I. Call to order 11:25am Albrecht.

II. Roll call. Albrecht

III. Approval of meeting agenda

   *Motion to approve meeting agenda. Motion carried. Scott/Ryan*

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

   *January minutes posted on project portal.*

   - Gerry talked to Kyle who stated the budget items in question were taken care of. **Action Item: Heather to check in with Kyle to confirm.**
   - List of unpaid 2014 conference registrations requested by Kyle. **Action Item: Gerry to request the report from Amanda.**
   - Conflict of interest forms needed from some. **Action Item: Scan and email Conflict of Interest forms to Heather. Heather will create a spreadsheet of the status of the forms and post on the project portal.**
   - Ben Verbick formed an ad-hoc committee for the Governors Commendation Award. Giving a report over lunch. Committee has had its first meeting.
   - Gerry to send out link of the Blog and is working with Mike Dolbow on an e-announcement in the next few days.

   *Motion to approve December minutes and action items. Motion carried. Adam/Ryan*

V. Review & Approval of Treasurers Report Udell

   *Treasurer’s report posted on Project Portal*
• Moved $7319.77 to scholarship fund from GITA funds.
• Near last year’s numbers.
• Not factoring Honorariums into budget. Honorariums in Scholarship budget.
• Fall Conference registration should be slightly higher for Duluth location.
• Interest income will be split into 2 categories. Savings and Checking.
• Gerry would like to share cost of save the date printing between Board and Conference budget.
• Will review report that will be put on Portal and vote to approve at March meeting.
  • **Action Item: Committee chair’s with a budget will work with Brian to coordinate with Board budget**

*Motion to approve Treasurers Report. Reviewed preliminary budget. Motion carried. Ryan/Adam*

VI. Open Issues/New business

a) Conflict of Interest forms
   See action item in agenda item IV.

b) Introduction to Project Portal - Heather
   - Board meeting directories – contain all meeting docs.
   - Approved folders are for membership to view.
   - **Action Item: Agenda item to approve Web Master Contract – Heather**
   - Committee folders
   - **Action Item: Review Bylaws and policy manual in “Policy & Procedures” folder. Email Adam with any changes. – Board Members**
   - Committees wrote a charger in 2014.
   - Contact Heather for access to folders.
   - To upload and share a document. Browse - Permissions - Email notification.

c) Nomination for Governor’s Accommodation - Verbick
   - Met once. 2 tasks. Letters of support and how to contact. Sarah, Chad, Will, Jerry, Ben, Adam, Heather.
   - Email will go out to 15-20 people on list tomorrow (2/19/15) for response by March 1st.
   - Look into asking Eric Ewald for letter.
   - Deadline is June 1st.
   - Meet again after March Board meeting.

d) Spring Workshops- Trager
   - Budget – Put in $ for remote locations. Increased food budget. Increased workshop cost from $75 to $90. Based on attendance of 100. $9136 expense. $1000 net.
   - More remote locations – Moorhead and Mankato and probably UMD. Looking at St. Cloud and Rochester.
   - **Action Item: Look into registration issue that forces you to pick parking.**
   - Offering 12 workshops. Increased from 8 in 2014.
   - Workshop Committee member at each location.

   *Motion to approve workshop budget. Motion carried. Gerry/Brandon*
e) 2015 Social Media Content- Hurley
   - Don’t forget about social media
   - Let Kitty, Mike Dolbow, Zeb, Gerry know if you want something posted.
   - Events and announcements. GIS/LIS related or other related. Jobs.
   - Currently: Hennepin County event, Curling, Spring Workshops
   - Advertise MN GIS/LIS workshops via Social Media.

f) GISSO Career Fair - Poser
   - March 30th
   - Booth for MN GIS/LIS at Fair
   - Action Item – Create Flier aimed at students
   - Gerry – put a second side on current brochure
   - Gerry -Check with Geoff Maas on printing. And Check with Ewald
   - Greta – put together wording for flier
   - Board approval of flier

g) Conference Committee Update - Sjerven
   1. Met 2/17 with Ashely and Julie (marketing) – worked on schedule
   2. Workshop collaboration started
   3. Committee will meet on Tuesdays. Working to 2 a month.
   4. Registration will launch on July 27th
   5. Touring DECC next week.
   6. Sending “Save the Date”. Any returned, we can use this to clean up our Board database.
   7. Committee Action – database cleanup, save the date, DECC what is included/what to budget for,
      March 10-11 visiting Bemidji to look at the facility. Ashley leading effort with Bemidji.
   8. Getting Ewald info for GISP documentation for past events.
   9. Looking into video recording of workshops or other events.

New Items:

- Action Item: Heather – Send out agenda via email as well as on Portal
- Action Item: Adam - Investigate shirt printing with GIS/LIS logo. Members or Board could order through a website

VII. Adjournment

    Motion to adjourn. Motion carried. Ryan/Scott

VIII. Committee Business Summary Reports

a) Awards                         Mark Kotz
b) Communication                Kitty Hurley
c) Conference                   Gerry Sjerven
d) Database & Website
   Gerry Sjerven

e) Education
   Greta Poser/Scott Freburg

f) Executive
   Heather Albrecht

g) Finance
   Brian Udell

h) Future Conference
   Ryan Stovern

i) Networking
   Colin Lee

j) Scholarship
   Greta Poser

k) Spring Workshops
   Michelle Trager/Ryan Stovern

l) Ad Hoc, Utilities
   Andy Schmidt

m) Ad Hoc, Governor’s Commendation
   Ben Verbick