MN GIS/LIS Consortium

Meeting Agenda

July 21, 2016
10 am – 12 pm

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 June Treasurer’s reports Loesch

VI. Open Issues/New business

   a) Formalize MSPS Collaboration with MN GIS/LIS Maddio
   b) 2015 Annual Report Approval Albrecht
   c) UMGeoCon revenue to General fund or Education/Scholarship fund Maddio
   d) Investment Account Update and Discussion Loesch
   e) Hennepin County GIS User Group Grant Proposal Maddio
   f) Conference Update Stovern
   g) Website Update Sjerven
   h) Other issues/ Ewald round robin

VII. Adjournment
VIII. Committee Business Summary Reports

a) Awards Mark Kotz
b) Communication Kitty Hurley/Mike Dolbow
  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 Toutelotte

m) Ad Hoc, UMGEOCON Heather Albrecht

n) Ad Hoc, K-12 Database Scott Freburg

o) Ad Hoc, WLIA Ryan Stovern
July 2016
Communications & Outreach Committee Updates

1) Posted Content to Social Media (Facebook, Twitter & LinkedIn)
   a) Abstract announcement for the MN Society of Professional Surveyors (MSPS) in Duluth
   b) Inaugural “MN on the Map” Student Competition Winners
   c) Board Meeting in Duluth
   d) Conference Planning Meeting in Duluth
   e) Conference Student Assistantship Reminder
   f) “MN on the Map” Student Winners Maps
   g) Final call for vendor free advertisement with early registration

2) Posted Content to the Consortium’s Blog
   a) No content posted in the last month

3) Social Media Update
   a) Social Media Statistics Update:
      i) Twitter – 343 followers (up 10)
      ii) Facebook – 204 likes (down 3)
      iii) LinkedIn – 949 members (same as last month)
1. **Subcommittee Reports**
   a. **Keynote Speakers**
      ✓ **Wednesday Lunch Speaker**
      o Scott is working on getting a teacher and a few students to talk about using GIS in the classroom.
      ✓ **Thursday Keynote**
      o Archaeological Director 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 Agreement was sent on Thursday March 10th.
      o Speaker Agreement has been returned Thursday April 14th.
      o Bio and Speaker Pictures Received
      ✓ **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.
      o Bio and Speaker Pictures Received

   b. **K-12**

   c. **ESRI HOLL**

   d. **Pre-Conference Workshops**
      i. 17 Confirmed Workshops
      ✓ 8 workshops from Public Sector Employees
      ✓ 9 workshops from Private Sector Employees

   e. **Conference Sessions**
      i. 91 Presentations
      ✓ 74- Individual Presentations
      ✓ 11- Lightning Presentations
      ✓ 2- 60 Minute Panel Discussions
      ✓ 4- 90 Minutes Panel Discussions
      ii. 8 Posters (still accepting submissions)
      ✓ 7- General Posters
      ✓ 1- Student
      iii. 3 Product Demo
      iv. 2 Web Maps

   f. **Facilities/Technology**
g. Entertainment
   i. Tuesday night event still in planning
      ✓ 7 West Taphouse
   ii. Wednesday night will be held at Grandma’s Saloon by Lift Bridge
   iii. Thursday night will be Beer Tasting

h. Fun Run
   i. All set. Everything has been taken care of

i. Social Media and Communication
   i. Multiple Post to Facebook, Twitter and LinkedIn

j. Awards
   i. July 26th Awards Committee Meeting

k. User Groups/Birds of a Feather
   i. Will be sending out a form for people interested in hosting user groups to fill out

l. Higher Education, Mentor Program, and Poster Competition, Student Assistants
   i. 3 Student Assistants as of 7/13

m. Geolounge

n. Vendors
   i. As of 7/15
      ✓ 12 for-profit vendors
      ✓ 1 non-profit vendor
      ✓ 1 comp vendor
   ii. Sponsorships
      ✓ 1-Geolounge
      ✓ 1-Breakfast
      ✓ 1-Fun Run Shirts
      ✓ 4- Student
   iii. Advertisement
      ✓ Full Page
      ✓ Half Page

2. Meeting Timeline- Subject to Change
   a. July-20th @ 10am
   b. August-2nd,16th,30th @ 10am
   c. September- 13th,27th @ 10am
   d. October-11th @ 10am Conference 26th-28th
   e. November- 8th Wrap Up @ 10am
Minnesota GIS/LIS Consortium  
Treasurers Report for July, 2016  
Date of Report: 7/21/2016  
Prepared by: Timothy N. Loesch

Account Status as of June 30th, 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>$50,520.88</td>
<td>$52,466.64</td>
<td>Affinity Checking Account</td>
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<tr>
<td>Reserve Fund</td>
<td>$35,204.49</td>
<td>$35,201.60</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, undeposited funds</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$6,812.00</td>
<td>$7,716.00</td>
<td>Unpaid invoices owed to GIS/LIS</td>
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<tr>
<td>Accounts Payable</td>
<td>-$24.00</td>
<td>$283.38</td>
<td>Unpaid bills</td>
</tr>
<tr>
<td>Balance</td>
<td>$94,013.37</td>
<td>$96,300.86</td>
<td></td>
</tr>
<tr>
<td>Scholarship Fund</td>
<td>$26,924.27</td>
<td>$20,522.58</td>
<td>Affinity savings account</td>
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<td>Investment Account</td>
<td>$31,483.29</td>
<td>$31,483.29</td>
<td>Schwab Managed Portfolio</td>
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<tr>
<td></td>
<td>$58,407.56</td>
<td>$52,005.87</td>
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</tr>
<tr>
<td>Total Assets</td>
<td>$152,420.93</td>
<td>$148,306.73</td>
<td>Total Assets</td>
</tr>
</tbody>
</table>

Income                  | $8,052.58  | 10,298.73        | Proceeds received during the month.              |
Expenses                 | $3,938.38  | $8,044.12        | Checks written during the month.                 |

Treasurer Comments:

This report summarizes the Consortiums financial status as of June 30th, 2016.

Respectfully submitted on 7/21/2016 by Tim Loesch, Treasurer Minnesota GIS/LIS Consortium.

Notes:
Spring Workshop registrations = $16,035  
Fall Conference Sponsorship = $1,300  
Fall Conference Exhibitors = $6,300

Charles Schwabb Account Status:
I worked with Kyle Chester to get the account information to Ewald and am working with Amanda to get the forms filled out so that we can access the account and get financial information. By next month’s meeting we should have everything in order.
Event Grant

Guidelines and Application Form

Are you looking for financial support for your GIS/LIS activity or event? The MN GIS/LIS Consortium can provide limited funding for printing and mailing costs, meeting room rental fees, food services, speaker fees and advertisements for GIS/LIS activities or events in Minnesota. Awards are typically less than $1000 per request.

The main criteria used to evaluate funding requests are:

- The event must be open to the GIS/LIS community in Minnesota;
- A generalized budget statement for the event should be submitted, showing anticipated total costs and the planned use of Consortium funds;
- If accepted, the Consortium will encourage organizers to use our logo and name in event advertising;
- When the event is completed, organizers will be asked to provide a summary of the event suitable for publication in GIS/LIS News and on the Consortium’s website;
- When the event is completed, organizers must submit a budget summary document to the Consortium detailing the actual use of the Consortium’s awarded funds.

The Minnesota GIS/LIS Consortium’s policy is to provide the event grant money only after the event has been held and after the proper event budget summary information has been provided to the Board of Directors for their review. In rare cases, the Consortium Board of Directors may approve distribution of the funds before the event is held.

The request form and full instructions are available on the Consortium website - www.mngislis.org.

We look forward to reviewing your request.
Minnesota GIS/LIS Consortium

Event Grant Application Form

Part A: Contact Person Information

Name: Douglas Gawtry  
Address: 12800 Arbor Lakes Parkway N, Maple Grove, MN  
Phone: 763-494-6282  
E-mail: dgawtry@maplegrovemn.gov

Part B: Activity Description

Name of event: Hennepin County GIS User Group Picnic

Purpose of event: Social event held annually to promote interaction between GIS professionals outside the office.

Where and when will the event be held: It is usually held in August at a park in Hennepin County. It happening is dependent upon this grant.

Anticipated target audience (Please describe the composition of your target audience, how many people are expected to attend and from where will they be coming?):

Anyone who wants to attend. 
In the past it has been anywhere from 10 - 30 people from various agencies in the Twin Cities metro area. We usually have GIS professionals, Planners, Engineers, and just people that are interested in GIS.

Proposed Budget (Please provide a general itemized budget of your anticipated expenses for which you are requesting Consortium funds; the request should not exceed $1,000.00):

$350 for Groceries 
- Hamburgers/veggie burgers, Brats, Buns, Condiments, Side Dishes, beverages 
- Charcoal for cooking on the park grill
Part C: Consortium Promotion Activities

Briefly describe how you plan to acknowledge the Consortium at your sponsored event.

The consortium will be listed as the sponsor for the event on the advertisement and I will probably mention them at the picnic as the event sponsor.

Please remember: if your event is accepted for outreach funds, you must agree to submit an article about your event for the next GIS/LIS News.

Part D: Receipt of Past Consortium Funding

Have you received funding from the Consortium to support outreach activities in the past (OR within the last two years)?

___YES  ___NO

If YES, please provide a brief report of the activity and the amount of funding received. (This is for informational purposes and will have no impact on your present request.)

Signature: ___________________________  Date: _____________  7/14/2016

Douglas Gawtry