

Date: Thursday, June 18, 2026

Subject: Board of Directors Meeting

Board Members Present: Catherine DuBreck, Heather Ferrero, Greg Andersen, Ana Hiraldo-Gomez, Dawn F. McCall, William J. Trask Jr.

Committee Chairs and Officers Present: Alan Leidner, John Marino, Heather Weller, Michelle Debyah, Melissa Boglioli

Not Present: Ryan Mayr, Casey Dunne, Jeff Herter, Matt Adam, Melissa Albino Hegeman

Minutes: The meeting began at 10:06 AM.

Secretary's Report: Michelle Debyah, Secretary

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

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 items on the task list for July are to:

- Make plan to transfer bank card and signature authority to President-Elect for upcoming year (President)
- Review and approve General Liability insurance renewal (Board)
- Credit auto payments created mid to late membership year (August forward) to mitigate membership lapses (Treasurer)
- Renew website domain nysgisa.com and nysgisa.org with GoDaddy (auto card) (Treasurer)
- Send out membership renewal reminders (Membership)
- Recommend nominees (Nominating)

The current membership count is 615. That is 15 above where we were at a similar time last year, and about 115 above the year before.

Greg, Casey, and Jeff's terms are up this year. Greg is eligible for a third term, Casey and Jeff are eligible for a second term. Casey has decided not run for a second term. Jeff will run for a second term and Greg will run for President-Elect. As Past-President, Heather will be leaving the Board. In addition to Jeff, two Board seats need to be filled. Michelle will be stepping down as Secretary. At Ryan's discretion, Melissa B. is willing to become Secretary, Matt is willing to remain as Treasurer, and Melissa H. is willing to remain ITO.

Most Committee Chairs have agreed to stay on for the coming year. Paula plans to step down from Educator's, Alan from GeoAI, and Binod from Membership. Paula and Alan are checking with their Committee Members to see if any are willing to Chair. Catherine has been in contact with Binod regarding finding a new Chair.

Treasurer's Report: Matthew Adam, Treasurer

The Treasurer's Report dated June 16, 2026, was reviewed. The current checkbook balance is \$26,501.42. Expenses since the last report include WNYGIS Academic Award, Really Simple SSL security plugin, and Google Suite. There has been \$437.43 in income from membership dues. There were 32 subscriptions during this period. There is \$11,756.15 in membership money being held for GISMO, and \$1,554.50 for WNY. The current savings account balance is \$50,004.08.

A motion was made by Heather F. to approve the Treasurer's Report. Motion was seconded by Greg. Motion carried unanimously.

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

Catherine said Melissa H. is still working on comparing what has been migrated to Google Workspace and what is left. Catherine will help Bill and Ryan with file migration after the Audit is done. Dawn shared the link to the Google Workspace instructions folder.

GeoSpatial Summit 2026

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

Dawn said the Committee should consider Association merchandise needs for the Summit.

John asked how to get approval for purchases and speaker travel reimbursements and was told they can be submitted as a packet for a Board Meeting agenda. John said they are working on speaker logistics, a website, and registration for sponsors and attendees.

Catherine evaluated platforms for registration. The annual prices are similar, but Jotform has better platform fees:

- Constant Contact: platform fee 2.9%, transactional fee 2.9% + 30 cents
- Event Create : platform fee 1.25%, transactional fee 2.9%
- Jotform: no platform fee, transaction fee 2.9% + 30 cents

The Jotform monthly fee is \$39.00 for the bronze level (100 payments per month) or \$49.00 for the silver level (250 monthly payments). Catherine recommended five months at the bronze level with an option to upgrade to the silver level if we approach the 100 payment per month limit in the final days of Summit registration.

A motion was made by Dawn for up to \$300.00 for five months of Jotform at the bronze level for registration for the Summit with the option to upgrade to the silver level if necessary. Motion was seconded by Ana. Motion carried unanimously.

NYGeoCon 2027

Heather W. said they are evaluating and ranking the proposals that were received. They hope to have a recommendation or options by the next Board Meeting. Glens Falls and Cooperstown are top contenders.

Once site selection is complete, they can work with Delaney on a contract. Dawn wondered if it would be possible to add registration only for the 2028 Summit to the contract.

President Reports

Ryan, Matt, and Bill completed the 2024 Financial Audit and determined the financial records of the NYS GIS Association are in order. They want to create a shared folder where everyone can submit receipts so there is no issue with missing receipts in the future.

A motion was made by Greg to accept the Audit Committee 2024 Financial Audit. Motion was seconded by Heather F. Motion carried unanimously.

Dawn said the receipt folder should not be in the Treasurer folder because it has limited access. She suggested it be at the root of the Committees folder because she thinks everyone has access to that, but Bill should check with Melissa to confirm. Once the folder is set up, Bill will write an SOP.

Alan attended a legislative day in Washington, D.C. and was surprised to see how easy it is to get a lobbying appointment with the staff of elected officials. He drew a distinction between Lobbying and “educational briefing”. He suggests setting up educational meetings with official staff people to explain what GIS is and why it is important, with no links to legislation. He said if you live in the legislative district and are the point person for the educational briefing, it is easy to get a meeting. Dawn suggested Bill check with the lawyer. Dawn, Bill, and Alan will continue the discussion and likely include the Legislative Committee, the GISMO Board, and partners at NYSAPLS.

Alan said he has identified two co-chairs for the GeoAI Committee next year: Greg Andersen and Wayne Howard.

Greg shared in the chat that he set up a test Notebook with his personal Google account with the Association website as the source. He thinks the owner of the Google account will have to be the one who makes the Notebook. Per the motion when it was approved, just using the website as the source is best because it is all publicly available. In the meantime, he will do some testing on the Notebook he set up. He recommended that everyone interested does the same – more testers are always better. He noted that he cannot access NotebookLM on his work computer because the state blocks most AI websites, this will probably be true for all state employees.

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

The meeting adjourned at 11:10 AM.

Action Item List

1. Matt will look into ACH or PayPal for auto payments to avoid updates every time the card changes.
2. Ryan will document the audit process.
3. Matt, Bill, and Dawn will work on getting the taxes in good standing and apply for 501(c) tax exempt status.
4. Matt will evaluate Stripe and see if it can migrate directly into the membership database.
5. Ryan will work with Greg on additional signs.
6. The NYGeoCon Committee will recommend and the Board will approve NYGeoCon venue (18 months prior to event date).
7. Matt will renew D&O Liability insurance (manual ACH).
8. The Audit Committee will perform financial review of previous fiscal year.
9. Ryan and Bill will help migrate the general Board files to workspace after the audit in June or July.
10. The Board will accept the Audit Committee Financial Audit.
11. NYGeoCon will submit and the Board will approve preliminary budget (17 months prior to event date).
12. The Board will consider purchase need of Association merchandise for conference.
13. Melissa H. will compare old and new files in Google to determine what is still left to be moved.
14. NYGeoCon will submit and the Board will approve NYGeoCon contracts (16 months prior to event date).
15. The Board will send out Annual Meeting announcement (60 days prior to event date).
16. Matt will renew MemberPress (auto ACH).
17. Communications will back up all websites to Google Workspace or external drive.
18. Nominating Committee will call for nominations.
19. Catherine will make plan to transfer bank card and signature authority to President-Elect for upcoming year.
20. The Board will review and approve General Liability insurance renewal.
21. Matt will credit auto payments created mid to late membership year (August forward) to mitigate membership lapses.
22. Matt will renew website domain nysgisa.com and nysgisa.org with GoDaddy (auto card).
23. Membership will send out membership renewal reminders.
24. Nominating Committee will recommend nominees.
25. Catherine will purchase Jotform.

**NYS GIS Association
16 June 2026
Treasurer's Report 5/20/2026 - 6/16/2026**

Summary

- \$200.00 (\$100 from NYSGIS / \$100 WNY) to Daniel Krieger for 2026 WNYGIS Academic Award
- \$75.60 from NYSGIS to Google for GSuite subscription
- \$70.93 from NYSGIS to Really Simple +Exchange Free for SSL license

Bank Balances

Date	Description	NYS GIS	GISMO	WNY	Account Balance
05/20/2026	Beginning Bank Balances	\$13,093.94	\$11,662.09	\$1,654.50	\$26,410.53
05/26/2026	Check #1403	-\$100.00	\$0.00	-\$100.00	-\$200.00
06/02/2026	Google Workspa Mountain Viewca 1526	-\$75.60	\$0.00	\$0.00	-\$75.60
06/08/2026	Really-simple- Groningen 1526	-\$69.00	\$0.00	\$0.00	-\$69.00
06/08/2026	Exchange Fee	-\$1.93	\$0.00	\$0.00	-\$1.93
6/16/2026	Ending Bank Balances	\$12,847.41	\$11,662.09	\$1,554.50	\$26,064.00
	PayPal Transfer (In Transit)	\$343.37	\$94.06	\$0.00	\$437.43
	Checkbook Balances	\$13,190.78	\$11,756.15	\$1,554.50	\$26,501.42
	Savings Balances	\$50,004.08	\$0.00	\$0.00	\$50,004.08
	Total Balance	\$63,194.86	\$11,756.15	\$1,554.50	\$76,505.50

Membership Summary – 5/20/2026 - 6/16/2026

Subscriptions	Gross	PayPal Fees	Net
32	\$450.00	-\$31.43	\$418.57
Subs. Period	NYS GIS	GISMO	WNY
5 Year	1	0	0
2 Year	0	0	0
1 Year	31	9	0