Minutes
MN GIS/LIS Consortium Board
Thursday, August 21st, 2014
10:00 a.m. to 12:00 a.m. Board Meeting
Location: Ewald Consulting – 1000 Westgate Drive Suite 252, St. Paul, MN 55114

To: 2014 GIS/LIS Consortium Board Members:

Board of Directors
Adam Snegosky – Chair
Ben Verbick – Past Chair
Heather Albrecht – Chair-Elect
Kyle Chester – Treasurer
Catherine Hansen – Secretary
Greta Bernatz Poser – Higher Education
Scott Freburg – At-Large
Bart Richardson – State Government

Ex-Officio Members
Jennifer Ward – Private Sector - phone
Michelle Trager - Local Government - phone
Kitty Hurley – Conference Chair
Geoff Maas – Conference Chair - Elect

Board of Directors

Greta Bernatz Poser – Higher Education
Scott Freburg – At-Large
Bart Richardson – State Government

Ex-Officio Members
Jennifer Ward – Private Sector - phone
Michelle Trager - Local Government - phone
Kitty Hurley – Conference Chair
Geoff Maas – Conference Chair - Elect

From: Adam Snegosky, Board Chair
If you are unable to attend or will be late to this meeting, please call Adam @ 651-269-1136 or send an e-mail to: adam.snegosky@co.washington.mn.us

Agenda
Additions/Approval of Agenda
Snegosky
Jeff/Ben agenda approved

Secretary’s Report, Review of Action Items & Approval of Minutes
Hansen
June Action Items:
Three courses (never got back to Kitty, it was dismissed)
Policy
Kitty/Heather minutes approved

Treasurer’s Report, Approval
Chester
June and July are posted on project portal.
Scott/Ben – both reports approved.

Paid Ewald ($10,000) paid quarterly and one lump sum after the conference.

Committee Report, Approval
Snegosky
Conference Committee
Awards Committee – three names submitted

Motion to approve committee reports Greta/Geoff – motion carried.

Action Items/New Business
- Conference Committee Update
   Hurley
Speakers approved. ProWest sponsoring hot breakfast Thursday
Working on catering contract signed.
Registration is now active
Salary Survey
Student Assistantship – four applications, all were accepted. All funded through WSB and Associates!

Student moderators called for next Monday

New signs this year (thanks Geoff Mass)

Exhibitor booths being assigned

Seven confirmed web maps

GeoLounge is twice as large from last year

Bolton and Menk is sponsoring the Geo Lounge

Vendor demonstration area – sign up

ArcGIS Online mobile map – editable service for group input

Wed welcome – cash bar and possible piano

Thursday evening tail gate event (mugs available $20)

Mentor program announcement being sent

K-12 being set Thursday afternoon 3:30 - 5– then complimentary vendor reception for K-12 attendees

Touch screens – U- Spatial donation ($200 cost for shipping – rent truck) Thanks Len Kne!

T-shirt supply – to order more? Greta.

**Action Item: Greta/Geoff to reach out to Stacey Stark for last year information**

- Expanded Consortium Booth
  - Freburg/Hurley
  - Scott – K-12 invitation to teachers to join us and present/share how they use GIS in education

**Action: Scott to ask some teachers to utilize our booth space to showcase their story maps in our booth**

- Showcase Geo-mentoring – to promote this concept to the GIS/LIS member community
- Showcase Membership Portal – demonstrate the new web site and membership access

- Awards Committee Recommendations
  - Snegosky

On project portal –

Lifetime Award Nominee: Victoria Rheinhardt

Polaris Nominee: Hal Watson, Chad Martini

Motion to approve the committee’s nomination recommendations Adam/Ben – motion carried.

**Action: Adam to notify the winners**

- Additional Board Position – Past Conference Chair
  - Hurley

Benefit – to support the current conference chair. Position is ex-officio/

**Action: Ben/Adam – check: is there anything in the by-laws that need to adjust by adding another ex-officio position? Add this as an agenda item at the next board meeting (September 2014). May need to open to membership for vote at the annual conference business meeting.**

- Salary Survey
  - Hurley

Kitty will present the results on the Friday business meeting at the conference.

**Motion to approve the final 2014 salary survey report (Ben/Geoff). Motion carried.**

- Future Conference Committee Update
  - Maas


2017 Bemidji Conference Requirements Summary – draft document submitted on project portal

Future conference committee folder on project portal

Discussion regarding 2-year contract and location risk.

Authorize Ewald to start negotiations with Bemidji

Ask them to negotiate a two year contract and see what kind of bundle they can provide.
We want the first weekend in October (2017 and 2018) – Gerry: suggest we have same contract option with St Cloud to compare prices. Room numbers on the requirements summary are a bit high. Duluth request was more around 150 rooms. Check with Ewald to verify room numbers required.

**Action:** Geoff /Ewald (Shelia) to start the 2017 2018 conference bids (Bemidji and St Cloud for comparison).

**Action:** Adam to ask Scott to assign another Ewald employee to concentrate on conference contracts.

It would be nice to announce at the conference this fall!

- **GISP Documentation/database**
  Sjerven/Richardson
  Last summer (2013) GISP applications require some documents. GIS/LIS transfer of membership data is not visible on the web site. We should have at least last year documentation. Members can request a letter from the chair documenting what the member has done with the consortium. Would be good to have the letter documentation on our web site and description of the consortium role/procedure with this type of request.

  **Action:** Gerry to get all past conference programs in PDF format on the web site, including Spring Workshops.

  Gerry would also like to have/post all attendee lists. We would like to have our web site up and provide tutorials for the conference board booth – training on how to update membership portal.

  **Action:** September Agenda Item: Gerry to show us how to update membership portal profile/web site use.

Kitty – workshop subcommittee is interested in getting 2013 conference attendee email addresses to send 2014 conference information. We typically use E-Announcements for mass communication and do not send attachments (web links ok). Should have a place in our website to “just email sponsors” – good question for Ewald to verify our new web site/database can support these types of actions.

The GISP identification field is included in the database (option for members to add to their profile)

The promise to move Afiniscape data over to our new portal – has not happened. Discussion regarding database (September 2012 noted)

- **V-cube USA**
  Albrecht
  Recording sessions at the conference and making it available on-line. Pretty short notice for this year, Heather will share contact information and resource with Geoff Mass for future conferences. There are other companies that do similar things. V-Cube is a Japanese company out of California. Maybe Geoff/ next conference planning could ask Ewald if they’ve done this in the past or have a contact.

- **Open Data**
  Ross
  State-wide initiatives – does the consortium want to become more involved in these initiatives?
  What opportunities should we consider (example: provide letters of support in support of Open Data)
  Send letters to elected officials to help decision makers
  Consortium statement – that we support free and open data for xyz reasons …
  What is our role as an organization going forward – do we take on an advocacy position?
  We should promote that we are a support unit for state-wide activities. To facilitate getting information dispersed (e-announcements) funding for events (scholarship) user group, etc.
  HOW: Need to promote our support functions more?
  **Adam: add to full day planning board retreat planning (in February) table this discussion.**

- **Round Robin regarding Ewald**
  Snegosky
  - Issues in General
  - Any Ewald issues for the next monthly follow-up request from Scott
  Kitty: email communication to Ewald has not been addressed. Simple fixes have not even been addressed (spelling errors). Web site edits – they are not being followed through. Kitty feels her emails are being ignored.
  Registration issues: they were provided June 30, reviewed on July 7, workshops on July 16 and reviewed July 24 – went live Aug 4. They were on schedule to be early but it didn’t activate. State employees need 45 days’ notice in order to attend the conference! There is NO turnover. Shelia replied “changes aren’t necessary…”!!
Membership issues – people can’t register because they’re “not members” but they are members?!!
Browser issues – the workshop form is not working
We can’t change the wording in the registration page – it says Sessions – but they are Workshops!! Shelia said they “can’t change those words” ? Joe has also been a big problem with getting the registration changes.

One member tried to process a PO, was given a phone call back and email – very rude! Their behavior has been very rude to our members!

Discussion - Kitty: we need to create discussion points to address with Eric at Ewald for an immediate meeting with Ewald to discuss these issues. It’s Ewald-wide, not just Shelia and Joe. Kitty feels that at this point they have not done anything and should not be paid. They post things without clarifying with us first – they don’t make changes we request. The registration went live without making any changes we requested and Kitty was not informed when it went live.

**Action Item: Adam/Ben/Geoff/Heather/Kitty/Catherine/Gerry to meet with Ewald** – Kitty to document issues, Michelle to document any issues as well. Customer service needs to be addressed immediately. They are our voice during the registration process!

Geoff: Fun run dead line (shirt orders) in September. E-announcement
Gerry – sent out e-announcement plan from here to conference.

*Motion to adjourn Geoff/Gerry – motion carried. 11:57am*