AGENDA
MN GIS/LIS Consortium Board
Friday, June 15, 2012
10:00 a.m. to 12:00 p.m.
Location: Ewald Consulting – 1000 Westgate Drive Suite 252, St. Paul, MN 55114

To: 2012 GIS/LIS Consortium Board Members:

Board Directors
Ben Verbick - Chair
Sarah Schrader – Past Chair
Josh Gumm – Chair-Elect
Kari Geurts - Treasurer
Catherine Hansen - Secretary
Stacey Stark – Higher Education
Heather Bergen – At-Large
Bart Richardson – State Government

Blaine Hackett – Private Sector
Michelle Trager - Local Government
Alison Wieckowicz – Conference Chair
Derek Lorbiecki – Conf. Chair-Elect
Ex-Officio Members
Gerry Sjerven – MnGAC
Nancy Rader – MnGeo

From: Ben Verbick, Chair
If you are unable to attend or will be late to this meeting, please call Ben @ 763-543-2638 or cell phone 763-226-7060 or send an e-mail to: bverbick@logis.org
See conference call instructions at the end of this document.

AGENDA

Approval of Agenda / Additions to Agenda
Secretary’s Report, Approval of Minutes
Treasurer’s Report (& phone usage estimates)

Action Items/New Business

- Fall Conference budget review and approval
- Spring Workshops summary and final budget review
- Event grant request (SE MN GIS Users Group)
- M360 transition progress report & demo
- Policy Manual review and approval
- Approval of Committee Reports
- Review/discussion of 2012 Board Goals
  - Identify action items for June/July
- Round Robin
  - Issues in general
  - Any Ewald issues for monthly follow-up

Wieckowicz
Schrader/Trager
Trager
Richardson
Verbick/Schrader
Verbick
Verbick
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
  - Wieckowicz
- Education Committee
  - Stark
- Database\Web Committee
  - Richardson
- Communications/Social Media Committee
  - Rader
- Outreach Committee
  - Hackett
- Spring Workshop
  - Trager/Schrader
- Scholarship Committee
  - Stark
- Statewide Community Advisory Body
  - Rader
- MnGeo Update
  - Rader
- Networking Event Planning Committee
  - Schrader

Conference call instructions:
Dial 1-866-394-4146
Participant code: 11191230#
Board Chair: 11172589#
Committee Reports – June 2012

Awards (Mark Kotz)
Polaris and Lifetime award nominations are due at the end of June. In July the Awards Committee will evaluate them and make a recommendation to the Board for its August meeting.

Conference (Ali Wieckowicz)
- No report this month (regular agenda item)

Web/Database (Bart Richardson)
- No report this month (regular agenda item)

Communications/Social Media (Nancy Rader)
Summer 2012 Newsletter: Being edited.

MnGeo (Nancy Rader)
LiDAR: Most of the Arrowhead region LiDAR data is now available! For ongoing updates, see the MN Lidar Facebook page (publicly viewable).

Spring Orthophoto Program: One-foot Spring 2011 imagery for Murray and Rice counties has been added to MnGeo’s WMS Image Service. This higher-resolution imagery was a collaboration between the State program and the two counties as part of the spring ortho program.

Geospatial Advisory Councils (Statewide: Gerry Sjerven, State Gov’t: Nancy Rader)
Both the Statewide and State Government Geospatial Advisory Councils met at the end of May and covered similar topics:

- Introduction of Dan Ross as the new State Chief Geospatial Information Officer and Director of MnGeo.
- MnGeo’s current organization, project portfolio, and funding model to initiate discussion about priorities and how MnGeo’s role and, more broadly, coordination within Minnesota’s geospatial community could evolve.
- MnDNR’s GDRS (Geospatial Data Resource Sites). Tim Loesch described DNR’s next-generation approach to distributing data that promises to move Minnesota much closer to a coordinated portal for data, metadata, services, and tools. For more info, see his slides and p. 2-3 in the State Govt. Council Jan. minutes.

Nominations for Governor’s Geospatial Commendation Awards: Deadline is June 29, 2012. For more info, see the award webpage.

Outreach (Blaine Hackett)
- No report this month

Spring Workshops (Sarah Schrader, Michelle Trager)
- No report this month (regular agenda item)
Networking Event Planning (Schrader)
May 26th, 2012 – University of St. Thomas campus
Attendees – 52

Budget
- $1,400.00 Event Sponsorship Income
- $713.40 Total Expenses
- $686.60 Remaining Funds to Go Towards November Networking Event

Event Sponsorships for 2012
- Elevated GIS Solutions
- ESRI
- Flat Rock Geographics
- Houston Engineerings
- North Point Geographics,
- Pro West & Associates
- RESPEC

Upcoming Events
- Thursday, October 4th at the fall conference
  - Possible inclusion of additional activities such as Birds of a Feather and trivia
- November 15th at Summit Brewery
  - Have to wait until August to reserve the space for this event

Education (Stacey Stark)
- No report this month

Scholarship (Stacey Stark)
We have nominations for student scholars for all the qualifying schools. The students have been contacted for information about their presentations. The committee also sent a survey to higher education Mn GIS/LIS members (as could be identified) to get feedback on the timing of the scholarship competition. The survey has closed, but the committee has not finished talking about the results. Results will be presented at the next Board meeting.

Finance Committee (Kari Geurts)
- See Treasurer’s report

Research Committee (Sarah Schrader)
- **Committee Members**
  - Members of this committee include Heidi Gaedy, Joella Givens, Chad Martini, Sarah Schrader and Sally Wakefield
  - This committee is made up of past board members.
- **Purpose**
The purpose of this group is to research what options exist regarding agencies to provide database, membership, conference, and/or financial management services to the Consortium. The committee will then present the compiled information to the board and will also provide their recommendation.

- **Progress**
  - The committee had a phone conference in March.
  - The committee discussed what services the Consortium currently utilizes through Ewald and grouped services into four categories: database, membership, conference, and financial.
  - Committee members are currently researching other associations similar to GIS/LIS to find out which agency handles their conference management and/or other services.
  - The group decided that the best way to proceed is to create an RFP or RFI document in order to collect helpful information from existing companies. The group members lack the knowledge of what agencies currently exist who could provide the necessary services to the Consortium. Rather than the Consortium trying to contact these companies, by sending out a Request for Proposal or a Request for Information, the companies can contact the Consortium.
    - Chad Martini is working with a staff member at Stearns County to compile a draft RFP document.
    - Once completed, this group will review the draft and then send an approved draft to the Board for their review and approval.
Minnesota GIS/LIS Consortium
Treasurers Report for May, 2012
Date of Report: 06/15/2012
Prepared by: Kari Geurts

Account Status as of 05/31/2012

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$32,159.65</td>
<td>Affinity Checking Account</td>
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<tr>
<td>Reserve Fund</td>
<td>$35,060.98</td>
<td>Affinity Savings Account</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$3,340.00</td>
<td>Unpaid invoices</td>
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<tr>
<td>Other Assets</td>
<td>$5,000.00</td>
<td>Prepaid expenses, Inventory, Undeposited funds</td>
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<tr>
<td>Accounts Payable</td>
<td>-$922.60</td>
<td>Unpaid bills</td>
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<tr>
<td>Balance</td>
<td>$74,638.03</td>
<td>Total Assets</td>
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</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>$10,130.89</td>
<td>Registrations, donations and interest</td>
</tr>
<tr>
<td>Expenses</td>
<td>$1,098.16</td>
<td>See check detail</td>
</tr>
</tbody>
</table>

| Scholarship Endowment | $34,244.82 | Affinity savings account                      |

Treasurer Comments

Spring workshop registration income was $12,150.00 as of 5/31.

Networking sponsorship income total was $1,400.00

Meeting expense includes the check for $136.10 to Ben for lunch at the strategic planning meeting.

Stacey did you have time to check with your lab to make sure they received the check for GIS day?
## Deposits:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Networking Sponsors</td>
<td>$400.00</td>
</tr>
<tr>
<td>Spring Workshop Registration</td>
<td>$9,075.00</td>
</tr>
<tr>
<td>Fall Conference Exhibitors</td>
<td>$650.00</td>
</tr>
<tr>
<td>Reserve Fund Interest</td>
<td>$2.98</td>
</tr>
<tr>
<td>Scholarship Fund Interest</td>
<td>$2.91</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$10,130.89</strong></td>
</tr>
</tbody>
</table>

## Expenses:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card Charges</td>
<td>$111.94</td>
</tr>
<tr>
<td>Meeting Expenses</td>
<td>$150.17</td>
</tr>
<tr>
<td>Postage/Delivery</td>
<td>$14.69</td>
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<tr>
<td>Management Fee</td>
<td>$700.00</td>
</tr>
<tr>
<td>Rent/Storage</td>
<td>$4.07</td>
</tr>
<tr>
<td>Telephone</td>
<td>$50.14</td>
</tr>
<tr>
<td>Office Supplies/Photocopies</td>
<td>$67.15</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,098.16</strong></td>
</tr>
</tbody>
</table>
Summary of Proposed Changes to the GIS/LIS Policy Manual
June 2012

In order for the page numbers listed to correspond correctly, the Policy Manual should be viewed in the 'Final' version.

- General:
  - Changed all text to Times New Roman, 12pt font and with 1.5 line spacing.
- Page 3
  - Table of Contents:
    - Add a section for "Website"
- Page 4
  - Committee Policies:
    - Moved the committee listings to all be under “Committee Policies” rather than under “Committee Policies” and “Committee Information”.
    - Changed the “Professional Development” committee name to “Spring Workshops”.
  - Board Position Descriptions:
    - Removed the Spring Workshops Committee Chair from this listing since this committee Chair does not have to be a Board member.
- Page 5
  - Calendar:
    - (January) Changed “Executive Committee meets…” to “Treasurer establishes draft budget”.
    - (June) Changed Ewald contract deadline from March to June.
- Page 7
  - Budgets:
    - Added a bullet point “All budgets need to be reviewed by the Treasurer.”
    - Added a bullet point “If an expense within a committee budget exceeds the amount previously approved by the Board, or is a new item, it must be reviewed by the Board.”
- Page 9
  - Endowment Fund:
    - Removed the non-policy text about reimbursing the endowment fund.
    - Reworded the sentence about transferring all net proceeds from fundraisers into the endowment fund.
    - Added a sentence about the Endowment Fund being a savings account at Affinity Plus.
- Page 10
  - Financial:
    - Added a sentence about the Endowment Fund being a savings account at Affinity Plus.
    - Add a sentence about the General Fund being a checking account at Affinity Plus.
- Page 13
  - Voting:
    - Updated wording with what the Board approved earlier in 2012 regarding “Action without a meeting”.
- Page 14
  - Website:
    - Added a new section to list the policies specific to the Consortium’s website.
- Page 18
  - Database:
    - Removed all non-policy information regarding Affiniscape.
- Page 19
  - Fall Conference:
    - Removed non-policy text
- Page 21
  - Newsletter:
    - Updated with new text that was compiled by the News committee in 2012.

- Pages 22
  - Outreach:
    - Added a section for the Outreach committee
    - Added a policy that the Chair of this committee does not have to be a Board member.
  - Scholarship:
    - Removed all non-policy information
    - Removed Banette Kritzky listing as the main contact.
    - Added text regarding a new policy to automatically assign four board members (Past-Chair, Treasurer, Conference Chair and Higher Ed rep) to the scholarship committee.

- Page 31
  - Spring Workshops:
    - Changed committee name to “Spring Workshops”
    - Added various policies
  - Web:
    - Move all website-related policies to Page 14 where the new Website policy section is listed.

- Pages 32 & 33
  - Board position descriptions:
    - Removed all listings for budget creation except for the Treasurer position.
    - Added that the Past Chair, Treasurer, Conference chair automatically serve on the scholarship committee.
    - Past Chair – Removed the task of updating the history document. This is the responsibility of the Chair each year.
    - Treasurer – Added that this position assists the Higher Ed rep with creating the annual scholarship budget.
    - Higher Ed – Added that this position establishes the annual scholarship budget with the Treasurer.

- Page 33
  - Board position descriptions
    - Removed the text regarding the Spring Workshops Committee chair.
      - Because this Chair position is not always a board member, this chair position should not be listed on this page along with the board member listings.
    - Removed the listing for the Scholarship Chair.
      - Because this position is now automatically the Higher Ed rep, it does not need to be listed separately in this document.

- Page 34
  - Board position descriptions
    - Higher Ed Rep - Moved all tasks for the Scholarship committee chair to be listed under the Higher Ed rep.
Name of Event: Southeastern MN GIS Users Group Meeting  
Thursday, August 23rd, 2012 – 9:00am-1:00pm

Contact:
Sarah Schrader – Steering Committee Member  
509 West 5th Street, Red Wing, MN 55066  
651-385-3193 (phone)  
651-385-3098 (fax)  
Sarah.schrader@co.goodhue.mn.us

Purpose of Event:
Quarterly meeting for the Southeastern MN GIS Users Group. This active regional users group has been meeting on a regular basis since 2004. Regular meeting locations depend on the agency hosting the meeting but the locations generally switch around to various parts of the region. The group usually has at least one meeting in the Rochester area each year because of its central location in our region. The users group Steering Committee would like to have a fun and different meeting location for the summer meeting this year. The Cascade Meadows Center has been highly recommended to us and we feel it would be a great way to incorporate sustainability/environmental or water quality/watershed presentations into our meeting.

Where and when will the event be held:
Thursday, August 23rd, 2012 from 9:30am-12noon with lunch/networking from 12noon-1pm. The meeting will be held at the Cascade Meadows Wetlands & Environmental Science Center in Rochester: 2900 19th Street NW, Rochester, MN 55901. www.cascademeadow.org

Anticipated target audience:
Our group averages 19 attendees at our quarterly meetings but we always have a higher attendance at our meetings held in Rochester. (up to 26 attendees) Members are generally from the 11 county Southeastern MN region but our group is open to all GIS students and professionals. By having a more centralized meeting location, we expect to have a higher attendance at this meeting, possibly closer to 35 people.

Proposed Budget:
Facility rental and refreshments. Please see attached sheet which includes our proposed budget for this event.

We are requesting an event grant of up to $350.

Goodhue County will be paying upfront for the facility and meeting refreshments. If this event grant request is approved, we would like a letter from the Board Chair stating that Goodhue County will be reimbursed by the Consortium based on the final receipts and up to the amount approved. The Goodhue County Treasurer’s Office will need this letter before they will allow staff to pay for the facility and
refreshments. This letter can be sent to Sarah Schrader – 509 West 5th Street, Red Wing, MN 55066 or sent via email at sarah.schrader@co.goodhue.mn.us.

**Briefly describe how you plan to acknowledge the Consortium at your sponsored event:**
The users group has both a website and a group page on LinkedIn and plans on advertising this meeting event and recognizing the Consortium as the sponsor on both of these sites. We will also thank the Consortium at the event and have a poster or other signage at the event. A representative from the Consortium board is welcome to attend to talk briefly with users group members about the mission of the Consortium and upcoming events.

Users Group Website: [http://semngis.weebly.com/index.html](http://semngis.weebly.com/index.html)

**Remember that if you receive funds, you must write a newsletter article for the Consortium about this event.**
One of the Steering Committee members will submit a newsletter article after the event.

- Shawn Gertken – Wabasha County
- Leanne Knott – City of Red Wing
- Ryan Moore – Rochester Public Utilities
- Sarah Schrader – Goodhue County
- Michelle Trager – Rice County
- Dave Wavrin – Owatonna Public Utilities

**Have we received funding in the past from the Consortium?** No.
**Southeastern Minnesota GIS Users Group - Meeting on August 23rd, 2012**

*Request for an Event Grant from the GIS/LIS Consortium*

### Cascade Meadow

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
<th>Amt</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental - Meeting Room</td>
<td>$50/hour</td>
<td>4</td>
<td>$200.00</td>
</tr>
<tr>
<td>Cleaning Fee</td>
<td>$50 total</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Coffee Service</td>
<td>$7.50/pot</td>
<td>4</td>
<td>$30.00</td>
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**TOTAL** $280.00

### Hanisch Bakery & Other

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<th>Description</th>
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<th>Amt</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coffee cake</td>
<td>$6.99</td>
<td>2</td>
<td>$13.98</td>
</tr>
<tr>
<td>Donuts/Rolls</td>
<td>$1.30</td>
<td>20</td>
<td>$26.00</td>
</tr>
<tr>
<td>Orange Juice</td>
<td>$6.99</td>
<td>2</td>
<td>$13.98</td>
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</table>

**TOTAL** $53.96

**GRAND TOTAL FOR FACILITIES AND REFRESHMENTS:** $333.96

### Canadian Honker

<table>
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<tr>
<th>Description</th>
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<th>Amt</th>
<th>Total Fee</th>
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<tbody>
<tr>
<td>Sandwich Box Lunch</td>
<td>$6.99</td>
<td>30</td>
<td>$229.50</td>
</tr>
<tr>
<td>Pepsi products or bottled water</td>
<td>$1.00</td>
<td>30</td>
<td>$32.10</td>
</tr>
<tr>
<td>Delivery Fee</td>
<td>$5.00</td>
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<tr>
<td>Service Fee</td>
<td>18%</td>
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<tr>
<td>Tax</td>
<td>7%</td>
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**TOTAL** $266.60

- **Paid for by the GIS/LIS Consortium**
- **Paid for by each meeting attendee**
2012 Spring Workshops – Summary

Workshop Attendance
- 142 half-day equivalent workshop registrations
- 90 participants

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Format</th>
<th>Type</th>
<th>Registrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Making Web Google Mashups and More</td>
<td>Half</td>
<td>Hands-on</td>
<td>20</td>
</tr>
<tr>
<td>Intro to GIS using ArcGIS 10.0</td>
<td>Half</td>
<td>Hands-on</td>
<td>15</td>
</tr>
<tr>
<td>Cartographic Design</td>
<td>Half</td>
<td>Lecture</td>
<td>9</td>
</tr>
<tr>
<td>Making Maps Using USNG</td>
<td>Half</td>
<td>Lecture</td>
<td>9</td>
</tr>
<tr>
<td>Model Builder: Making Models More Useful</td>
<td>Half</td>
<td>Hands-on</td>
<td>12</td>
</tr>
<tr>
<td>Spatial Data Revealed</td>
<td>Half</td>
<td>Hands-on</td>
<td>20</td>
</tr>
<tr>
<td>Mobile GIS Applications</td>
<td>Half</td>
<td>Lecture</td>
<td>17</td>
</tr>
<tr>
<td>Applications of Python in GIS</td>
<td>Full</td>
<td>Hands-on</td>
<td>20</td>
</tr>
</tbody>
</table>

Budget
- $10,650.00 Total Income
- $4,090.80 Total Estimated Expenses
- **$6,559.20 Estimated Net Profit**

Donated Honorariums – Total=$1,500.00
- Mike Dolbow - $300
- David Fawcett - $600
- Elevated GIS Solutions - $300
- Len Kne - $300 (Len requested NOT to be listed in the Annual Report)

Expenses Not Yet Finalized:
- Committee Teleconference Calls (est $20.00)
- Credit Card Processing Fees (est $180.00)
- Printing Certificates (est $14.20)
- Mileage for Ewald staff (est $10.00)
- Cost of Mailing Certificates if Attendees Did Not Receive Them at Workshop (est $4.80)