

Date: Thursday, May 21, 2026

Subject: Board of Directors Meeting

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

Committee Chairs and Officers Present: Heather Weller, Karyn Tareen, Binod Shah, Michelle Debyah, Melissa Albino Hegeman

Not Present: Heather Ferrero, Casey Dunne, Matt Adam, Melissa Boglioli

Minutes: The meeting began at 10:05 AM.

Secretary's Report: Michelle Debyah, Secretary

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

The items on the task list for May are to:

- Appoint and confirm Nominating Committee (President and Board)
- Customarily chairs Nominating Committee (President-Elect)
- Accept Audit Committee Financial Audit (Board)
- Submit and approve NYGeoCon preliminary budget (17 months prior to event date) (NYGeoCon and Board)
- Consider purchase need of Association merchandise for conference (Board)
- Prepare a list of departing Board Members, Committee Chairs, and Officers (Secretary)
- File tax returns (Treasurer)
- Renew Survey Monkey (auto card) (Treasurer)

The items on the task list for June are to:

- Send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance (President)
- Submit and approve NYGeoCon contracts (16 months prior to event date) (NYGeoCon and Board)
- Send out Annual Meeting announcement (60 days prior to event date) (Board)
- Renew MemberPress (auto ACH) (Treasurer)
- Renew PO Box (auto card) (Treasurer)
- Renew SSL security plugin (auto card) (Treasurer)
- Back up all websites to Google Workspace or external drive (Communications)
- Call for nominations (Nominating)

The current membership count is 606. That is 28 above where we were at a similar time last year, and about 105 above the year before.

Treasurer's Report: Matthew Adam, Treasurer

The Treasurer's Report dated May 20, 2026, was reviewed. The current checkbook balance is \$26,410.53. Expenses since the last report include InMotion Hosting, Survey Monkey, Mid Lakes Navigation, and Google Suite. There has been \$451.90 in income from membership dues. There were 33 subscriptions during this period. There is \$11,662.09 in membership money being held for GISMO, and \$1,654.50 for WNY. The current savings account balance is \$50,003.66.

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

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

Melissa H. is writing rules for permission groups and evaluating what still needs to be moved from Google Drive to Google Workspace. Catherine offered to help with the migration of files, Ana said she can help as well. Melissa H. will write up information on naming conventions.

GeoSpatial Summit 2026

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

The eighth and final panelist has been confirmed. They will have individual calls with each panelist and the moderator. Jeff asked how speaker travel expenses get reimbursed. The boat tour deposit has been made.

The Committee will be discussing registration software at their next meeting.

NYGeoCon 2027

The NYGeoCon Committee has received responses to the RFP. They have a couple of strong contenders but would like to see a few more responses. They hope to have a location recommendation for the Board by June.

President Reports

Catherine appointed Ryan as chair of the Nominating Committee, with herself, Greg, and Dawn as members. A motion was made by Ana to confirm Ryan as chair of the Nominating Committee. Motion was seconded by Jeff. Motion carried unanimously.

Matt confirmed with Adams and Son that the PO Box has been updated on both insurance policies.

A motion was made by Dawn to approve the D&O Liability insurance renewal. Motion was seconded by Greg. Motion carried unanimously.

Catherine held the North American Cartographic Information Society (NACIS) and State of the Map US (SOTMUS) until June.

Alan asked Catherine if the Association had ever mounted a lobbying effort or would consider one. There was disagreement on whether the Association could lobby, especially if we obtain 501(c)3 status. Catherine held further lobbying discussion until June.

Board Member Reports

Dawn proposed using NotebookLM to research member database options, and in the future perhaps for bylaws review. Concerns were raised regarding AI hallucinations and privacy. AI can misquote or make mistakes and then argue or be difficult to correct. Corrections can be tedious requiring transcript export, manual correction, and reloading as a source document. NotebookLM could be a useful tool but will need a lot of oversight and quality control. Another consideration is anything entered could be used and sold by the AI company to sell ads and make money.

A motion was made by Greg for a NotebookLM pilot project using Association information that is already publicly available for testing purposes. Motion was seconded by Jeff. Motion carried unanimously.

Dawn held region branding until June.

Bill said a request was filed in March to determine our tax status and that it has been made again.

Bill and Ryan said the 2024 audit has been completed and the report will be sent to the Board.

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

The meeting adjourned at 11:01 AM.

Action Item List

1. Matt will look into ACH or PayPal for auto payments to avoid updates every time the card changes.
2. Heather will send out conference information for next year so sponsors and attendees can include the conference in their budget.
3. Ryan will document the audit process.
4. Matt, Bill, and Dawn will work on getting the taxes in good standing and apply for 501(c) tax exempt status.
5. Matt will evaluate Stripe and see if it can migrate directly into the membership database.
6. Ryan will work with Greg on additional signs.
7. The NYGeoCon Committee will recommend and the Board will approve NYGeoCon venue (18 months prior to event date).
8. Matt will renew D&O Liability insurance (manual ACH).
9. The Audit Committee will perform financial review of previous fiscal year.
10. Bill will work with Matt to create a spreadsheet with a summary of tax years filed, years missing, and years in progress.
11. Ryan and Bill will help migrate the general Board files to workspace after the audit in June or July.
12. The Board will accept the Audit Committee Financial Audit.
13. NYGeoCon will submit and the Board will approve preliminary budget (17 months prior to event date).
14. The Board will consider purchase need of Association merchandise for conference.
15. Michelle will prepare a list of departing Board Members, Committee Chairs, and Officers.
16. Melissa H. will compare old and new files in Google to determine what is still left to be moved.
17. Catherine will send reminder to Committee Chairs ahead of Committee Call to encourage attendance or send a report in advance.
18. NYGeoCon will submit and the Board will approve NYGeoCon contracts (16 months prior to event date).

19. The Board will send out Annual Meeting announcement (60 days prior to event date).
20. Matt will renew MemberPress (auto ACH).
21. Matt will renew PO Box (auto card).
22. Matt will renew SSL security plugin (auto card).
23. Communications will back up all websites to Google Workspace or external drive.
24. Nominating Committee will call for nominations.

NYS GIS Association
20 May 2026
Treasurer's Report 4/15/2026 - 5/20/2026

Summary

- \$75.60 from NYSGIS to Google for GSuite subscription
- \$109.99 from NYSGIS to InMotion Hosting
- \$975.00 from NYSGIS to Mid Lakes Navigation (Summit 2026)
- \$505.44 from NYSGIS to SurveyMonkey

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
04/15/2026	Beginning Bank Balances	\$14,453.74	\$11,530.41	\$1,640.51	\$27,624.65
04/24/2026	INMOTIONHOSTIN LOS ANGELES CA 1526	-\$109.99	\$0.00	\$0.00	-\$109.99
05/04/2026	Google Workspa Mountain ViewCA 1526	-\$75.60	\$0.00	\$0.00	-\$75.60
05/06/2026	SQ *MID-LAKES Skaneateles NY 1629	-\$975.00	\$0.00	\$0.00	-\$975.00
05/18/2026	SMK*SURVEYMONK PALO ALTO CA 1526	-\$505.44	\$0.00	\$0.00	-\$505.44
5/20/2026	Ending Bank Balances	\$12,787.71	\$11,530.41	\$1,640.51	\$25,958.62
	PayPal Transfer (In Transit)	\$306.23	\$131.68	\$13.99	\$451.90
	Checkbook Balances	\$13,093.94	\$11,662.09	\$1,654.50	\$26,410.53
	Savings Balances	\$50,003.66	\$0.00	\$0.00	\$50,003.66
	Total Balance	\$63,097.60	\$11,662.09	\$1,654.50	\$76,414.19

Membership Summary – 4/15/2026 - 5/20/2026

Subscriptions	Gross	PayPal Fees	Net
33	\$485.00	-\$33.43	\$451.57
Subs. Period	NYS GIS	GISMO	WNY
5 Year	0	0	0
2 Year	0	0	0
1 Year	33	14	3