MN GIS/LIS Consortium
DRAFT Meeting Minutes     January 15, 2015

10:00 am – 12:00 pm

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

I. Call to order Albrecht 10:01 Called to order

II. Roll call & Introductions Albrecht Introductions.

III. Approval of meeting agenda Albrecht

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

   November minutes posted on project portal.

   • Kitty and Kyle worked through budget items
   • Other actions items addressed
   • EWALD meeting December 2015 (before board meeting)– discussed and covered many items of Action from November
   • Workshop presenters paid? No news, assume all is well (Kitty)

Motion to approve minutes - Adam/ Scott

V. Review & Approval of Treasurers Report Chester/Udell

   Profit sharing charged (conference) ACTION: Kyle to ask Amanda some questions. Internal numbers and looks like EWALD is under reporting to make our conference look more profitable. Off by $4,000.00

   Treasurer report posted on Project Portal

   • Working with Brian to get accounts set up for 2015. Brian Udell
   • Checking, Charles Swab portfolio. Etc.
   • Kyle will move $7319.77 from general fund to the scholarship fund (difference between student awards and what we brought in) High this year because of GITA funds.
   • Bill Non (Ewald) watching financial metrics – working with Kyle/treasurer.
Accounts receivable – conference registrations still not paid – new invoices are sent each month. $2,200 in accounts receivable. **ACTION:** We need a list of the names not paid.

November: printing costs. Was a different company from previous years so may account for the different costs. Some color prints. $4,000 off. **Motion to approve the treasurer’s report Kitty/Adam**

VI. Open Issues/New business

a) Welcome Sjerven


Grant program: up to $1,000/year to fund workshops, meetings, conferences, etc. to foster education and communication of GIS/LIS activities in the state.

Committees: Chairs or co-chairs are board seats, but any GIS/LIS member can be on a committee. Committees set at annual planning meeting.

Spring Workshops – multi-locations and remote connect.


Charging for membership? EWALD is interested in us doing this as it makes database tracking easier for them. We have traditionally been against charging for membership – paying for fall conference is membership fee (active member)

b) Conflict of Interest forms Albrecht

**ACTION:** New members need to sign this form and get it back to Chair Albrecht. **ALBRECHT ACTION:** document will be emailed to the membership – bring to next board meeting

c) 2014 Fall Conference recap Hurley

- Same recap from November: Document posted on project portal
- Net income $24,000
- SURVEYs are posted on the project portal – in Conference 2014 Folder
- “Lessons Learned” Kitty has an itemized list to share with Gerry and future conference chairs.

2015 Conference: Gerry shared some plans for 2016 planning. Would like to do a “Save the Date” mailing in March 2016 for memberships – will also help us clean up the database. Invite Lifetime achievement awards together (free registration) – and Polaris members, past chairs – etc.
2017/2018 in Bemidji is in final negotiations. Still running numbers to plan for a smaller conference.

Future Conference Committee was established in 2014 – Heather invites any board member to help with this committee.

d) Nomination for Governor’s Commendation Award  
   Verbrick
   • The GIS/LIS Consortium should be nominated!
   • Will Craig suggestion and offered support. June 30th 2015 is the deadline for application. Requirements: education and training, we foster discussions, furthering careers for membership.
   • Review examples from past winners. Work with the community to understand our impact – perhaps a survey or evidence of our impact in the community. Solicit letters of support – evidence needed.
   • Recommend a committee for this task. Current and past board members. Ben Verbick willing to chair this committee. Reach out to past board members. ACTION: Ben. Have committee formed by February planning meeting. Come to February planning meeting with examples of past winners and game plan for committee tasks.

e) Approval of Consortium Blog Hurley
   We are looking to move away from a formal written newsletter... to discuss at February planning meeting. Facebook, Twitter, LinkedIn, Blog. Mike Dalbow and Nancy Rader willing to co-chair and be editors/monitors.

   ACTION: Gerry - send out link to our blog so we can review
   Communication Committee tasked to clarify the process and best management procedures.

   Social Media outlets - not all managed the same way by the same volunteers. Most content is the same, however management documentation needs to be shared (procedure practices)

   Our e-announcement (short blip) to point to newsletter (soon to be blog) for full article. Our website news feed not linked directly with LinkedIn/Twitter/Facebook (we opted out of paying for that option)

   Motion to approve to have a MN GIS/LIS Consortium BLOG Bart/Zeb
   Discussion: may need to be updated in our policy documents
   Motion carried

f) Announcement Hurley
   Was accepted on URISA vanguard cabinet. Kitty’s goal for her two year commitment will be to collaborate URISA with MN GIS/LIS Consortium.

g) Meeting times Albrecht
   • Meet Thursdays 10-12 - rooms already reserved at EWALD
   • Executive committee meetings - to meet quarterly prior to board meetings, first in March 2015. Meet before full board meeting 9 – 10.

h) ADAM: We need to register our name as a non-profit. Adam called and worked with EWALD. We should ask EWALD to help us keep this on our radar – as well as our board insurance. EWALD needs to tell us when those items
are due and when we need to take action on these items. Or EWALD does it during tax time.

VII. Adjournment

Motion to adjourn the meeting Adam/Kyle. Motion Carried.

11:49 AM

Any questions from the new board members?

VIII. Committee Business Summary Reports

a) Awards
b) Communication
c) Conference
d) Database
e) Education
f) Executive
g) Finance
h) Future Conference – Gerry shared during meeting some points of interest for Duluth location and contacts. First week in Feb meeting with Ewald here for conference expectations – 25th anniversary.

i) Networking
j) Scholarship
k) Spring Workshops
l) Website? Is this different from Database
m) Ad Hoc, Utilities

n) Ad Hoc, Governor’s Commendation