

AGENDA
MN GIS/LIS Consortium Board
Friday May 21st, 2010
10:15 a.m. to 12:15 p.m. Board Meeting
Location – Ewald
1000 Westgate Drive, Ste. 252
St. Paul, MN 55114-1067

To: **2010 GIS/LIS Consortium Board Members:**

Board Directors

Jesse Adams - Secretary
Steve Benson - Board Chair
Carla Coates - Treasurer
Heidi Gaedy - Private Sector
Kari Geurts - State Government
Josh Gumm - At-Large
Dave Kelley - Higher Education
Tami Maddio - Conference Chair Elect
Sarah Schrader - Board Chair-Elect
Stacey Stark - Conference Chair
Jennifer Wittkopf, Local Government

Ex-Officio Members

Rebecca Foster - Past Chair
Nancy Rader - MnGeo

Committee Chairs (Non Board Members)

Al Laumeyer - Awards
Chad Martini - Scholarship
Gerry Sjerven - Web Administrator
Ben Richason - Education
Sally Wakefield - Prof. Development

From: Steve Benson, Chair

If you are unable to attend or will be late to this meeting, please call Steve @ work (218) 327-4149, or cell phone (218) 259-0919 or send an e-mail to: steve.benson@state.mn.us

AGENDA

Approval of Agenda / Additions to Agenda
Secretary's Report Approval of Minutes
Treasurer's Report Approval of Report

Benson
Adams
Coates

Action Items\New Business (10:15-12:15)

- **2010 Spring Workshops/Budget**
- **2010 Conference Budget**
- **Ewald Contract**
- **Review and Approve 2009 Consortium Annual Report**
- **Participation with MidAmerica GIS Consortium (MAGIC)**
- **Local Government**
- **Scholarship Committee** (see Chad's email below)
- **Committee Reports**

Wakefield
Stark
Benson
Schrader
Schrader
Coates

*** REMINDER TO COMMITTEE CHAIRS ***

Committee reports are 5 minutes in length, and are intended as a **summary only**. If you have more than a summary (i.e. this is going to take more than 5 minutes), please let me know and I will add it under Action Items/New Business. If you are planning to call for an action item, or just a long discussion, it should be done prior to the summary reports

Conference Call Instructions:

Dial: 1-866-394-4146

Participant code: 11191230#

Board Chair: 11172589#

From: Martini, Chad [mailto:Chad.Martini@co.stearns.mn.us]

Sent: Friday, May 14, 2010 12:02 PM

To: Benson, Steve (DNR)

Cc: bfrichason@stcloudstate.edu; Doug.Hansen@co.crow-wing.mn.us; Coates, Carla; DWKELLEY@stthomas.edu; Leiste, Teresa; Martin Mitchell; Will Craig

Subject: GIS/LIS Scholarship Committee recommendation

Steve,

The Scholarship committee would like to add an agenda item to act on the committee's recommendation to name higher ed rep as scholarship chair effective now.

Attached is a committee report. I've included the scholarship committee on this note so they can review what I wrote as a summary of our meeting. Everyone should feel free to correct me in any way.

I can phone into the meeting if you think it would help. My hope is that the board will agree and name David chair during the next meeting.

MnGIS/LIS 2010 Conference Committee Report

May 20, 2010

Committee met 5/13 – minutes are posted at <http://groups.google.com/group/mngis-conf-2010>

1. BUDGET- Scott and Stacey came up with a preliminary budget (see budget)
2. TRIMMING BUDGET – A plan is in place to reduce the conference agenda by 1/3 and to reduce some hand-outs and on-site printing. We will be applying for a DNR Coastal Program STAR grant to sponsor the Aquarium event by \$750. The committee likes the idea of opening the keynote addresses to the public for a fee (probably \$20). We decided this money should return to the general budget and then the board can decide if it should go to scholarship after the conference.
3. COMMITTEES. WORKSHOP survey has closed and the committee is currently looking for instructors. We had 21 abstracts as of 5/17 for SESSIONS. The abstract submission deadline was extended 5/20 – until 5/28. MNGISLIS HISTORY – Gerry Sjerven has convened a committee to work on activities. A new MAP of the DECC for our conference is being created by Kate Carlson at UMD.
4. VENDORS. We have 8 vendors registered as of 5/14. The entire vendor mailing list was shared with NSGIC via Will Craig. I noticed this list of 190, is somewhat redundant, and does not appear to be cleaned up. Stacey, Tami, and Chad met to talk about approaching vendors. Ideally, a letter would go out immediately after vendors register to explain sponsorship opportunities. Chad is drafting a letter to solicit raffle prizes. In this same letter we will mention other sponsorship opportunities. The letter will go out to both confirmed and potential exhibitors – with a different introductory paragraph. According to Ewald, they mailed the vendor solicitation to 184 addresses, “..any exact company duplicates were removed by the mailhouse. Any company with more than one contact and/or address were sent one as well.” Now that I have seen the list, I think it could be cleaned up quite a bit.
5. YOUNG PROFESSIONALS MENTORSHIP PROGRAM. Tami, Chad, and I discussed the “young professionals mentorship program” which I would like to institute this year. We decided not to combine this with vendor support. The outline of the program is below. PLEASE feel free to give me any feedback on this:
 - a. Mid-June - Stacey will request interest from members via e-announcement and will write up a newsletter article explaining the program.
 - b. A list of interested members will be compiled with expertise area.
 - c. Early-September – Stacey will inform schools and send a list to membership for interested young professionals (any students, or graduates in Spring 2009 or later).
 - d. Young professionals will attempt to be matched with professional “mentors”. There will be no obligation to mentors or mentees that they will be matched.
 - e. At the conference participants (mentor and mentees):

- i. Wear a special tag
 - ii. Have a designated meeting place
 - iii. Attend keynote together
 - iv. Each lunch together (designated table)
 - f. Mentors are given a list of suggested things to talk about to engage mentees.
 - g. Young professional mentees:
 - i. Special table for “young professionals” at vendor reception
 - ii. Are given a “recommended agenda” that tells them where to be when (including student competition, and poster session)
 - iii. Can be participants in the scholarship program
 - iv. Are eligible to apply for hotel scholarship (pending)
6. HOTEL STIPEND FUND. Tami, Chad, and I also discussed the possibility of a creating hotel stipend or scholarship. Agreeing that the hotel cost might be the limiting factor for many participants to attend the conference (any), we thought we might approach this with a hotel stipend. One suggestion for raising money would be to suggest that workshop instructors could donate their money to the scholarship fund OR the hotel fund. Any unused funds would flow to the scholarship fund.

Scholarship Committee Report
May 2010

- 🌐 In response to action requested by the board of directors, the scholarship discussed how a scholarship committee chair should be decided. After discussion, the scholarship committee recommends that the board higher education representative automatically be the scholarship committee chair. This solution means the chair is an elected position, which makes sense when considering the money the committee is responsible for. The committee also feels this would simply the role of the higher ed rep and avoid confusion. The committee requests that the board take immediate action to name current Higher Ed rep David Kelley as scholarship committee chair.
- 🌐 All qualifying institutions have responded with a student with the exception of Anoka. The scholarship committee has yet to hear from Anoka about their participation in 2010.
- 🌐 Scholarship committee has worked with the conference committee and it was agreed that a scholarship raffle at the conference will be the main fund raiser in 2010.

From: Will Craig [<mailto:wcraig@umn.edu>]
Sent: Thursday, April 29, 2010 2:58 PM
To: Schrader, Sarah
Subject: GIS/LIS Business

Sarah --

I'm contacting you on the Consortium Board because you've been around a while and are in the loop to remain so.

Last week I attended the [MAGIC Conference](#) in Kansas City. They would love to have Minnesota as part of the "MidAmerica GIS Consortium." I thought it was a pretty good conference, something that could complement our work.

We have talked about this before and decided to not join. New arguments include:

- They meet in the Spring, so it's no competition to our Fall meeting
- They meet biennially. Some states stagger their conference to fill gap. Others continue to meet every year.
- Joining imposes no responsibilities on the state. Illinois is joining this year.
- They are politically active, sending letters recently in support of reinstating the USGS partnership budget.

I'd like to mail the Conference program to you for your information and possible circulation to the Board. If you are interested, send me your address and I'll send it out.

will

MnGeo State Government Geospatial Advisory Council

- A Council meeting was held Tuesday, May 11th at the Centennial Office Building, St. Paul from 10:00-Noon.
- The Council had an open discussion on how MnGeo has been performing almost a year later after its creation. Arbeit's comments about a staffing plan for MnGeo:
 - Need to review Applied Geographics report recommendations
 - To accomplish core tasks of coordination and technical administration, MnGeo needs 2 ½ more employees, at minimum
 - MnGeo may possibly move to OET
 - Possible options for increasing the budget: Ask Legislature for more money or review how to have more billable services
- A draft proposal for a Geocoding Workgroup to be created was presented by Mike Dolbow & Kent Treichel who have volunteered to chair it.
- Mark Kotz and Chris Cialek gave us an update on the MN Geospatial Commons which is envisioned to be a next generation data discovery site. More info: <http://www.mngeo.state.mn.us/workgroup/commons/index.html>
- Tim Loesch gave a presentation on DNR GIS Service Delivery & Governance
- The next meeting will be held Tuesday, July 13th at the Centennial Office Building, St. Paul from 10:00-Noon.

MnGeo Statewide Geospatial Advisory Council

- The next meeting will be held Wednesday, June 30th at the Centennial Office Building, St. Paul from 1:00-4:00pm.

All meetings of both councils are open to the public and meeting materials and presentations are posted online. For more info, see:

<http://www.mngeo.state.mn.us/councils/index.html>

**Minnesota GIS/LIS Consortium
 April, 2010 Treasurer's Report
 By Carla Coates, Treasurer
 Prepared May 19, 2010**

The balance sheet for the Consortium at the end of April, 2010 was **\$76,893.75** of total assets. Of that amount, **\$40,063.83** is in the Consortium's Reserve Fund, **\$5,369.77** is in the General Fund, and the Scholarship Endowment account balance is **\$20,520.15**.

Fund	April 30, 2009	April 30, 2010 Difference	
General Fund	\$19,791.78	\$5,369.77	(\$14,422.01)
Scholarship Endowment	\$12,868.43	\$20,520.15	\$7,651.72
Reserve Fund	\$40,043.80	\$40,063.83	\$20.03
Accounts Receivable	\$735.00	\$2,940.00	\$2,205.00
Prepaid Expenses	\$6,000.00	\$5,000.00	(\$1,000.00)
Inventory Assets	\$3,000.00	\$3,000.00	\$0.00
Undeposited Funds	\$0.00	\$0.00	\$0.00
Balance	\$82,439.01	\$76,893.75	(\$5,545.26)

A total of \$4,071.97 in checks was written or electronic funds were transferred as shown below:

Payee	Amount	Description
Wells Fargo	\$43.39	Bank Fees
Ewald	\$762.71	Association mgmt
Bellisio's	\$750.00	Fall Conference - Food & Beverage
Creative Graphics	\$820.87	Fall Conference - Printing & Postage
Gerald Sjerven	\$1,095.00	Website
Great Lakes Aquarium	\$600.00	Fall Conference - Facility Rental
Total		
	\$4,071.97	

	A	B	C	D	G	H
1	2010 Conference Preliminary Budget					
2						
3	Attendance Estimates		2009 Estimates	2009 Actuals	2010 Estimates	notes
4		Fun Run Sponsorship Income	0	\$ 653.50	\$ 700.00	
5		DNR Grant for Entertainment			\$ 750.00	grant entertainment
6						
7		Workshops				
12		Workshop Total People	240			
21		Conference Total People	480	\$ 129,945.00	\$ 130,000.00	
24		Exhibitors				
25		Early	21	20		
26		Late	8	7		
27		Non profit	2	1		
28		Complimentary	3	2		
29		Exhibitor Total	34	\$ 19,750.00	\$ 20,000.00	
30				\$ 150,348.50	\$ 151,450.00	
31		Budget Item				
32	Account I Design/Print					
33	8160	Call for Presentations	\$ 1,425.00	\$ 1,558.43	\$ 542.00	2-color postcards
34	8160	Exhibitors Brochure	\$ 350.00	\$ 682.66	\$ 523.46	
35	8160	Preliminary Program	\$ 1,143.86	\$ 1,834.19	\$ 2,025.00	same
36	8160	Final Program/Proceedings	\$ 4,675.00	\$ 3,724.13	\$ 2,800.00	add pocket (+ \$300), reduce pages by 1/3
37	8160	Design - folders and stickers	\$ 800.00	\$ 987.70	\$ -	no folders this year
38	8213	Final Packet Printing	\$ 750.00	\$ 791.56	\$ 400.00	evaluation online? available at front reg
39	8213	Miscellaneous Copying/Printing	\$ 2,000.00	\$ 2,680.57	\$ 1,800.00	
40		Total Design/Print	\$ 11,143.86	\$ 12,259.24	\$ 8,090.46	
41						
42	Account I Mail Service/Postage					
43	8150	Call for Presentations	\$ 525.00	\$ 500.75	\$ 300.55	
44	8150	Exhibitors Brochure	\$ 255.00	Included in exhibitor prin	\$ 297.41	
45	8150	Preliminary Program	\$ 508.50	\$ 600.74	\$ 630.00	
46		Total Mail Service/Postage	\$ 1,288.50	\$ 1,101.49	\$ 1,227.96	
47						
48	Account I Invited Speakers Honoraria/Travel					
49	8125	Full Day Workshop Honorarias	\$ 3,000.00	\$ 1,800.00	\$ 2,000.00	add \$200 this year
50	8125	1/2 Day Workshop Honorarias	\$ 3,000.00	\$ 2,700.00	\$ 2,700.00	
51	8125	Keynote Speaker	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
52	8125	Luncheon Speaker	\$ 600.00	\$ 600.00	\$ 1,000.00	
53	8183	Keynote Travel & Lodging	\$ 1,000.00	\$ 400.00	\$ 1,000.00	from Vancouver
54	8183	Luncheon Speaker Travel & Lodging	\$ -	\$ -	\$ 900.00	from Denver
55		Total Invited Speakers Honoraria/Travel	\$ 8,600.00	\$ 6,500.00	\$ 8,600.00	
56						
57	Account I Facilities					
58		Duluth Convention Center (DECC)				
59	8115	Exhibit Hall 4	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	
60	8115	Exhibit Hall 1, 2, 3	NA			
61	8115	North Lobby	NA			
62	8115	All Riverview Suites	NA			
63	8115	All Civic Center Suites	NA			
64		Sub Total	NA			
65		MCC Discounts	\$ -			
66		(Deposit)	\$ 1,000.00	\$ (1,000.00)	\$ (1,000.00)	
67		(Hotel Room Rebate)	\$ 1,125.00	\$ -	\$ (1,500.00)	
68		Total Facilities	\$ 5,075.00	\$ 6,200.00	\$ 4,700.00	
69						
70	Account I Food Service					
71		Workshop Wednesday				food: incr by 10%, and round up
72	8117	Continental Breakfast	\$945.84	\$ 739.00	\$ 825.00	
73	8117	Morning Break	\$696.50	\$ 544.00	\$ 600.00	
74	8117	Box Lunch	\$2,723.20	\$ 2,477.25	\$ 2,725.00	
75	8117	Afternoon Break	\$796.96	\$ 548.74	\$ 600.00	
76						
77		Conference Thursday				
78	8117	Continental Breakfast	\$2,835.00	\$ 1,831.50	\$ 2,025.00	
79	8117	Morning Break	\$1,950.20	\$ 1,131.00	\$ 1,250.00	
80	8117	Lunch	\$7,056.00	\$ 8,025.00	\$ 8,825.00	
81	8117	Afternoon Break	\$1,791.00	\$ 1,121.00	\$ 1,250.00	
82	8117	Vendor Reception est 425 (food only)	\$7,200.00	\$ 5,850.00	\$ 6,450.00	
83		Comp Reception Drinks - Tickets	\$ 200.00	\$ 315.75		
84						
85		Conference Friday				
86	8117	Continental Breakfast	\$2,079.00	\$ 1,472.50	\$ 1,620.00	
87	8117	Morning Break	\$1,273.60	\$ 861.00	\$ 950.00	
88	8117	Lunch	\$4,560.00	\$ 4,203.00	\$ 4,625.00	
89						
90	8117	Facility Service Charge & Taxes	Included in rates above	\$ 5,701.58	\$ 6,275.00	
91						
92	8117	Conference Committee Meals	\$150.00	\$ 321.18	\$ 250.00	
93						
94		Total Food Service - Mid Range	\$34,257.30	\$ 35,142.50	\$ 38,270.00	\$2625 food increase for inflation
95						
96		Total Food Service - Low Range				
97						
98		Total Food Service - High Range				
99						
100	Account I Entertainment/Awards/Gift Items					
101	8181	Welcome Reception - Cost of Facility	\$ 200.00	\$ -	\$ 750.00	125 people
102	8181	Welcome Reception - Food	\$ 1,500.00	\$ 1,223.30	\$ 750.00	125 people
103	8181	Welcome Reception - Entertainment	\$ -	\$ -		
104	8181	Beer Tasting Food	\$ 1,000.00	\$ 931.88	\$ 1,025.00	
105	8181	Beer Tasting Room Rental	\$ 351.00	\$ 351.00	\$ 351.00	2010 rate

	A	B	C	D	G	H
106	8181	Beer Glasses	\$ 330.00	\$ 284.50	\$ 300.00	
107	8181	Beer Tasting Decorations/AV	\$ 250.00	\$ 278.21	\$ 300.00	
108	8181	Ice Sculpture	\$ -	\$ -		
109	8181	New Events	\$ 250.00	\$ -		
110		Door Prizes	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	reduce this?
111		Award Plaques (Polaris, Lifetime)	\$ 250.00	\$ 355.17	\$ 375.00	
112		Volunteer Gifts	\$ 350.00	\$ 203.60	\$ 250.00	
113	8181	Fun Run T-Shirts	\$ -	\$ 653.50	\$ 700.00	get sponsors
114	8181	Fun Run Permit Fees	\$ -	\$ 75.00	\$ 75.00	
115		Total Special Events and Gift Items	\$ 5,481.00	\$ 5,356.16	\$ 5,876.00	
116						
117		Account I Supplies/Equipment				
118	8090	Hands-On Workshops Laptops	\$ 6,500.00	\$ 9,843.59	\$ 9,850.00	
119	8090					
120	8090					
121	8090	4100 LCD Projector/Screen/Kit - From AV Co.	\$ 605.00	\$ 602.50	\$ 625.00	
122	8090	LCD Video Projectors - From AV Co.	\$ 3,500.00	\$ 3,400.00	\$ 3,500.00	
123	8090	Labor - From AV Co.	\$ 1,800.00	\$ 1,800.00	\$ 1,900.00	
124	8090	Delivery/R&B - From AV Co.	\$ 175.00	\$ 150.00	\$ 175.00	company contracted for many years
125	8090	Message/Poster Boards (DECC)	\$ 900.00	\$ 735.00	\$ 900.00	
126	8090	Screens (DECC)	\$ 729.00	\$ 3,696.50	\$ 4,050.00	includes all items below - DECC lump sum
127	8090	AV Carts (DECC)	\$ 294.00			
128	8090	Corded microphones (DECC)	\$ 75.00			
129	8090	Wireless microphones (DECC)	\$ 136.00			
130	8090	Full size podium (DECC)	\$ -			
131	8090	Stage Set-up (Ballroom)	\$ -			
132		DECC Personnel	\$ 1,800.00			
133		Keynote Sound	\$ 375.00			
134		Friday Lunch Entertainment	\$ 250.00			
135		Telephone	\$ -			
136	8090	Facility Service Charge & Taxes	Included in rates above	\$ 2,911.08	\$ 3,200.00	
137	8090	Internet Wireless Connection (DECC)	\$ 600.00	\$ 750.00	\$ 800.00	
138	8090	Internet Wireless Exhibitors (DECC)	Will order through DECC			
139	8090	Convention Services (Pipe & Drape)	\$ 2,800.00	\$ 2,433.50	\$ 2,675.00	
140	8213	Miscellaneous Supplies & Copies	\$ 500.00	\$ 170.69	\$ 200.00	
141		Total Supplies/Equipment	\$ 21,039.00	\$ 26,492.86	\$ 27,875.00	
142						
143		Account I Miscellaneous				
144	8173	Event, Beer Tasting, Fun Run Insurance	\$ 1,000.00	\$ 1,094.00	\$ 1,250.00	
145	8173	Beer Tasting Insurance	Included Event Insurance	\$ -	Included Event Insurance	
146	8160	Signage Printing	\$ 800.00	\$ 668.50	\$ 500.00	a lot can be reused
147	8213	Ribbons and Name Badge Holders	\$ 650.00	\$ -	\$ 250.00	get sponsors
148	8213	Lanyards	\$ 250.00	\$ -	\$ 250.00	get sponsors
149	8183	Travel Costs for Ewald to Duluth	\$ 700.00	\$ 1,513.07	\$ 1,750.00	depends on if we apply comp rooms
150		Total Miscellaneous	\$ 3,400.00	\$ 3,275.57	\$ 4,000.00	
151						
152		Account I Administrative Fees				
153	8173	Ewald Conference Management Service Cost	\$ 39,000.00	\$ 32,991.74	\$ 39,000.00	max under current contract
154	8178	Conference Committee Teleconference Calls	\$ 500.00	\$ 113.81	\$ 200.00	
155	8040	Credit Card Processing Fees	\$ 3,000.00	\$ 1,308.98	\$ 2,000.00	last 3 mo
156		Total Administrative Fees	\$ 42,500.00	\$ 34,414.53	\$ 41,200.00	
157						
158		Total Direct Expenses - Mid Range	\$ 132,784.66	\$ 130,742.35	\$ 139,839.42	mid-range attendance = 480
159						
160						
161		Total Net		\$ 19,606.15	\$ 11,610.58	