**MN GIS/LIS Consortium**

**Minutes**

May 21, 2015

10:00 am – 12:00 pm

**Location:** Ewald, 1000 Westgate Drive, St. Paul, MN 55114, Lower Level Conf. Room A

**Attendees:**

Heather Albrecht, Board Chair  
State Government: Zeb Thomas

Past Chair: Adam Snegosky  
Private Sector: Brandon Tourtelotte

Chair-Elect: Tami Maddio  
Local Government: Michelle Trager

Treasurer: Brian Udell  
Conference Chair: Gerry Sjerven

Secretary: Catherine Hansen  
Conference Chair-Elect: Ryan Stovern

Higher Education: Greta Poser  
Past Conference Chair: Kitty Hurley

At-Large: Scott Freburg  
MnGEO Ex-Officio: Dan Ross

MnGAC Ex-Officio: Gerry Sjerven

I. Call to order/ Roll Call  
Called to order 10:02 -

II. Approval of meeting agenda & Committee reports  

Ben Richason unable to attend today

Bemidji update – added to other

*Motion to approve the agenda – Dan/Scott – motion carried*

*Motion to approve committee reports – Zeb/Heather – motion carried*

III. Review action items & Approval of minutes from last meeting  

Amanda (EWALD) on maternity leave. Brian has a new contact – Tommy DeMartino

Adam – insurance was e-vote (secure attachment, not everyone got the email). We have year coverage now, start policy date Monday (1 year policy). Will need to renew next year. ACTION: Adam will update the policy manual.

Kitty – was going to update the policy manual regarding the social media (LinkedIN, Twitter, Blog, etc.) **ACTION: Ask Kitty where that update is (maybe Feb or March meeting?)**

*Motion to approve minutes – Adam/Zeb – motion carried.*
IV. Review & Approval of Treasurers report

Udell

April and May treasurer reports prepared for this meeting: the reports will be placed on portal today.

Question: what is the difference between 4115, 4117 and 5117? There is a $400 invoice in March under 5117. Is this the general board code? Gerry has questions about conference codes as well. ACTION: Brian/Gerry to work with Amanda to clarify what the codes specifically refer to. Gerry suggests a document spelling this out would be helpful to all committees with budgets.

General Fund Discussion:

Motion to approve the financials for March and April (for the April and May meetings) treasurer reports Dan/Catherine – motion carried.

ACTION: Brian will call a financial committee meeting before the next meeting

V. Open Issues/New business

a) Guest speaker, Ben Richason regarding GIS edu in MN – Albrecht tabled

b) Scholarship eligibility of MSU & SCCC – Poser

Uploaded the school credentials to project portal. Two new schools qualify.

The scholarship committee determines what schools are eligible – no need to vote on board. Scholarship has their own budget. Adam: in our policy it states that the overall management of the scholarship budget is the responsibility of the board. We should probably vote as a board to approve the new qualifying schools.

Motion to approve to include Moorhead and South Central to the scholarship -Greta/Tami– motion carried.

c) 2015 General fund budget discussion – Udell

d) Conference committee update – Sjerven

Abstracts for conference are coming in slowly.

State having a problem blocking Consortium emails – Post card went out last week. State takes longer to get mail as well – maybe send cards out earlier. E-Announcements are still being blocked by some accounts as well.

Workshops: Ryan: 19 workshops – on website (Workshops FAQ – conference tab)

Exhibitors – planning to be finalized with vendors/exhibitors by mid-June. Includes their lunch. Will provide electricity to the booths this year!
K-12: Gerry is working Scott Freburg: Dept of Ed will publicize on their web site for teachers to attend the conference. Goal is to facilitate networking the conference GIS professionals with the education attendees. Discussion: costs to cover teacher’s substitute teacher needs, use of funds and support within the conference budget. Scott working on details to advertise this as a Department of Education event at the GIS/LIS conference. Committee report submitted on the project portal.

Gerry: Keynote speaker – ACTION: Gerry to get final need to know date for keynote speaker to Dan.

Scott: How do we formalize this mentor program – something formal on our website – maybe in our profile when we log into our membership. Maybe even put a map on our website! Where is your closest geo-mentor?! Maybe link it with Dept of Ag. – use existing ArcGIS Online map via ESRI? ACTION: Gerry will ask EWALD for support – should the MN GIS/LIS have their own ArcGIS Online account?! Dan – state could support the consortium (be a group of Minnesota MAPS) – or ask ESRI for a non-profit subscription?! ACTION – Heather/Dan to contact ESRI regarding ArcGIS Online account for non-profit.

e) 2015 Conference budget discussion Sjerven
   • Budget is on track – Gerry posted the current standings on the portal
   • Discussion: Support for the educators attending.
   • Discussion: Sponsorships from exhibitors – working with Ashley to advertise to exhibitors and recognition to vendors for their financial support (sponsorship for students – perhaps GeoLounge, others). Open up sponsorship to anyone who wants to sponsor a student? Kitty is the main contact person for sponsorships. Dan will chat with Kitty about sponsorships. Student presentations will be Thursday night. Dan – can we add “I will sponsor a student” on the registration form? Can’t include it on same registration – example: government pays for the registration, can’t pay for the sponsorship.
   • ACTION: Gerry – to be prepared to approve conference budget in June – final budget approval.

f) Details of on location June board meeting in Duluth Sjerven
   Thursday June 11 meeting @ the DECC 10-12 lunch 12-1 – then tour of the DECC 1:30-3:30. Will be a call in option.

g) Spring workshops update Trager
   Held May 20 – parcel fabric workshop was cancelled at last minute/conflict (8 were registered) – will hold again in the fall. All but one moved to another workshop, the one that did not take another workshop had not paid yet anyway, so no refund necessary. Workshop summary posted on portal. There were a total of 231 workshops attendees total.
   Remote workshops were overall successful – some technical difficulties. In Duluth: Geocoding and ArcGIS server screens swapped around. One parking problem at the U of M. – ACTION: Michelle will post a summary in the May meeting notes and place final summary for the June meeting.
Networking event: good space and event – Josh estimated 45 people attended.

h) Potential regional GIS conference

Steve Swazee (sharedGEO – GITA association national) – looking to hold a regional (large) conference for May 2016. **ACTION:** Heather to ask Steve to provide a much more detailed proposal for us to review. MAGIC (Midwest region conference – Dan Ross mentioned). This would be a competition to our Spring Workshops and even our fall conference. Heather will be the main point of contact at this point with Steve – Gerry can also be available for a phone conversation.

i) Shirts

Same company that Geoff Maas is using for the Fun Run shirts. Gerry – will ask Ashley what they may have in place for a “Board Member” shirt. Scott – has a good friend that could get us a quote for polo shirts. **ACTION:** Scott and Heather will work together to look into polo shirts for the June meeting. T-shirts for men/women cuts and tag less.

Discussion: Add to the registration questions or an e-announcement- “Are you interested in purchasing a 25th anniversary shirt at the conference – and size, etc.?” Get some with the 25th anniversary logo – but regular shirts too, and kid sizes and onesies? **ACTION:** Gerry will ask Ewald how to add this to registration somehow. Survey Monkey? Maybe Ewald can help us put one together asking about shirts. Survey monkey and e-announcement may be a more direct and quicker approach to get feedback over registration page.

- Board Shirts (polo with general MN GIS/LIS logo and BOARD label)
- 25th Anniversary Shirts (polo or t-shirt option)
- MN GIS/LIS Consortium logo T-shirts – kid t-shirt sizes as well.

j) Other issues/ Ewald round robin

Bemidji/NSGIC discussion: Ashley (Ewald) has the proposal and budget information gathered. Adam is ready to pitch Bemidji to the board in June. 2018 National conference – NSGIC in sending rfps to Duluth – the national team needs to send a bid/rfp for the conference in 2018. National group is interested in aligning with our annual conference. Dan let them know we were not currently looking at Duluth in 2018. Gerry: DECC said available Oct 1-5 2018. NSGIC typical four days, MNGISLIS three days. One track at the national level conference, we have many. **ACTION:** Adam – final proposal for Bemidji 2017 conference at the June meeting. Discussion: then Duluth 2018 (in case NSGIC can and does collaborates with our conference). The board will hold off on any 2018 decisions at this time.

VI. Adjournment

*Motion to adjourn the meeting, Dan/Scott – motion carried 11:57AM*