

Date: Thursday, November 20, 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: Alan Leidner, Binod Shah, Karyn Tareen, Michelle Debyah, Melissa Boglioli, Melissa Albino Hegeman

Not Present: Matt Adam

Minutes: The meeting began at 10:05 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The draft Annual Meeting Minutes were posted to the website for the 30-day member review period ending Tuesday, November 18, 2025. No Chairs were appointed last year to the GeoSpatial Summit Committee. The minutes were revised keeping Jeff's and John's names but removing the Co-Chair designation. A motion was made by Greg to approve the revised Annual Meeting Minutes. Motion was seconded by Ana. Motion carried unanimously.

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 items on the task list for December are to:

- Send a "Season's Greetings" message including priorities for the year (President)
- Appoint Audit Committee (President)
- Send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance (President)
- Customarily chairs Audit Committee (President-Elect)
- Confirm Audit Committee (Board)
- Annual Communication Policy reminder to Board Members and Committee Chairs (Secretary)

- Submit Committee budget requests for upcoming year for budget review (Treasurer)
- Renew Zoom Events (Treasurer)
- Back up all websites to Google Workspace or external drive (Communications)

The current membership count is 526. That is 28 above where we were at a similar time last year, and about 84 above the year before.

Treasurer’s Report: Matthew Adam, Treasurer

The Treasurer’s Report dated November 17, 2025, was reviewed. The current checkbook balance is \$38,391.85. Expenses since the last report include WNY GIS Day sponsorship, InMotion Hosting, website domain renewals, NYGeoCon expenses (Delaney Management, Centerplate, and awards reimbursement), and Google Suite. There were NYGeoCon deposits of \$24,608.39. There has been \$687.79 in income from membership dues. There were 44 subscriptions this period. There is \$11,187.84 in membership money being held for GISMO, and \$1,980.85 for WNY. The current savings account balance is \$50,001.18.

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

The 2024 audit was not done. The audit next year will be a two-year audit for 2024 and 2025.

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

Melissa sent an email to all the Committee Chairs to schedule Google Workspace training, but she received no responses. Michelle and Jeff did not receive an email, Melissa will test email going out from the Google Workspace account. It might be useful to share the Google Workspace email addresses with all the Board Members and Committee Chairs so they can add them as safe senders.

NYGeoCon 2025

Karyn said NYGeoCon made a profit of \$20,932.07. There was no “one big thing”, they made small profits in every category. She will share the Delaney Event Management conference report, Committee budget, and post conference survey results.

The survey results averaged 4.5 out of 5. The only area that was slightly less positive was the food. They received interesting feedback for new topics and future locations.

Karyn recommends every other NYGeoCon be held in or near the Albany area so state employees can attend without travel restrictions. This could also help foster more legislative/non-GIS participation.

The Delaney site selection contract for NYGeoCon 2027 is \$3,146.00 plus an optional \$200.00 for site visits. That is comparable to the contract two years ago with the same scope for \$2,970.00. Delaney is helpful when it comes to reviewing proposals and best practices when negotiating the contract with the facility. Karyn would like to get the contract approved soon so they can release an RFP as soon as January 2026.

A motion was made by Dawn to approve the Delaney site selection contract at a cost not to exceed \$3,500.00. Motion was seconded by Jeff. Motion carried unanimously.

Catherine appointed Heather Weller as NYGeoCon Committee Co-Chair. A motion was made by Dawn to confirm Heather Weller as NYGeoCon Committee Co-Chair as appointed by Catherine. Motion was seconded by Bill. Motion carried unanimously.

GeoSpatial Summit 2026

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

Jeff shared the contract from The Lodge. A side-by-side comparison showed it to be on par with the previous contract. A motion was made by Jeff to approve The Lodge contract. Motion was seconded by Bill. Motion carried unanimously.

The Committee is working on the budget and hopes to have it finalized for the December Board Meeting.

President Reports

Catherine said Twitter has become political and very ad heavy. Also, if you don't have a Twitter account or are not signed in, all you see on the Association's page is a message that says nothing has been posted. It does have the highest number of followers, so rather than delete the account it was decided that a "final" post be made directing people to our other social media outlets (LinkedIn, Facebook, and Instagram) and to only do very selective posts for major events such as NYGeoCon and the Summit.

Catherine shared a draft of the joint Association and GISMO GeoAI Committees survey. A motion was made by Dawn to approve the survey. Motion was seconded by Ana. Motion carried unanimously.

Catherine held the Esri renewal discussion until December.

Board Member Reports

Dawn proposed using NotebookLM to look for potential member database options, and in the future perhaps for bylaws review. Concerns were raised regarding AI hallucinations and privacy. In the interest of time, Dawn held further discussion until December.

Dawn asked for consensus on migrating the membership map to AGO. There were no objections.

Dawn held the following items until December:

- Region branding
- NotebookLM
- Membership Database
 - Discontinue tracking GISP points (participation)?
 - Simplify options and allow independent items to be added in a cart (GISMO or Western NY as independent items)
 - Work address for member map geocoding
 - Consolidate all payments to Stripe
 - Migrate everything to Stripe
 - Less likely to get hacked
 - More flexibility
 - Reoccurring fees on Stripe that are not on PayPal
 - Matt will research using Stripe for everything

Alan and Chris Rado are finalizing a member invitation to the Association and GISMO GeoAI Committees.

Alan said yesterday Mayor Adams announced a \$10 million project for a 3D underground map of NYC including utilities, geology, and a partnership with Columbia University for borehole data. Alan hopes this will have implications for other cities or counties in New York State to join, learn as they learn, and information sharing through the Association.

A motion was made by Dawn to adjourn the meeting. Motion was seconded by Ryan. 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. 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. Heather will send out conference information for next year so sponsors and attendees can include the conference in their budget.
10. Melissa H. will meet with Committee Chairs to explain Google Workspace, and document directions.
11. NYGeoCon and GeoSpatial Summit Committee Chairs will update and coordinate the master exhibitor and sponsor list.
12. Catherine will contact Binod for more details on the remaining Membership Committee request items.
13. Awards will provide award winner information to Communications Committee for website.
14. Catherine will write "President's Message".
15. Catherine will develop Association priorities for the year.
16. Heather will send email of appreciation to Committee Members.
17. Board Members will sign and return Annual Statement.
18. Committee Chairs will review and confirm roster on website with Communications Committee.
19. Communications will publish award winner information to website.
20. Catherine will document the election process before the election next year.
21. Catherine will ask the new committees for a mission statement and vision or goals for the committee pages on the website.
22. Catherine will document the committee creation process.
23. Secretary will collect signed Annual Statements.
24. Melissa H. will confirm Board Members, Committee Chairs, and Officers (especially departing) have transferred ownership of files and folders on Google Drive to the Association.
25. Melissa H. will update Board Member and Committee Chair access to Google Workspace.
26. Committee Chairs will review content of Committee page on website.

27. Committee Chairs will submit budget requests for upcoming year to Treasurer in November for budget review at December Board of Directors meeting.
 28. Bill will mail the awards to this year's award winners.
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29. Catherine will send a "Season's Greetings" message including priorities for the year.
 30. Catherine will appoint and the Board will confirm the Audit Committee (customarily chaired by the President-Elect).
 31. The Audit Committee will do a two-year audit next year for 2024 and 2025.
 32. Catherine will send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance.
 33. Secretary will share the Annual Communication Policy reminder with Board Members and Committee Chairs.
 34. Matt will submit Committee budget requests for upcoming year for budget review.
 35. Matt will renew Zoom Events.
 36. Communications will back up all websites to Google Workspace or external drive.
 37. Max will migrate the membership map to AGO.

NYS GIS Association
17 November 2025
Treasurer's Report 10/14/2025 - 11/17/2025

Summary

- Payment of \$75.60 for Google GSuite renewal
- \$250.00 Transferred from NYS GIS to WNYGIS for GIS Day sponsorship
- \$250.00 from James Jones to WNY GIS For GIS Day Sponsorship
- Payment of \$479.76 to InMotion Hosting
- Payment of \$23.19 to GoDaddy
- Payment of \$22.99 to HostMonster
- Payments totaling \$7,325.72 to Delaney Management
- Payment of \$24,028.11 to Centerplate @ ORDA
- Reimbursement of \$413.99 paid to Steven Russell Jr.
- Reimbursement of \$298.75 paid to Heather Weller
- \$24,608.39 received from NYGeoCon enrollment and sponsorship

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
10/14/2025	Beginning Bank Balances	\$33,047.12	\$11,009.13	\$1,457.54	\$45,513.79
10/14/2025	Inmotionhostin Los Angeles Ca 1526	-\$479.76			-\$479.76
10/15/2025	Web*hostmon-bl Provo Ut 1526	-\$22.99			-\$22.99
10/20/2025	Delaney Event Ma Sale	-\$2,726.24			-\$2,726.24
10/24/2025	Delaney Event Ma Sale	-\$2,322.74			-\$2,322.74
10/24/2025	Delaney Event Ma Sale	-\$2,276.74			-\$2,276.74
10/28/2025	Dnh*godaddy 480-505-8855 Az 1526	-\$23.19			-\$23.19
10/30/2025	Check #5018	-\$413.99			-\$413.99
10/31/2025	Delaney Event Ma Receivable	\$22,808.39			\$22,808.39
10/31/2025	Check #5017	-\$24,028.11			-\$24,028.11
11/03/2025	Google Gsuite_ Mountain Viewca 1526	-\$75.60			-\$75.60
11/05/2025	Paypal invoice			\$250.00	\$250.00
11/12/2025	Paypal Inst Xfer	-\$298.75			-\$298.75
11/13/2025	Mobile Deposit	\$300.00			\$300.00
11/13/2025	Mobile Deposit	\$1,500.00			\$1,500.00
11/16/2025	Sponsorship: WNY GIS Day	-\$250.00		\$250.00	\$0.00
	Ending Bank Balances	\$24,737.40	\$11,009.13	\$1,957.54	\$37,704.07
11/17/2025					
	PayPal Transfer (In Transit)	\$485.76	\$178.71	\$23.31	\$687.79

	Checkbook Balances	\$25,223.17	\$11,187.84	\$1,980.85	\$38,391.85
	Savings Balances	\$50,001.18	\$0.00	\$0.00	\$50,001.18
	Total Balance	\$75,224.35	\$11,187.84	\$1,980.85	\$88,393.03

Membership Summary –10/14/2025 - 11/17/2025

Subscriptions	Gross	PayPal Fees	Net
44	\$735.00	-\$47.44	\$692.56
Subs. Period	NYS GIS	GISMO	WNY
5 Year	2	0	0
2 Year	0	0	0
1 Year	42	19	5