MINUTES
MN GIS/LIS Consortium Board
Friday, February 28th, 2014
9:00 a.m. to 12:00 a.m. Board Meeting
Location: LOGIS – 5750 Duluth St, Golden Valley, MN 55422

Attendance: Board of Directors:
Adam Snegosky – Chair
Ben Verbick – Past Chair
Heather Albrecht – Chair-Elect
Kyle Chester - Treasurer
Catherine Hansen – Secretary
Greta Bernatz – Higher Education
Scott Freburg – At-Large
Bart Richardson – State Government
Jennifer Ward – Private Sector (on phone)
Michelle Trager - Local Government
Kitty Hurley – Conference Chair
Geoff Maas – Conference Chair - Elect
Ex-Officio Members
Gerry Sjerven – MnGAC Arrived 10AM
Dan Ross – MnGeo

Called to order 9:14AM

Agenda
Additions/Approval of Agenda
Snegosky
Insurance discussion – moved from secretary report to main meeting
Collin Lee is Networking Event chair (taking over for Sarah S) – take a break whenever he can call in.
Curling event: New events the committee needs to bring to the board for our approval. They only need 8 to 10 people – so curling event will only be to the board/committee members. They do have their own budget, but they still need to get our approval for new events. The same old events (Summit Brewery for example) – they can move forward to plan. All events need to be for the whole community.

Dan Ross/Ben Verbick – approve agenda. Motion carries.

Secretary’s Report, Review of Action Items & Approval of Minutes
Hansen
Action items:
• Deposit was Give To Minnesota
• Raffle Ticket Sales? – not sure if we’re comparing apples to apples.
• Hotel invoice for $1,000 derrick wasn’t sure about, but is cleared up now...
• Insurance: Adam got quotes and moved this to the regular agenda below
• Adam Bill Mund – contract with Ewald – on regular agenda
• Typo name: Michelle updated committee co-chair
• Change Heather’s employment to Maple Grove.

Motion to approve minutes Ben/Heather- motion carried

Treasurer’s Report, Approval
Chester
• Update report – added the deposit was from Give to Minnesota
• Move this deposit to the scholarship fund
• Several months of financial reports were moved into project portal, included the tax form into project portal as well (as suggested from Ewald). It is also available at the Ewald office for the general membership to view.

Motion to approve treasurer’s report Kitty/Hansen – motion carried

Committee Report, Approval
Snegosky
• Not many submitted committee report (only spring and conference). Strategic planning half of this meeting we need to really review and assess our committees. Then tackle the discussion on what to do with the committee reports.
• Committee reports should go on the web site.
• We should still approve the committee reports
Most reports are discussed during the meeting – perhaps minutes task items to get committee reports.
The networking committee should have had a report this month regarding the curling deal.

*Motion to approve the Ben/Michelle – discussion we don’t need to approve them, but it’s in our by-laws to approve them at each meeting. Motion Carried.*

**Networking Committee Update**
- Collin Lee called in 9:28AM – works with MnDOT. Took over as chair of networking event committee from Sarah Schroeder.
- Still waiting on some sponsors – but March 10th meeting will confirm sponsors.
- Committee structure will not change much. 4 events – spring workshop, summer item, summit brewery?
- Curling Event: Open it up to GIS/LIS Leadership (board and committee members) Goal was to get the four different organizations together – ASPRS, MSPS, CALSA? And GIS/LIS – booked the whole club for the event.
- March 14th 2014 event. Confirmation by early next week. (Dan Ross will email me the whole information)
- “$1000” will help pay to purchase pizza – $40/person charge. GIS/LIS paid the club $35 goes to club $5 goes to scholarship.
- The club will cut a check to the consortium – or split it between the four groups. Whichever group wins the curing event will get the “winning pot” for their own group scholarship funds. $10 fee to come watch and be social. The full $10 goes to the organizations scholarship program.
- Thanks Collin for calling into our meeting. Discussion: sounds like a lot of fun and a great outreach to the other organizations.

**Action Items/New Business**
- Spring Workshop Update
  - Trager
  - Working on finding instructors for workshops Rebecca Cooper Geodatabase, Dave Brandt intro to ArcGIS,
  - Survey is still open until today.
  - Instructors needed: ArcGIS Server, Python, Mobile (Mike Tronrude, Chris Pouliout – DNR)?, collector? ArcGIS Online/collector (Heather Bergen), remote set up for sessions held in the cities can be seen in Mankato.
  - Spring workshop at the University of Minnesota – they have a room that connects to Mankato room. Maybe ArcGIS Server, ArcGIS Online… Greta – maybe python, maybe Catherine. Maybe Tony Monsour python? (Heather suggestion)
- **Budget Approval:** when we announce the workshops, we should try to encourage bus, parking pass, more direction with that charge in the registration. $500 fee to rent the room in Mankato. Facility rental between University of MN and MSU,M. When announcing make sure we include that we need at least 6 people. Discussed being able to take the loss on the deal if we don’t get enough registered to cover the costs.
- We should do the same set up for Duluth smart room (Andrea Grygo, Stacy Stark … not getting back yet).
  - Michelle motion to approve spring workshop budget – approve the whole budget as it.
  - Michelle/Heather. Motion Carried

- Conference Committee Update
  - Hurley
  - First meeting was on Feb 11th – set all the subcommittees – does have a list
  - Second Tuesday of every month – held at Ewald
  - Set goals and expectations: more social media presence, more students, geo lounge, more vendor technology, create conference theme, fun run will now be fun run/walk, monitor temperature, speaker (Jack Dangerman still on the table) still pursuing other speakers. Workshop options. Wednesday night event at the Art Center (welcome reception) – it is reserved because we lost out on it in 2013 so they booked the room for 2014 Wed night welcome session. But no money was put down on it, so we’re not tied into it. Have one event or two events? Should it be off site and away from convention center? Good idea to still have wed welcome session – but maybe not a big “event” – Thursday could be a more “formal” event. Rent roof top patio – do a “board get together” sponsored by the consortium board – we’re there for a few hours. Vendor sponsored night – Thursday night about 5-7pm – maybe we just need a space for networking and not a formal event.
  - GISP ribbons – quote from Shelia and GIS CIO? Can provide us with the ribbons for no charge.
  - Badges. Use pocket badges and add schedule slip. Like the idea with pocket agenda – and use the same badge size as before- maybe sponsors could be used to sponsor the badge and pay for the badges but get to advertise on it. Sponsors could sponsor the geo lounge to pay for the furniture and room rental, etc.
Sponsors in the past – as long as they are opened to the full conference.

Gerry: we did have sponsorship levels in the past –

Dan: sponsors sponsor, but don’t have booths. Lunch with Vendor – sit with vendor for 10 minute – interesting way to support vendors – vendors should be in the presentation sessions and not stuck in the booths.

Speaker agreement: Shelia can fulfill arranging out speakers through Ewald. Agreement may need to be approved by the board? To add this to the negotiation with Ewald contract to manage the contract. It’s an official way to hand this off to Ewald.

These are details the conference planning committee could finalize within their conference budget.

• New Networking Event/Chair (9:30am) Collin Lee
  • Above
  • INSERTED AGENDA ITEM: Insurance discussion:
    • In our policy manual – we discuss two types of insurance Officer insurance and general liability binder insurance (for workshops and fall conference) – we do have a line item in the conference budget for insurance. We don’t have officers, nor have we used insurance for networking events or spring workshop.
    • Do we need a group to look into this more? Is there an umbrella policy that would cover all – should be a board budget item that includes fall conference (take out of fall conference budget then)
    • General Liability – binders should be purchased for all events (we should!)
    • DNO (directors and officers) we don’t have employees so we don’t need officer insurance
    • We had approved last year $800 policy – annual cost – but didn’t get set up. Adam’s contact did have a three year option so we could set up the structure where a policy signed with chair-elect so by the time that chair is past chair (3 years later) would be responsible for updated/renewing this insurance.
    • ACTION TASK: look into minutes when we approved this?! 
    • Discussion: most of our events have built in insurance, we’ve had questions about how much we are covered by our management company. – claim example (Adam shared digital file)
    • Shelia, Ewald – should be able to answer if spring workshops are covered in insurance?
    • Maybe Adam should get 2 to 3 estimates. Josh had one from ? Adam got “United States Liability Insurance Company”

Motion to approve purchase of DNO insurance up to $1,000, and for 3 year plan paying annually– Ben Verbick/Kitty Hurley

Discussion – it needs to appear as a budget item annually.

Motion carried.

• General Liability: do we need this? Venues have their own insurance. We just need to be more diligent in identifying what insurance is available for the event/facility/etc.

• Policy Manual Review Verbick
  • Table of contents is updated and correctly linked
  • Annual calendar of events: December solicit quotes for DNO insurance
  • Added in March to review/update annual report from previous year
  • January – new member portal
  • Removed the word FALL from the conference. We only have one conference.
  • Sept – “wrap up Fall Conference” need to remove “fall”
  • Changed p5 title to “general board policies”
  • DNO insurance p 5 – will change the sentence to say we do have DNO insurance.
  • General liability binders “we don’t necessarily buy for every event” we should say binders may be considered for all event” – some events we will need to purchase, others not so.
  • 1.5 section budgets: addition from Sarah S. Networking events chair budget – approval is not required as the budget for –this committee should be self-sustaining. This text was added.
  • 1.6 committees – Ben moved executive committee here in this section, it was elsewhere 1.9
  • 2.2 added some supporting text to update how the database history
  • We may need to update the committee section after today’s planning session.
Add piece to financial section on the Charles Schwab investment changes

Committee chairs need to be proactive and supportive with the policy information in our manual

Motion to approve the current state of the policy and procedures, with the changes suggested underlined above BEN/DAN. Motion carried.

It will be updated and then provided to Gerry to place on web site

If anyone has other suggestions or changes after a closer review, please submit to Ben

Committee Chairs should review their committee sections closely.

- Budget Review

  Submitted to project portal. Reformatted a little bit (for his purposes).

  Spring workshops registrations – will be less this year – conference, he raised this as a budget item (reg fee increase), product revenue – from shirt sales was higher, so projected numbers based on that. Give to the Max day – 2014 higher amount working with getting the XCLE energy grant to the board for his time here – there will be some income there???

  Combined all of the committee expenses (6000, workshops, 7000 conference, 8000 general board)

  ACTION: via Gerry, please change the text for code 8174 from web master contract – “Web Services” because it includes the Infiniscape and change to 360, and to YourMembership – that was not the web master contract! $$

  Action: Where the honorarium money donation back to come into play? Code 6310 should be $600 – and the fall conference doesn’t have that line item (7125?) but goes into scholarship, but maybe should be separated out? Maybe the finance committee should look at these categories and find out why we’ve dropped from making $10,000 in 2011 and only $2k in 2014? Room rental and technology rentals.

  ACTION 7054 should be “networking event” not “beer tasking event” call it trivia night, not beer tasting

  Charged for rent and storage, and Ewald contract we have 50 sq ft of storage. – are we using MORE than that? Yes.

  Motion to approve the 2014 budget to include the changes posted above, and to hear back from the finance committee to investigate line items. Kyle/ to approve 2014 budges as it stands with correction/Catherine

  Discussion: Amanda to pull reports on each of those codes. Committee should report back to us with potential ideas to increase our funds. We need to look at any cost that goes up more than 10% with a full report.

  Motion carried.

- Annual Report Review

  Ben shared to get some quick general ideas from the board – will be approved at next board meeting.

  ACTION: Adam needs to add Message from the chair

  ACTION: Confirm conference exhibitors list – Gerry can get to Ben (page 3)

  Want to recognize agencies for supporting employees to attend (page 3) we can’t list them all! Input on the events – in case he missed any? Needs some numbers from members who have stats

  Should we mention FOSS4?

  Page 6 needs full updates.

  Highlights – more on the web site (one sentence enough?) late in 2013, so maybe it’s a 2014 item.

  Cleaning the database, the more information about their attendance, structure needs to be promoted. (but it’s not really working yet!?)

  Kyle – to submit the numbers necessary for financials for the year.
Volunteer opportunities – we may need to modify for the 2014 committees because it’s an advertising page and not a summary page of committee activity
ACTION: note to Josh status (Jan to June with Scott County) and then Adam Chair (June to Dec), add Bart’s name and Gerry’s name, Heather Bergen-Albrecht
Add database people to Ewald recognition on last page – Jessica/ Gerry to send correct spelling of names.

- Ewald Contract Renewal
  Met with Bill Monn, Ewald about contract and agree that the language changes were very cleaned up last year. Offer is 3% increase – association management, conference management is how we split it up, Ewald doesn’t care. 45,000 as a number and 3% increase $1,350 increase for 2014 – same price for 2015 then. Three year contract 5% increase one time for three years –

  Discussion: they get a percentage profit share from the conference. Are they asking 3% on the average full management fees to the across
  $10,000 association management fee 833.83 a month association management side
  $25,000 conference plus 35% of our profit
  
  They want 3% increase on what we’ve paid
  We’ve guaranteed to pay them $35,000 annually, maybe we should counter with 3% on 35,000 not 45,000? OR we just leave conference side stuff alone – and just make the association management 13,000 to take the 3% increase work with our budget for two years. A percentage on the profit sharing doesn’t sit right. Or counter with $15,000 association management fee for THREE years (5%). He’s not proposing any changes to the profit sharing.

  Adam to bring comments back to Bill and will report in March

- Social Media Discussion
  Hurley
  - Anyone need/want access as a contributor to Facebook or twitter
  - Is it outreach committee
  Filter to post messages and announcements – there should be a standard method and procedures.
    - Schedule for 2014
    - Messaging
    - Administration
    - If anyone on board wants access to tweet or post on Facebook ask Kitty

- New Website Release
  Sjerven
  - Option to link the web site to tweets. Making that connection is possible! Works with our web site.
  - Works possibly with Facebook as well. Gerry working on it
  - Gerry had to go back to straight HTML programming – the toolbar wiziwig can’t be trusted. Formatting issues with the web page.
  - Clarification on the sponsorships needed. Gerry doesn’t want to have anything to do with exchanging money – sponsorship donations/buying add space, etc.
  - Ewald should handle the sponsorship element on the web site – it should be done! It may be a low priority for Ewald but Gerry wants the sponsorship element a higher priority –we need to get the ads to work.
  - Committees to get their own web pages – committees should submit update suggestions.
  - They promised to carry over much of our information from 2012 into our new web site – Kathy (Ewald) should answer this and address it – Affiniscape should all be transferred.
  - Job search – remove that whole search page – when you click “show jobs” then it just shows the whole list.

- Future Conference Location
  Snegosky
  Shelia (Ewald) has quotes from St Cloud and Bemidji.
Bemidji conference center/chamber would support a charter bus to bring groups. Jennifer and Dan will help Adam look at the contracts.

- Conflict of Interest Forms Snegosky
  Brought copies to the meeting. Geoff is keeping track of who is signing and sending – all conference members and board need to sign it.

- Group Photo Hurley
  Do after lunch.

- Round Robin regarding Ewald Snegosky
  o Issues in General
  o Any Ewald issues for the next monthly follow-up request from Scott
  o We need a clarification with the contract – who’s doing what with sponsorships –
  o Splash page? Call for proposals – but when conference comes out, Ewald makes a conference module – we need clear confirmation on who’s working on what. They’ll do it, but we need to tell them ahead of time. They’ve not been part of the call for proposals.

**Committee Business and Summary Reports**

Note: an oral report not required but Board approval is required for all submitted reports.

*Individual reports are assembled into a single document for quick review on our Portal for the specific board meeting month.*

- Awards Committee Kotz
- Conference Committee Hurley
- Education Committee Stark
- Database/Web Committee Richardson
- Communications/Social Media Committee Rader
- Outreach Committee Hackett
- Spring Workshop Trager/Stovern
- Scholarship Committee Stark
- Statewide Community Advisory Body Gjerven
- MnGeo Update Rader
- Networking Event Planning Committee Schrader

THANKS BEN for the use of the facility. Motion to adjourn Bart/Ben – motion carried. 12:07