Call to order Snegosky
  - Meeting called to order at 10:04 AM

Approval of meeting agenda Snegosky
  - Add networking event to the spring workshop update.

Review action items & Approval of minutes from last meeting Snegosky
  - List of unpaid 2014 conference registrations requested by Kyle. Action Item: Gerry to request the report from Amanda.
  - Conflict of interest forms – get to Heather.
  - Committee Charis – submit budgets with Brian
  - Table Web Master Contract to April meeting.
  - Policy and Procedure Manual – Agenda Item in April Meeting – Snegosky. Vote in April on clean up items to the policy manual. Please review the documents before April meeting and suggested changes to Adam.
  - Spring Workshop: registration issue is resolved.
  - Shirt pricing – working on it. Contacted source and company – update in April. Gerry has contact information as well.

V. Review & Approval of Treasurers Report Udell
  - Report posted on project portal.
  - Are there refunds possible for Spring Workshops if someone registers and needs to cancel?
  - Michelle – believes so and will check on this. We think there is a two-week notice.
  - Accounts receivable reflects conference charges/payments

VI. Open Issues/New business

Approval of general operations budget Udell
• Worked with Spring Workshop committee, but no other changes. We can still wait for some of the other committee numbers to come in, or go with the estimates.
• Dan: Any big changes to the conference budget Gerry? Take what we had last year and move into this year. Minor change to mailing/post card “save the date” share expense with board budget as it will help clean up the database as well.
• We may be doing a souvenir mug with registration which may be new to budget.
• Creating a brochure for students at conferences.
• No big increase in the overall conference budget, maybe $2-3,000 increase.
• **Brian/Gerry/Heather: to review and report at April board meeting**
• **Brian/Adam: Is there a down payment due for the Bemidji conference? – that is part of this year’s budget. Adam can ask Kyle.**

**Increasing in networking budgets?**

• **Brian – to reach out to all committees to get budgets. Any committee with a budget is on the finance committee. Finance committee should meet before April board meeting.**

**Renew webmaster contract Albrecht**
• TABLE to April board meeting

**Logo greeting cards for Thank you letters Albrecht**
• Do we have letterhead for thank you cards?
• **Kitty had created something in the past. Kitty will post on portal for Albrecht**

**General liability insurance update Snegosky**
• Average $600 for the 3-day policy for the conference. Maybe look at a full year policy to cover all our events. $1,800 for the year quote. $500 for the conference (our main risk), the additional funds are $1.14 per member/per year. Based on Active Members – Adam used 1,000 active members. Anyone who has attended conferences in the past few years. We need to clear that up – any individual who has attended the conference in the last 12 months – so closer to 600 active members. So policy would be $1,200 for the year.
• Covers a single location. Replacement cost for business property. $1000 deductible. Will provide a certificate of insurance at any location we hold an event.
• The fun run in Duluth, the city required a permit – in order to apply for permit we need a certificate of insurance and make planning smoother.
• No limit on the number of annual events we hold. We’d be covered.
• We are an insurance low risk.
• **Adam – to get a new quote with the lower membership numbers. Will get another quote for comparison. Jeremy Werner has worked with us in the past for insurance purposes. Run it by Eric Ewald to verify if there is any duplicated insurance. Update in April**
• We have a policy for board members.

**Bemidji 2017/2018 update Snegosky**
• Gerry/Ashley/Adam did a tour of the facilities.
• Sanford Convention Center. Seven rooms (traditionally we have 10-12 rooms). Maybe look at a different way of running our conference for sessions/speakers. Plan for a larger session/presenter that would draw 100+ attendees
• Concerns: the three large room acoustics and how spread out the sessions to arena (exhibits/opening session, etc.) This will be a different type of conference.
• Concerns: hotels are expensive – they did lower the prices, but they will still be the most expensive hotels. We have a better deal in Duluth and Visitor Bureau was interested in helping us with hotel prices. Still over $100/night.
• There are good sized rooms for meeting sessions at the hotels as well. Across the street. We can look into a shuttle service back and forth. Hotels typically provide shuttles as well. Adam/Gerry looking into this as well. To hotels is about a 5-10 minute walk along lake.
• ESRI hands on learning workshops will probably be at a hotel.
• Still need to see the budget/costs involved with holding our conference there. 2017 2018 Bemidji (2018 fall back to St. Cloud?) 2019 2020 St Cloud, 2021 2022 Rochester – then back to Duluth.
• Club level at the arena is nice for geo-lounge and Wednesday night reception.
• Green Mill and Cowboy Jacks are close. Maybe set up shuttle service to curling club and stops downtown to local facilities downtown. Thursday night event at the curling club!
• Quote: just under $42,000 – last year in Rochester $48,000.
  • Adam/Gerry – more information/ and presentation at April board meeting

Social media governance Hurley
• Document posted on the project portal for the governance of our social media account.
• The committee would like to clean up social media accounts.
• Kitty will add to the committee report next month.
• Is this a committee policy thing or a formal board approach to the best management practices for social media?
• We need to at some point formally adopt a best management document for social media in our by-laws. Dan – task the committee to turn this into a policy statement to include in our manual for April meeting.
• Mike and Kitty can draft a social media element for our policy manual for April meeting.

Duluth Conference committee update Sjerven
• Committee meetings have been going on.
• Call for papers draft is with Ewald and will follow up next week. Working on call for papers/abstracts as well. Created MNGISLIS@gmail.com in order to have a MNGIS/LIS google DOCS area so we can track things for the conference.
• Key tasks now: Save the date postcard and our logo. Exhibitors, Key Note Speakers also current high priorities. Ashley is working out well with EWALD.
• E-announcements have changed the way they are sent out. If you didn’t get an e-announcement yesterday than check spam and place of business as there is a new format from the web site.

Spring Workshops - Trager
• Yes, members can get a refund up until May 6 – two weeks before sessions.
• Friday – 12 different workshops. 4 broadcast to remote locations.
• Ashley has been very helpful and responsive. Plans moving along nicely.

Networking Event – Snegoski
• Networking committee – Zeb and Adam more active in the networking committee. Josh and Collin as chairs. Zeb and Adam have not heard back from them yet.
• Is there a networking event for Spring Workshops? Yes, at Town Hall Brewery (Josh Gumm) Josh concerned that the board is not getting his communication. Zeb and Adam have not had an email reply to their designation as board representation on the networking committee.
• Networking Spring workshop event is listed online, but was not in the e-announcement yesterday.
• Board request: has Colin sent any information to any board member regarding this networking event? Please check spam to verify if/when they reached out to us for this event. Adam will check with Heather to verify communication issues between Colin and Josh.
• **Adam to following up with networking committee to verify Zeb and Adam more involved in committee to get a formal committee report submitted to the board.**

**Conflict of Interest Forms**
• Provide to Heather at April meeting.

**Other issues/ Ewald Round Robin**
• Scott has left Ewald.

**Database Update/Website – Gerry**
• Gerry has updated a lot of information. He will be reaching out to some members to help update user group contacts, etc.
• **Catherine: provide missing approved minutes to Gerry**
• Database updates – the “save the date” post card should be sent to the best member database. Ewald to help remove duplicates, etc. to verify the cleanest database possible.
• Ashely pulled attendances from 2007 to last year except for 2012 – Gerry has spreadsheets of all of those attendances. Ashley still working on 2012 records. This will help for anyone looking into the GISB requests.

**Utilities committee**
Brandon Tourtelotte, Brian Udell, and Dale Nikkola on the ad-hoc committee. Brain plans to do more outreach to utility networking groups.

**Governor’s Commendation Award**
Meeting right after board meeting.

**Adjournment**
*Motion to adjourn the meeting Scott/Gerry, motion carried. Motion adjourned 11:42 AM*

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/Adam Snegosky
i) Networking Colin Lee
j) Scholarship Greta Poser
k) Spring Workshops Michelle Trager/Ryan Stovern
l) Ad Hoc, Utilities Brandon Tourtelotte/Andy Schmidt
m) Ad Hoc, Governor’s Commendation Ben Verbick
n) Ad Hoc, K-12 Database Scott Freburg