Type of Meeting: 2016 Board of Directors

Meeting Location: Ewald, 1000 Westgate Drive, St. Paul, MN 55114, Suite 252
Dial in: 1-888-875-1833, Participant Passcode: 5696856553#, Moderator: 8464166303#

Meeting Facilitator: Tami Maddio, Board Chair

Invitees: Past Chair: Heather Albrecht
Chair-Elect: Scott Freburg
Treasurer: Tim Loesch
Secretary: Leah Sperduto
Conference Chair: Ryan Stovern
Conference Chair-Elect: Jane Mueller
State Government: Zeb Thomas
Private Sector: Brandon Tourtelotte
Local Government: Eric Kopras
Higher Education: Stacey Stark
At-Large: Andrew King-Scribbins
Past Conference Chair: Gerry Sjerven
MnGEO Ex-Officio: Dan Ross
MnGAC Ex-Officio: Gerry Sjerven

I. Call to order Maddio
II. Roll call Maddio
III. Approval of meeting agenda & Committee reports Maddio
IV. Review action items & Approval of minutes from last meeting Sperduto
V. Review & Approval of January, February and March Treasurer’s reports Loesch
VI. Open Issues/New business
   a) Board Budget Review and Approval Loesch
   b) Communications Committee Approval Maddio
   c) Communications Committee and the MN GIS/LIS Blog King-Scribbins
   d) Spring Workshops Networking Event Grant Thomas
   e) Ewald Contract Update Maddio
   f) Scholarship Budget Draft Stark
   g) Review and Update the History Document Sperduto
   h) Project Portal Review Maddio
   i) Google Docs Review Stovern
   j) Other issues/ Ewald round robin

VII. Adjournment
VIII. Committee Business Summary Reports

a) Awards
   Mark Kotz

b) Communication
   Kitty Hurley/Mike Dolbow

c) Conference
   Ryan Stovern

d) Database & Website
   Gerry Sjerven

e) Education
   Stacey Stark/Scott Freburg

f) Executive
   Tami Maddio

g) Finance
   Tim Loesch

h) Future Conference
   Ryan Stovern/Adam Snegosky

i) Networking
   Zeb Thomas

j) Scholarship
   Stacey Stark

k) Spring Workshops
   Michelle Trager/Len Kne

l) Ad Hoc, Utilities
   Brandon Tourelotte

m) Ad Hoc, UMGECON
   Heather Albrecht

n) Ad Hoc, K-12 Database
   Scott Freburg

o) Ad Hoc, WLIA
   Ryan Stovern
Spring Workshops Committee Report April 2016

The Spring Workshop Committee met on April 6th. Registration is now open. There are 12 workshops scheduled this year that include 3 remote broadcasts.

2016 Spring Workshops- May 19th- University of Minnesota- Minneapolis with remote broadcasts throughout the state in Duluth, Moorhead and Winona.


Business Analyst and Business Sustainability- Half Day- Lecture- Intermediate- Pierre Callies, University of Saint Thomas - Normandale Community College

Get a Little More than just the "GISt"- Half Day- Hands-On- Intermediate- Anne Morris, Minnesota Pollution Control Agency

Creating Simple GIS Applications with Python- Half Day- Hands-On- Intermediate- Sam Giebner & Kris Johnson, North Point Geographic Solutions


Introduction to QGIS - Half Day- Hands-On- Beginner- Cory Richter, City of Saint Paul


Advanced Python: Build your own Classes and Modules- Half Day- Hands-On- Advanced- Zeb Thomas, Department of Natural Resources

Customizing the Parcel Fabric for your Business Needs- Half Day- Hands-On- Intermediate- Ryan Stovern, St. Louis County

April 2016
Communications & Outreach Committee Updates

1) Posted Content to Social Media (Facebook, Twitter & LinkedIn)
   a) Spring Workshop content announcement
   b) Registration for UM GeoCon
   c) Minnesota ArcGIS Map Contest
   d) Spring Workshop Registration announcement
   e) Conference Call for Presentations (planned for 4/15)

2) Social Media Governance
   • The committee has made minor changes to the LinkedIn group membership approval procedure.
   • The changes reflect the updated procedures the committee uses to accept, or reject members into the LinkedIn group to avoid spam, and/or unsolicited messages/updates to the Consortium’s membership.
   • The committee is still seeking approval from the Board on these changes and assistance with the News Blog concept

3) Social Media Update
   a) Social Media Statistics Update:
      i) Twitter – 315 followers (up 5)
      ii) Facebook – 186 likes (up 7)
      iii) LinkedIn – 950 members (down 3)
         (1) Action required: Need to update e-mail address connected to LinkedIn Account,
             linkedin@mngislis.org
1. Subcommittee Reports
   a. Keynote Speakers
      ✓ Wednesday Lunch Speaker
         o To be discussed with MDE
      ✓ Thursday Keynote
         o Marine Archaeologist Carrie Sowden of the National Museum of the Great Lakes.
         o [www.inlandseas.org](http://www.inlandseas.org)
         o Offered a booth for the duration of the conference as well. They are very interested in having a booth
         o Ashley is working on logistics.
         o Speaker fee is free will donation. We will be donating $1000 to the National Museum of the Great Lakes.
         o Speaker Agreements was sent on Thursday March 10th
         o Speaker Agreement has been returned Thursday April 14th.
      ✓ Friday Keynote
         o Dana Starkell will be talking about a journey that he went on with his Dad and Brother from Winnipeg to the Amazon via Canoe.
         o [www.paddletotheamazon.com](http://www.paddletotheamazon.com)
         o $1500 will be his speaking fee
         o Speaker agreement was sent March 10th. Has been returned.

   b. K-12
      i. K-12 will be housed in Gooseberry 1-3 Rooms and Split Rock Room

   c. ESRI HOLL

   d. Pre-Conference Workshops
      i. Working on getting interested instructors and also confirmed instructors

   e. Conference Sessions
      i. CFP went live April 12th on the website
      ii. As of 11am 4/18 2 abstracts have been submitted

   f. Facilities/Technology

   g. Entertainment
      i. Entertainment committee meet Thursday April 14th.

   h. Fun Run
      i. City Permit and Payment being sent to the City of Duluth
      ii. Insurance info being sent to City of Duluth

   i. Social Media and Communication
      i. CFP Announcement sent out via e-announcement and social media
2. Meeting Timeline- Subject to Change
   a. April- 26th @ 10am
   b. May- 10th, 24th @ 10am
   c. June- 7th, 21st at DECC 1pm. Lunch will be served at 12pm
   d. July-5th, 20th @ 10am
   e. August-2nd, 16th, 30th @ 10am
   f. September- 13th, 27th @ 10am
   g. October-11th @ 10am Conference 26th-28th
   h. November- 8th Wrap Up @ 10am
Networking Committee Report
April 18, 2016

Met on March 15 to discuss Spring Workshop event options:

- Last year: $895 at Town Hall Brewery
  - Lots of extra food
  - Need better promotion
    - Clearly communicate, make sure people know it’s walkable, free food
    - More coordinated with Spring Workshop committee
    - Promote among workshop presenters
    - More promotion to those not attending workshops

- Narrowed choices to
  - Town Hall Brewery
  - Republic Bar
  - Nomad World Pub

- Sponsorship
  - Agreed that approach to sponsorship that was used in the past, with annual sponsorship contribution of $200, works best

Since, then Republic was selected and reserved, for the following reasons:

- Town Hall is booked
- Nomad World Pub has limited food options, so would require separate catering option

Republic requires $1000 food and beverage minimum, plus tax and 20% gratuity

Sponsorship letters will go out this week
Website & Database Report
April 20, 2016

- Yourmembership and Ewald have completed its update to a mobile friendly website
- Some pages needed to be readjusted to after the conversion in order to work.
- Polaris, Lifetime, Scholarship winners and award web pages have been updated.
- Spring workshops pages have been created and launched.
- Conference abstract submission page and conference webpages have been created and launched.

To Do’s

- Work with Ewald on redesign or reorganization of the home page.
- Design a better method for storage and retrieval of minutes and agendas
- Redesign the Event Grant form page, once the form is determined.
Minnesota GIS/LIS Consortium
Treasurers Report for January, 2016
Date of Report: 2/22/2016
Prepared by: Timothy N. Loesch

Account Status as of 1/1/2016

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$75,527.75</td>
<td>Affinity Checking Account</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>35,189.93</td>
<td>Affinity Savings Account</td>
</tr>
<tr>
<td>Other Assets</td>
<td>$1,500</td>
<td>Prepaid expenses, Inventory, un deposited funds</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$9,036.00</td>
<td>Unpaid invoices owed to GIS/LIS</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>($24,100.84)</td>
<td>Unpaid bills</td>
</tr>
<tr>
<td>Balance</td>
<td>$97,152.84</td>
<td>$93,339.30</td>
</tr>
<tr>
<td>Scholarship Fund</td>
<td>$20,515.78</td>
<td>Affinity savings account</td>
</tr>
<tr>
<td>Investment Account</td>
<td>$31,483.29</td>
<td>Schwab Managed Portfolio</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$149,151.91</td>
<td>$145,336.63 Total Assets</td>
</tr>
</tbody>
</table>

| Income                  | $8,673.73 | $7,780.00 Proceeds received during the month. |
| Expenses                | $1,999.04 | $3,566.55 Checks written during the month.   |

Treasurer Comments:

This report summarizes the Consortium’s financial status as of January 31st, 2016.

- Accounts receivable was reduced by $8,699 by payments made to Consortium for Fall Conference Registrations and Spring Workshop fees. The remaining $9,036 is due to unpaid conference a spring workshop invoices - $474 is from Spring Workshops, $8,562 for Conference Registrations
- Income for the month was $8,673.73 and includes fall conference and one spring workshop payment.
- Outgoing payments totaled $$1,999.04 and included payments to Ewald, and the remaining Teacher reimbursements. See check and check card reports for details.

Other activity –
Reviewed proposed spring workshop budget as submitted. No issues raised.

Minnesota GIS/LIS Consortium
Treasurers Report for February, 2016
Date of Report: 3/22/2016
Prepared by: Timothy N. Loesch

Account Status as of 2/29/2016

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$74,498.91</td>
<td>Affinity Checking Account</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>$35,192.73</td>
<td>Affinity Savings Account</td>
</tr>
<tr>
<td>Other Assets</td>
<td>$1,500.00</td>
<td>Prepaid expenses, Inventory, un deposited funds</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$8,401.00</td>
<td>Unpaid invoices owed to GIS/LIS</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>($24,118.19)</td>
<td>Unpaid bills</td>
</tr>
<tr>
<td>Balance</td>
<td>$95,474.45</td>
<td>$97,152.84</td>
</tr>
</tbody>
</table>

| Scholarship Fund      | $20,517.41  | Affinity savings account                  |
| Investment Account    | $31,483.29  | Schwab Managed Portfolio                   |
| Total Assets          | $147,475.15  | $149,151.91 Total Assets                  |

| Income                | $542.43     | $8,673.73 Proceeds received during the month. |
| Expenses              | $1089.09    | $1,999.04 Checks written during the month.  |

Treasurer Comments:

This report summarizes the Consortium’s financial status as of February 29th, 2016.

- Accounts receivable was reduced by $635 by payments made to Consortium for Fall Conference Registrations and Spring Workshop fees.
- Income for the month was $542 and includes fall conference payment.
- Outgoing payments totaled $1,089.09 and included payments to Ewald and other minor fees. See check and check card reports for details.

Respectfully submitted on 2/22/2016 by Tim Loesch, Treasurer Minnesota GIS/LIS Consortium.
Minnesota GIS/LIS Consortium
Treasurers Report for March, 2016
Date of Report: 4/19/2016
Prepared by: Timothy N. Loesch

Account Status as of 3/31/2016

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
<th>Previous Balance</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$75,238.75</td>
<td>$74,498.91</td>
<td>Affinity Checking Account</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>35,195.62</td>
<td>$35,192.73</td>
<td>Affinity Savings Account</td>
</tr>
<tr>
<td>Other Assets</td>
<td>$1,500.00</td>
<td>$1,500</td>
<td>Prepaid expenses, Inventory, un deposited funds</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$8,501.00</td>
<td>$8,401.00</td>
<td>Unpaid invoices owed to GIS/LIS</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$29,774.33</td>
<td>($24,118.19)</td>
<td>Unpaid bills</td>
</tr>
<tr>
<td>Balance</td>
<td>$90,661.04</td>
<td>$95,474.45</td>
<td></td>
</tr>
</tbody>
</table>

| Scholarship Fund | 20,519.15 | $20,517.41       | Affinity savings account                             |
| Investment Account | $31,483.29| $31,483.29       | Schwab Managed Portfolio                              |
|                  | $52,002.44| $52,000.70       |                                                       |
| Total Assets     | $142,663.48| $147,475.15     | Total Assets                                          |

| Income          | $4.73     | $542.43          | Proceeds received during the month.                  |
| Expenses        | $1,104.60 | $1089.09         | Charges incurred during the month.                   |

Treasurer Comments:

This report summarizes the Consortium’s financial status as of March 31st, 2016.

- Outgoing payments totaled $1,104.60 and included payments for Association management ($916.67) Insurance ($180.98), Web Page maintenance ($1,285), teleconferencing meeting expenses (172.74) and other small fees. See check and check card reports for details.
- Account receivable remained largely stable
- Income for the month was restricted to interest earned.

Respectfully submitted on 4/21/2016 by Tim Loesch, Treasurer Minnesota GIS/LIS Consortium.
3 BOARD POSITION DESCRIPTIONS

Tasks to be completed by all members

1. Regularly attend board meetings and important related meetings
2. Be knowledgeable of the bylaws and consortium mission
3. Stay informed about committee matters
4. Prepare well for meetings
5. Review and comment on minutes and reports
6. Volunteer for and willingly accept assignments and complete them thoroughly and on time
8. Participates in promoting the board’s mission
9. Review the content of the newsletter and website and provide feedback to the newsletter committee chair and website committee chair
10. Promote board positions and recruit volunteers
11. Contribute to at least 1 committee

Chair
1. Manage meeting agendas, request items from board, develop and distribute the agenda
2. Facilitate board meetings
3. Sign all correspondence (Fall Conference/Spring Workshop contracts, Scholarship solicitation letters, etc.)
5. Present Chair Address at annual meeting
6. Maintain historical files – Move this to secretary
7. Promote future goals
8. Field board concerns and educate members on by-laws
9. Distribute new member packets
10. Serve as the co-Chair of the nominating committee (if not on ballot)
12. Designate recorder in the absence of the secretary
13. Distribute tokens of appreciation at year end
14. Serve on the Scholarship committee
15. Is a member of the Executive Committee.

Chair-Elect
1. Cover any chair duty that cannot be completed by chair
2. Establish tasks/goals for year as Chair
3. Develop new member packet for year as Chair
4. Serve as the co-Chair of the nominating committee (if not on ballot)
5. May seek representation on the Minnesota Statewide Geospatial Advisory Council and act as a liaison between the Advisory Council and Consortium board.
6. Is a member of the Executive Committee.

Past Chair
1. Attends board meetings to maintain continuity between previous and current year.
2. Assists Chair by offering experience and expertise.
3. Is a member of the Executive Committee.
4. Serve on the Scholarship Committee
5. Prepare Annual Report

Secretary
1. Captures meeting minutes and distribute to board directors.
2. Follows up with changes / additions / corrections to minutes
3. Work with legal documents (articles, by-laws) and note applicability during meetings
4. Monitor website to make sure all posted information is up-to-date
5. Is a member of the Executive Committee.
6. Update history document for board postions

Treasurer
Coordinate with the association management company on the following:
1. Manage financial records of the organization
2. Administrate fiscal matters of the organization and coordinate the annual tax forms
3. Provide annual financial reports to the board
4. Provide monthly financial report to the board for member’s approval
5. Ensure development and board review of financial policies and procedures
6. Actively Participates in the board's annual evaluation and planning efforts
7. Establish annual budget and get approved by Board
8. Assist the Higher Ed rep with creating the annual scholarship budget
9. Attend and participates in the conference planning committee meetings
10. Serve on the Scholarship Committee
11. Is a member of the Executive Committee.

Conference Chair
1. Oversee all activities in the Conference Planning Committee
2. Oversee all conference contractual issues
3. Manage meeting agendas, request items from board, creates and distributes the agenda
4. Facilitate conference committee meetings
5. Sign all conference correspondence (contracts, letters, etc)
6. Present Conference Chair Introduction at Conference
7. Organize Conference subcommittee chairs and member duties
8. Serve on the Scholarship Committee
9. Is a member of the Executive Committee.

Conference Chair-Elect
1. Complete Conference Chair duties when Conference Chair cannot
2. Oversee completion of future conference contractual issues (maintain at least 4 years in advance)
3. Participates in the conference planning committee
4. Is a member of the Executive Committee.

Past Conference Chair
1. Attends board meetings to maintain continuity between previous and current year.
2. Assists Chair by offering experience and expertise.
2. Assists in completion of future conference contractual issues (maintain at least 4 years in advance)
3. Participates in the conference planning committee

State Government
1. Represent or promote the interests of state government
2. Participates in a minimum of one sub-committee
3. Maintain communication with state department user groups

Local Government
1. Represent or promote the interests of local government
2. Participates in a minimum of one sub-committee
3. Maintain communication with local government department user groups

Higher Education
1. Represent or promote the interests of educational entities
2. Chair the Scholarship Committee
3. Serve on the Conference committee
4. Maintain communication with educational user groups in state
5. Organize and facilitate Scholarship Committee meetings
6. Prepare correspondence and updates for Board of Director’s meetings
7. Contribute to the Minnesota GIS/LIS Consortium Community News Blog
8. Maintain a list of representatives of the Scholarship Committee and suggest new appointees when a member leaves the Committee
9. Serve as the focal point to external contacts (e.g. Foundation) regarding committee activities
10. Forward all formal correspondence to Board for approval and signature (contracts, letters, etc)
11. Present Consortium award with Board of Director’s Chair to awardees at annual meeting
12. Maintain historical records of pertinent Committee activities
   Field board concerns and educate consortium members regarding Committee related activities
13. Establish annual scholarship budget with Treasurer
14. Solicit new institutions for participation in Consortium’s Scholarship Program
15. Organize review process for new and existing educational institutions
16. Provide award letters to qualified institutions (see #9)
17. Collect, record and forward to Foundation, student award information
18. Promote sponsorship activities

At-Large
1. Represent or promote the interests of their constituency
2. Participates in a minimum of one sub-committee

Private
1. Represent or promote the interests of their constituency
2. Participates in a minimum of one sub-committee
MnGeo Ex-Officio
1. Act as a liaison between MnGeo and Consortium board
2. Participates in a minimum of one sub-committee

Minnesota Statewide Geospatial Advisory Council Ex-Officio
1. Act as a liaison between MNGAC and Consortium board
2. Participates in a minimum of one sub-committee