Meeting presentation.
18. Communications will request volunteers to take photographs at NYGeoCon.
19. Communications will back up all websites to Google Workspace or external drive.
20. NYGeoCon and GeoSpatial Summit Committee Chairs will update and coordinate the master exhibitor and sponsor list.
21. Heather will contact Binod for more details on the remaining Membership Committee request items.
22. Heather will bring Association sign to NYGeoCon and hand off to incoming President.

23. Heather will acknowledge departing Board Members, Committee Chairs, and Officers (as President at Annual Meeting).
24. Catherine will take Association sign from NYGeoCon as incoming President.
25. Matt will get Annual Treasurer's Report approved at Annual Meeting.
26. Awards will provide award winner information to Communications Committee for website.
27. Nominating will conduct election.
28. Catherine will set Board Meeting schedule (currently the Third Thursday of every month from 10:00 AM to 11:00 AM).
29. Catherine will set Committee Call schedule (currently the Second Thursday of every three months from 12:00 PM to 1:00 PM quarterly in March, June, September, and December).
30. Catherine will appoint and the Board will confirm Secretary, Treasurer, and Information Technology Officer (ITO).
31. Catherine will appoint and the Board will confirm Committees and Committee Chairs.
32. Catherine will write "President's Message".
33. Catherine will develop Association priorities for the year.
34. Heather will send email of appreciation to Committee Members.
35. Board Members will sign and return Annual Statement.
36. The Board will consider Western NY GIS Users Group GIS Day sponsorship (previously \$200.00).
37. New Board Members will submit photo and information for website.
38. Secretary will update roster of Board Members and Committee Chairs.
39. Secretary will send welcome information to new Board Members, Committee Chairs, and Officers.
40. Secretary will add new Board Members, Committee Chairs, and Officers to Board Meeting and Committee Call meeting invites.
41. Secretary will send updated roster to Communications to update Board of Directors page on the website, and ITO to update access to Google Drive.
42. Secretary will update Board History on Google Drive.
43. Secretary will distribute Annual Statements.
44. Secretary will make Annual Meeting Minutes available for 30-day member review period.
45. Matt will renew website domain nysgis.org - GoDaddy (auto).
46. Matt will renew website domain nysgis.net - HostMonster (auto).
47. Matt will renew website hosting nysgis.net - InMotion (auto).
48. Committee Chairs will review and confirm roster on website with Communications Committee.
49. Committee Chairs will submit budget requests for upcoming year to Treasurer in November for budget review at December Board of Directors meeting.
50. Communications will publish award winner information to website.
51. Heather and Dawn will bring any boxes of handouts they have to NYGeoCon (pens, lanyard, etc).
52. Catherine will document the election process before the election next year.

**NYS GIS Association
16 September 2025
Treasurer's Report 8/18/2025-9/16/2025**

Summary

- Payment of \$761.00 made to Adams and Son for D&O Insurance
- Payment of \$70.71 for Google GSuite renewal
- Received \$10,247.94 from Delaney Management for NYGeoCon enrollment
- Received \$600.00 from NYS Thruway Authority for NYGeoCon enrollment
- Received \$300.00 from City of Glens Falls for NYGeoCon enrollment

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
08/18/2025	Beginning Bank Balances	\$22,070.10	\$10,877.44	\$1,664.92	\$34,612.46
08/26/2025	Adams And Son, I Payments	-\$761.00			-\$761.00
09/02/2025	Google Gsuite_ Mountain Viewca 1526	-\$70.71			-\$70.71
09/11/2025	Delaney Event Ma Receivable	\$10,247.94			\$10,247.94
09/11/2025	Mobile Deposit	\$600.00			\$600.00
09/11/2025	Mobile Deposit	\$300.00			\$300.00
9/16/2025	Ending Bank Balances	\$32,386.33	\$10,877.44	\$1,664.92	\$44,928.69
	PayPal Transfer (In Transit)	\$269.18	\$47.03	\$28.63	\$344.84
	Checkbook Balances	\$32,655.51	\$10,924.47	\$1,693.55	\$45,273.53
	Savings Balances	\$50,000.34	\$0.00	\$0.00	\$50,000.34
	Total Balance	\$82,655.85	\$10,924.47	\$1,693.55	\$95,273.87

Membership Summary –8/18/2025 - 9/16/2025

Subscriptions	Gross	PayPal Fees	Net
25	\$370.00	-\$25.19	\$344.81
Subs. Period	NYS GIS	GISMO	WNY
5 Year	1	0	1
2 Year	0	0	0
1 Year	24	5	1