

Date: Thursday, October 16, 2025

Subject: Board of Directors Meeting

Board Members Present: Catherine DuBreck, Heather Ferrero, Ryan Mayr, Greg Andersen, Casey Dunne, Jeff Herter, Ana Hiraldo-Gomez, Dawn F. McCall, William J. Trask Jr.

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

Not Present:

Minutes: The meeting began at 10:03 AM.

Board Appointments: Catherine DuBreck, President

Catherine welcomed new Board Member William J. Trask Jr.

Catherine appointed Matthew Adam as Treasurer, Michelle Debyah as Secretary, and Melissa Albino Hegeman as Information Technology Officer (ITO). A motion was made by Jeff to confirm the Treasurer, Secretary, and ITO as appointed by Catherine. Motion was seconded by Greg. Motion carried unanimously.

Catherine identified the following Committee and Committee Chairs for 2026:

- Awards Committee – Steven Russell Jr.
- Communications Committee – Max Villanueva, Michelle Debyah
- Early Professionals Committee – Joshua Weilert
- Educators Committee – Paula Lazrus
- GeoAI Committee – Alan Leidner
- GeoSpatial Summit Committee – Jeff Herter, John Marino
- Legislative Committee – Dawn F. McCall
- Membership Committee – Binod Shah
- NYGeoCon Committee – Karyn Tareen
- Professional Development Committee – Melissa Albino Hegeman
- Regional Coordination Committee – Dawn F. McCall

In answer to the question of what the GeoAI Committee will do, Dawn said they will likely begin with a survey to see how members are using or would like to start using AI, then perhaps hold workshops in partnership with the Professional Development Committee. Ana did not want to speak for Alan, but she thought his intent was to help GIS professionals utilize AI by learning more about it and training. There was a suggestion to call it the Futures Committee, but it was decided it should remain narrow in focus and new committees could be created in the future if necessary.

A motion was made by Ryan to confirm the Committee and Committee Chairs as appointed by Catherine. Motion was seconded by Greg. Motion carried unanimously.

Catherine will ask the new committees for a mission statement and vision or goals for the committee pages on the website. She will document the committee creation process and ask Max to document the website update process.

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes will be posted to the website for the 30-day member review period before being approved by the Board.

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 items on the task list for November are to:

- Collect signed Annual Statements (Secretary)
- Get Annual Meeting Minutes approved after 30-day member review period (Secretary)

- Confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association (ITO)
- Update Board Member and Committee Chair access to Google Drive (ITO)
- Review content of Committee page on website (Committee Chairs)
- Submit budget requests for upcoming year to Treasurer in November for budget review at December Board of Directors meeting (Committee Chairs)
- Update Board and Committee rosters on website (Communications)

The current membership count is 495. That is 34 above where we were at a similar time last year, and about 68 above the year before.

Treasurer's Report: Matthew Adam, Treasurer

The Treasurer's Report dated October 14, 2025, was reviewed. The current checkbook balance is \$45,513.79. Expenses since the last report include General Liability Insurance and Google Suite. NYGeoCon venue and other payments have yet to be billed. There were NYGeoCon deposits of \$335.00 and \$250.00 WNY GIS Users Group sponsorship. There has been \$480.86 in income from membership dues. There were 33 subscriptions this period. There is \$11,009.13 in membership money being held for GISMO, and \$1,457.54 for WNY. The current savings account balance is \$50,000.75.

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

Once the roster is updated, Melissa will send an email to all Committee Chairs with possible meeting times to demonstrate Google Workspace and how to use it. It might be difficult to get everyone together at one time, so she may hold multiple meetings. Dawn suggested she record the meeting(s) for future reference or for those who cannot make the meeting(s).

NYGeoCon 2025

NYGeoCon was Wednesday through Friday, October 8-10, 2025, in Lake Placid. Everyone who attended agreed it was a great conference.

Dawn thinks Karyn would like to have NYGeoCon 2027 in Albany. They may try to hold every other NYGeoCon in Albany due to state travel restrictions. Bill suggested Cooperstown, but Jeff said mileage and meals might be just over the travel limit. Catherine told everyone to fill out the NYGeoCon survey sent to attendees and include their location recommendations.

GeoSpatial Summit 2026

The GeoSpatial Summit is Tuesday and Wednesday, October 6-7, 2026, at The Lodge, Skaneateles, New York.

The Lodge has confirmed the dates and sent a revised menu; they should be sending a contract soon. The Committee will be meeting the first and third Thursday of each month in the afternoon. The next meeting is November 6, 2025, where they will begin working on a budget.

Jeff wants to confirm we have the entire facility for both days. Dawn said we need the entire facility on the 7th; on the 6th we just need to be sure to have the upstairs meeting space for the Annual Meeting, downstairs for the reception, and space for the NYS Digital Public Land Record Access meeting.

President Reports

Catherine set the Board Meeting schedule to remain the third Thursday of every month from 10:00 AM to 11:00 AM.

Catherine set the Committee Call schedule to remain the second Thursday of every three months from 12:00 PM to 1:00 PM (quarterly in March, June, September, and December).

Catherine will work to advance the Early Professionals Committee, one of the main goals of her term.

Heather said GIS/SIG is working on plans for a GIS Day event on November 19, 2025.

Catherine congratulated Ryan on being elected President-Elect. Ryan is excited to be elected and moving forward.

Board Member Reports

Greg thanked Heather for mailing Matt and Caitlin their certificates of appreciation. Bill will be sending Caitlin her award.

Ana said NYGeoCon was one of the best conferences to date, going all the way back to when it was the New York State GIS Conference. The content and speakers were great, she wanted to attend all the presentations because everything is so relevant right now. She commended everyone that worked on it.

Delaney sent a few invoices to Dawn, she forwarded them to Matt.

Dawn said there was an agreement to split the cost of the roundtable event with NYSAPLS, and that it would not be part of the conference budget. A motion was made by Greg for up to \$400.00 to cover half the cost of the break for the NYS Digital Public Land Record Access meeting at NYGeoCon. Motion was seconded by Ana. Motion carried unanimously.

Multiple people have volunteered to help with the membership database and webmaster. Dawn is starting to set up meetings to move forward.

Bill said Western NY GIS Users Group will again hold a GIS Day event at the Alumni Center at Buffalo State. Presenters include Mark Scott from Esri, Fisher Associates, Waypoint Technologies, and Buffalo Sewer Authority. Sponsorship is \$250.00 and includes a table and recognition on the flyer and between presentations. Western NY GIS User Group sponsored NYGeoCon for \$250.00. Going forward the sponsorship will be reciprocal without the need to transfer funds, as is done with GIS/SIG.

A motion was made by Bill for an in-kind sponsorship of \$250.00 for the Western NY GIS Users Group GIS Day event. Motion was seconded by Jeff. Motion carried unanimously.

Bill has the awards that need to be mailed to this year's award winners.

A motion was made by Heather to adjourn the meeting. Motion was seconded by Bill. Motion carried unanimously.

The meeting adjourned at 11:03 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. Matt will look into ACH or PayPal for auto payments to avoid updates every time the card changes.
8. The GeoSpatial Summit Committee will submit, and the Board will approve preliminary budget.
9. The GeoSpatial Summit Committee will submit, and the Board will accept Summit contract(s).
10. Heather will make plan to transfer bank card and signature authority to President-Elect for upcoming year.
11. Heather will send out conference information for next year so sponsors and attendees can include the conference in their budget.
12. Melissa will meet with Committee Chairs to explain Google Workspace, and document directions.
13. Communications will back up all websites to Google Workspace or external drive.
14. NYGeoCon and GeoSpatial Summit Committee Chairs will update and coordinate the master exhibitor and sponsor list.
15. Heather will contact Binod for more details on the remaining Membership Committee request items.
16. Awards will provide award winner information to Communications Committee for website.
17. Catherine will write "President's Message".
18. Catherine will develop Association priorities for the year.
19. Heather will send email of appreciation to Committee Members.
20. Board Members will sign and return Annual Statement.
21. Secretary will send updated roster to Communications to update Board of Directors page on the website, and ITO to update access to Google Drive.
22. Secretary will update Board History on Google Drive.
23. Secretary will distribute Annual Statements.
24. Secretary will make Annual Meeting Minutes available for 30-day member review period.
25. Matt will renew website domain nysgis.org - GoDaddy (auto).
26. Committee Chairs will review and confirm roster on website with Communications Committee.
27. Communications will publish award winner information to website.
28. Catherine will document the election process before the election next year.
29. Catherine will ask the new committees for a mission statement and vision or goals for the committee pages on the website.
30. Catherine will document the committee creation process and ask Max to document the website update process.
31. Secretary will collect signed Annual Statements.
32. Secretary will get Annual Meeting Minutes approved after 30-day member review period.
33. Melissa will confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association.
34. Melissa will update Board Member and Committee Chair access to Google Drive.
35. Committee Chairs will review content of Committee page on website.
36. Committee Chairs will submit budget requests for upcoming year to Treasurer in November for budget review at December Board of Directors meeting.
37. Communications will update Board and Committee rosters on website.
38. Bill will mail the awards to this year's award winners.

**NYS GIS Association
14 October 2025
Treasurer's Report 9/16/2025-10/14/2025**

Summary

- Payment of \$500.00 made to AmTrust Insurance for General Liability Policy
- Payment of \$75.60 for Google GSuite renewal
- Received \$335.00 from Livingston County for NYGeoCon enrollment
- **NYGeoCon venue and other payments still yet to be billed**

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
09/16/2025	Beginning Bank Balances	\$32,655.51	\$10,924.47	\$1,693.55	\$45,273.53
09/18/2025	Amtrust Na Payment	-\$500.00			-\$500.00
10/01/2025	WNY GeoCon Sponsorship	\$250.00		-\$250.00	\$0.00
10/02/2025	Google Gsuite_ Mountain Viewca 1526	-\$75.60			-\$75.60
10/07/2025	Check Deposit	\$35.00			\$35.00
10/07/2025	Check Deposit	\$300.00			\$300.00
	Ending Bank Balances	\$32,664.91	\$10,924.47	\$1,443.55	\$45,032.93
	PayPal Transfer (In Transit)	\$382.22	\$84.65	\$13.99	\$480.86
10/14/2025					
	Checkbook Balances	\$33,047.12	\$11,009.13	\$1,457.54	\$45,513.79
	Savings Balances	\$50,000.75	\$0.00	\$0.00	\$50,000.75
	Total Balance	\$83,047.87	\$11,009.13	\$1,457.54	\$95,514.54

Membership Summary –9/16/2025 - 10/14/2025

Subscriptions	Gross	PayPal Fees	Net
33	\$515.00	-\$34.48	\$480.52
Subs. Period	NYS GIS	GISMO	WNY
5 Year	2	0	0
2 Year	0	0	0
1 Year	31	9	3