

Date: Thursday, December 18, 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: John Marino, Karyn Tareen, Joshua Weilert, Heather Weller, Matt Adam, Michelle Debyah, Melissa Boglioli, Melissa Albino Hegeman

Not Present:

Minutes: The meeting began at 10:04 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for January are to:

- Provide financial records to the Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet) (Treasurer)
- Renew Esri ArcGIS Online Creator License (manual card – Treasurer)
- Renew website domain nygeosummit.org with GoDaddy (auto – Treasurer)
- Perform a financial review of previous fiscal year (Audit Committee)

The current membership count is 545. That is 39 above where we were at a similar time last year, and about 93 above the year before.

Annual Communication Policy reminder to Board Members and Committee Chairs that all Association communications should be distributed by the Communications Committee or from the Association account to help reinforce the identity of the Association and alleviate confusion (full policy available on

the Committees page of the website under Announcements, Surveys, and Posting Videos). Please send all requests to Communications Committee Chair and try to give as much notice as possible so they have time to coordinate distribution (at least two weeks before an event, longer for big events to allow for distribution and reminders).

Heather asked for clarity on sending out the conference information for next year. Dawn said the intent is to get it on sponsor and attendee calendars and in their budgets. Bill has sent Summit information out to potential sponsors. At Dawn's request, Melissa created a location on Google Workspace for the sponsor information, so it no longer needs to be sent back and forth between the Summit and NYGeoCon Committees.

Treasurer's Report: Matthew Adam, Treasurer

The Treasurer's Report dated December 15, 2025, was reviewed. The current checkbook balance is \$43,270.64. Expenses since the last report include WNY GIS Day reimbursements, notary services, Zoom, Delaney Management, and Google Suite. There were NYGeoCon deposits of \$9,365.13 and \$500.00 WNY GIS Users Group sponsorship. There has been \$395.54 in income from membership dues. There were 20 subscriptions this period. There is \$11,398.72 in membership money being held for GISMO, and \$1,584.56 for WNY. The current savings account balance is \$50,001.59.

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

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

Melissa has set up two Google Workspace training sessions on January 22nd at 12:00 PM, and January 28th at 6:30 PM. She will send Michelle the information to send to Board Members and Committee Chairs.

Melissa is setting up security groups for the Board, Committee Chairs, and Committee Members. She might be able to give Committee Chairs the ability to add their members to the committee groups, but she needs a Chair to test.

GeoSpatial Summit 2026

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

Jeff and John shared the Summit preliminary budget. The fixed cost (or base cost to put on the event) is approximately \$9,000.00. The Lodge charges per person so the cost scales to the number of attendees. Sponsor revenue brings the approximate cost per person to around \$90.00 per attendee. This will allow them to lower the registration cost to increase registration numbers. It will also bring the cost in line with other one-day conferences and ensure attendees feel the event is a good value, addressing comments received on the prior Summit survey. The budget targets a 20-30% "net income".

Dawn asked that the break cost for the NYS Digital Public Land Records Access meeting be included in the Summit budget.

The potential boat tour event on Tuesday is not included in the budget. However, there should be no cost to the Association as attendees that opt into the tour would cover their cost. Heather confirmed the boat tour would not conflict with the NYS Digital Public Land Records Access meeting.

A motion was made by Jeff to approve the GeoSpatial Summit preliminary budget. Motion was seconded by Greg. Motion carried unanimously.

A motion was made by Jeff to pay the \$1,000.00 deposit to The Lodge. Motion was seconded by Dawn. Motion carried unanimously.

With the budget and deposit completed, the Committee will now focus on the search for speakers.

NYGeoCon 2027

Karyn introduced Co-Chair Heather Weller and said they have finalized the contract for site selection. They will be meeting after the holidays in January to begin site selection.

President Reports

Catherine shared the Nominating Committee and Election Ballot Process documentation she developed. The documentation is on the Google Drive in the Process Documentation folder. The election ballot instructions can be used as a reference when developing any survey in Survey Monkey.

Catherine and Joshua shared the Discord server they have been creating. Joshua has set up welcome and introduction pages, he is still working on rules. Members will have to apply to join and be approved by Catherine or Joshua. There is an Association tab to share events and information, and areas for jobs and internships, career advice, and students and new graduates. Catherine has created channels for the Board and the Committees but questioned whether it duplicates the Board and Committee folders in Google Workspace. Melissa is not concerned about an overlap with file share. Greg cautioned that he has had issues with Discord mobile notifications.

Catherine appointed Ryan, Catherine, Bill, and Michelle to the Audit Committee. A motion was made by Dawn to confirm the Audit Committee as appointed by Catherine. Motion was seconded by Ryan. Motion carried unanimously.

Board Member Reports

Greg suggested changing the language in the annual statement where it references tax-exemption since we are not tax-exempt.

Casey will submit the annual statement and needs to update her place of work.

Dawn held the following items until January:

- NotebookLM
 - 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.
- Region branding
- 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

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

The meeting adjourned at 11:01 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 look into ACH or PayPal for auto payments to avoid updates every time the card changes.
5. Heather will send out conference information for next year so sponsors and attendees can include the conference in their budget.
6. Melissa H. will meet with Committee Chairs to explain Google Workspace, and document directions.
7. Catherine will contact Binod for more details on the remaining Membership Committee request items.
8. Committee Chairs will review and confirm roster on website with Communications Committee.
9. Communications will publish award winner information to website.
10. Catherine will document the committee creation process.
11. Melissa H. will update Board Member and Committee Chair access to Google Workspace.
12. Committee Chairs will review content of Committee page on website.
13. Communications will back up all websites to Google Workspace or external drive.
14. Max will migrate the membership map to AGO.

15. Matt will provide financial records to the Audit Committee (invoices, receipts, checkbook, bank information, final conference budget(s), and joint membership dues spreadsheet).
16. Matt will renew Esri ArcGIS Online Creator License (manual card).
17. Matt will renew website domain nygeosummit.org with GoDaddy (auto).
18. The Audit Committee will perform a financial review of 2024 and 2025.
19. Ryan will document the audit process.
20. Melissa H. and Michelle will send out information on the Google Workspace training sessions.
21. Casey will sign and return Annual Statement.

**NYS GIS Association
15 December 2025
Treasurer's Report 11/18/2025 - 12/15/2025**

Summary

- \$500.00 to WNYGIS for GIS Day Sponsorship
- \$97.86 from WNYGIS to purchase materials for GIS Day
- \$657.02 from WNYGIS to Maria Dolce for GIS Day food reimbursement
- \$150.73 from WNYGIS to Mary Perelli for GIS Day Venue rental
- \$2.00 from NYSGIS for notary services to receive payment from Monroe County
- \$8,115.13 to NYSGIS from Delaney for GeoCon enrollment
- \$75.60 from NYSGIS for Google G Suite
- \$445.00 from NYSGIS for Zoom
- \$4,003.68 from NYSGIS to Delaney for GeoCon Management
- \$325.00 from Monroe County to NYSGIS for GeoCon enrollment
- \$335.00 from Town of Tonawanda to NYSGIS for GeoCon enrollment
- \$590.00 from Cambria Hotel to NYSGIS for GeoCon rebate

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
11/18/2025	Beginning Bank Balances	\$25,223.17	\$11,187.84	\$1,980.85	\$38,391.85
11/20/2025	Mobile Deposit - WNYGIS Day Sponsor	\$0.00	\$0.00	\$250.00	\$250.00
11/20/2025	Office Depot # Cheektowaga Ny 1629	\$0.00	\$0.00	-\$97.86	-\$97.86
11/20/2025	Reimbursement - WNYGIS Day	\$0.00	\$0.00	-\$657.02	-\$657.02
11/21/2025	The Ups Store Buffalo Ny 1629	-\$2.00	\$0.00	\$0.00	-\$2.00
11/25/2025	Delaney Event Ma Receivable	\$8,115.13	\$0.00	\$0.00	\$8,115.13
12/01/2025	Google Gsuite_ Mountain Viewca 1526	-\$75.60	\$0.00	\$0.00	-\$75.60
12/02/2025	Zoom.com 888-7 San Jose Ca 1526	-\$445.00	\$0.00	\$0.00	-\$445.00
12/03/2025	Delaney Event Ma Sale	-\$3,565.24	\$0.00	\$0.00	-\$3,565.24
12/03/2025	Membership Adjustment	\$0.00	\$50.00	\$0.00	\$50.00
12/04/2025	Mobile Deposit - GeoCon	\$325.00	\$0.00	\$0.00	\$325.00
12/04/2025	Mobile Deposit - GeoCon	\$335.00	\$0.00	\$0.00	\$335.00
12/04/2025	Mobile Deposit - GeoCon	\$590.00	\$0.00	\$0.00	\$590.00
12/10/2025	Mobile Deposit - WNY GIS Day	\$0.00	\$0.00	\$250.00	\$250.00
12/10/2025	Reimbursement - WNYGIS Day	\$0.00	\$0.00	-\$150.73	-\$150.73
12/11/2025	Delaney Event Ma Sale	-\$438.44	\$0.00	\$0.00	-\$438.44
	Ending Bank Balances	\$30,062.02	\$11,237.84	\$1,575.24	\$42,875.09
12/15/2025	PayPal Transfer (In Transit)	\$225.34	\$160.88	\$9.32	\$395.54
	Checkbook Balances	\$30,287.35	\$11,398.72	\$1,584.56	\$43,270.64

	Savings Balances	\$50,001.59	\$0.00	\$0.00	\$50,001.59
	Total Balance	\$80,288.94	\$11,398.72	\$1,584.56	\$93,272.23

Membership Summary –11/18/2025 - 12/15/2025

Subscriptions	Gross	PayPal Fees	Net
20	\$420.00	-\$24.48	\$395.52
Subs. Period	NYS GIS	GISMO	WNY
5 Year	1	1	0
2 Year	0	0	0
1 Year	19	12	2