MN GIS/LIS Consortium
Meeting Agenda
February 24, 2016
9:40 am – 12:00 pm

Type of Meeting: 2016 Board of Directors

Meeting Location: Fort Snelling Visitors Center, 101 Snelling Lake Road St. Paul, MN 55111
Dial in: 1-888-875-1833, Participant Passcode: 5696856553#, Moderator: 8464166303#

Meeting Facilitator: Tami Maddio, Board Chair

Invitees:  Past Chair: Heather Albrecht  Private Sector: Brandon Tourtelotte
Chair-Elect: Scott Freburg  Local Government: Eric Kopras
Treasurer: Tim Loesch  Higher Education: Stacey Stark
Secretary: Leah Sperduto  At-Large: Andrew King-Scribbins
Conference Chair: Ryan Stovern  Past Conference Chair: Gerry Sjerven
Conference Chair-Elect: Jane Mueller  MnGEO Ex-Officio: Dan Ross
State Government: Zeb Thomas  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 and February Treasurers reports  Loesch
VI. Open Issues/New business
   A. Intro to Project Portal  Maddio
   B. Workshops and Conference Rates Discussion  Stovern
   C. Spring Workshops Update and Budget Approval  Trager
   D. Policy Manual Changes  Albrecht
   E. Conference Committee Update  Stovern
   F. Ewald Contract Discussion  Maddio
   G. 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
   Greta Poser

k) Spring Workshops
   Michelle Trager

l) Ad Hoc, Utilities
   Brandon Tourtelotte

m) Ad Hoc, UMGEOCON
   Heather Albrecht

n) Ad Hoc, K-12 Database
   Scott Freburg

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

The Spring Workshop Committee met on January 26th and February 9th. Workshops will be on May 19th at the University of Minnesota with remote locations in Duluth, Moorhead and Winona. WebEx will be used for remote broadcasting. So far the workshops below are confirmed. Our next meeting will be March 6th at 9:30 via teleconference.

- Python- Zeb Thomas (DNR)
- Python- Sam Giebner & Kris Johnson (Northpoint GIS)
- Python in the Field Calculator- Terese Rowekamp (GIS Workshop, LLC)
- The ArcGIS App For Every Challenge- Kyle Wikstrom (Prowest & Associates)
- Running Enterprise GIS Systems in the God Mode- Jessica Fendos (Ramsey County)
- Intro to ArcGIS- Anne Morris (MPCA)
- QGIS for Beginners- Corey Richter (City of Saint Paul)
- Preparing for NG911- Vic Barnett (Ramsey County)
- GIS and AutoCAD Integration- Rob Bigelow (Bolton & Menk Inc.)
- Parcel Fabric- Ryan Stovern (St Louis County)
- ArcGIS Server- Justin Hansen (WSB)
- SQL 101- Spatial Data Revealed- Len Kne (University of MN)
- GIS for Business- Pierre Jacques Callies (Normandale Community College)
Conference Committee – February 2016  (Ryan Stovern & Jane Mueller)

1. Meeting with Ewald was good. I think both sides have a better understanding of what each want.

2. Budget
   a. Proposed registration increases have been determined. Will be voted on at the February meeting.
   b. Conference Budget will be ready for vote at March Board Meeting
      o Some items were negotiated during 2015

3. 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. She will be talking with us about the struggles they have had using GIS for Marine Archaeology in the Great Lakes. She will also touch on the Edmund Fitzgerald and other notable shipwrecks and Archaeology as a whole. [www.inlandseas.org](http://www.inlandseas.org)
      o I also offered them a booth for the duration of the conference as well.
      o Speaker is free will donation. We will be paying for travel and lodging and adding an additional donation in as well.
      ✓ Friday Keynote
      o Original speaker had to back out.
      o Dana Starkell will now be our Friday speaker. He will be talking about a journey that he went on with his Dad and Brother. [www.paddletotheamazon.com](http://www.paddletotheamazon.com)
      o $1500 will be his speaking fee

   b. K-12
      i. K-12 will be in the Gooseberry Falls Rooms
      ii. Scott is looking for outside funding to help offset cost

   c. ESRI HOLL

   d. Pre-Conference Workshops
      i. Workshop Survey was sent out for spring workshops results can be used for fall as well
      ii. Instructor Interest Form was sent out for spring and can be used for fall as well
      iii. 10 Rooms available for Workshops

   e. Conference Sessions
      i. 13 rooms available on Thursday and 9 on Friday.

   f. Facilities/Technology
      i. Gerry is working with Len for the touch screen TVs, and plans to work with the web map gallery

   g. Entertainment

   h. Fun Run
i. **Social Media and Communication**
   
   i. Conference Theme was announced via e-announcement and will be pushed out via Facebook and Twitter

j. **Awards**

k. **User Groups/Birds of a Feather**

l. **Higher Education, Mentor Program, and Poster Competition**
   
   i. Made an offer to Higher Ed that they can have the main ballroom to do some kind of Geo Competition amongst the Universities. They can also use this room for all of their competition events for Undergrad and Grads.

m. **Geolounge**
   
   i. Will be moved to the Split Rock Rooms from the Gooseberry Rooms
   
   ii. Furniture is on contract already for 2016 based on negotiated deals during 2015

n. **Vendors**
   
   i. Vendor Hall will open after lunch on Wednesday for workshop participants.

4. **Meeting Timeline- Subject to Change**
   
   a. March-1\textsuperscript{st},15\textsuperscript{th},29\textsuperscript{th} @ 10am
   
   b. April- 12\textsuperscript{th},26\textsuperscript{th} @ 10am
   
   c. May- 10\textsuperscript{th}, 24\textsuperscript{th} @ 10am
   
   d. June-7\textsuperscript{th},@ 10am June 21\textsuperscript{st} at DECC 1pm. Lunch will be served at 12pm
   
   e. July-5\textsuperscript{th},20\textsuperscript{th} @ 10am
   
   f. August-2\textsuperscript{nd},16\textsuperscript{th},30\textsuperscript{th} @ 10am
   
   g. September- 13\textsuperscript{th},27\textsuperscript{th} @ 10am
   
   h. October-11\textsuperscript{th} @ 10am Conference 26th-28th
   
   i. November- 8\textsuperscript{th} Wrap Up @ 10am
February 2016
Communications & Outreach Committee Updates

1) Posted Content to Social Media (Facebook, Twitter & LinkedIn)
   a) Geo:Code event announcement
   b) Spring workshops announcement (May 19th)
   c) Conference call for volunteers announcement
   d) Conference theme announcement: Your Geospatial Destiny
   e) Upper Midwest Geocon Call for Abstracts

2) Social Media Update
   a) Social Media Statistics Update:
      i) Twitter – 304 followers (up 11)
      ii) Facebook – 176 likes (up 3)
      iii) LinkedIn – 950 members (up 3)
      (1) Action required: Need to update e-mail address connected to LinkedIn Account,
         linkedin@mngislis.org
2016 MN GIS/LIS Conference Committee
October 26-28, 2016 – DECC (Duluth, Minnesota)

Date:          Tuesday, February 16, 2016
Time:         10:00am – 11:00am Central Time
Location:     Teleconference: 1-888-875-1833 (Participant Code: 569 685 6553#

Present:

Aaron Menza  X  Jane Mueller  X  Michelle Trager  X
Andy King-Scribbins  X  Jared Hovi  X  Molly Shoberg  X
Ashley Crunstedt  X  Jeff Storlie  X  Rebecca Foster  X
Ashley Ignatius  X  Joella Givens  X  Ryan Stovern  X
Carolyn Adams  X  Kelvin Maki  X  Sally Wakefield  X
Eric Kopras  X  Kim Sundeen  X  Scott Freburg  X
Geoff Maas  X  Kitty Hurley  X
Gerry Sjerven  X  Meghan Tompkins  X

1. Introductions / Role Call

2. Conflict of Interest Form
   a. Print, Sign and return to Ryan by March 1st teleconference:
      i. https://drive.google.com/file/d/0B5ArnximkO-Wk9rNiJrTQ2Z/WVzA/view?usp=sharing

3. Subcommittee Sign-Up
   a. Sign-up online for any subcommittees of interest:
      i. https://docs.google.com/spreadsheets/d/1asrWaGX5ewzSxBPslF5AacrWKdPeKQQuoOo-RKMGZZU/edit?usp=sharing

4. Conference Room Assignments (Subject to Change)
   a. Committee access to current room assignments:
      i. https://docs.google.com/spreadsheets/d/1-Yk5Z3Y71Kmu_V5AfP6Db7r688WVCA1_eAopp2iz25c/edit?usp=sharing

5. Subcommittee Reports
   a. Keynote Speakers
      i. Wednesday: TBD
      ii. Thursday: Carrie Sowden
          ✓ www.inlandseas.org
      iii. Friday: Dana Starkell
          ✓ www.paddletotheamazon.com
          ✓ www.dana-starkell.com
   b. Pre-Conference Workshops
      i. Hands-on or instruction-based workshops on Wednesday
          Volunteers:
          ✓ Eric Kopras
          ✓ Kelvin Maki
c. Conference Sessions
   i. Review Call for Papers and identify the sessions held on Thursday and Friday.
      Volunteers:
      ✓ Aaron Menza
      ✓ Gerry Sjerven
      ✓ Rebecca Foster
      ✓ ____ Others TBD

Updates
   • “Call for Presentations” (CFP) will launch on April 1st.

d. K-12 Education Day
   i. Implement strategies to draw students and teachers to the conference
   ii. Work with colleges and universities in MN and mid-west for participation
   iii. Implement strategies to generate revenue for student scholarship
      Volunteers:
      ✓ Scott F. - CHAIR
      ✓ ____ Others TBD

Updates
   • Likely 50-60 teachers to participate this year.
   • Scott has contacted a number of teachers to put the date on their calendar. Outside funds needed for substitute teacher reimbursement.

e. Facilities/Geolounge
   i. Coordinate Geolounge
   ii. Work with the facilities and evening event facilities
   iii. Identify signage
      Volunteers:
      ✓ Ryan S.
      ✓ Gerry S.

Updates
   • Subcommittee will meet onsite with Annette Eberhart in March to review logistics.

f. Technology
   i. Coordinate the web-map display
   ii. Coordinate the technology for the Geolounge (live-stream?)
      Volunteers:
      ✓ ____ Others TBD

Updates
   • No updates at this time.

g. Entertainment
   i. Determine and plan the entertainment events on Tuesday/Wednesday/Thursday nights
      Volunteers:
      ✓ ____ Others TBD
   ii. Tuesday
      • Grandma’s Sports Garden
      • Canal Park Brewery
      • Dubh Linn’s Irish Brew Pub
      • ????
   iii. Wednesday
• Curling @ Duluth Curling Club
• Grandma’s Sports Garden
• Geolounge
• ???

iv. Thursday
• BrewFest @ Holiday Inn
• Curling @ Duluth Curling Club
• ???

Updates
• No updates at this time.

h. Fun Run/Walk
  i. Organize the route and time, deliver a map for the agenda booklet and create and design the t-shirt
     Volunteers:
     ✓ Geoff M. – CHAIR
     ✓ Others TBD

Updates
• No updates at this time.

i. Social Media and Communication
  i. Devise communication content deliverables before, during, and after the conference for the enter committee, including subcommittee needs.
  ii. “Live-Tweet” the conference and take pictures with iPad
  iii. Determine conference hashtag
     Volunteers:
     ✓ Kitty H.
     ✓ MN GIS/LIS Board Members

Updates
• Send any event news/uploads to Kitty to post online.

j. Awards
  i. Will lead the awards and scholarship process
  ii. Determine timing of awards at conference
     Volunteers:
     ✓ Others TBD

Updates
• No updates at this time.

k. User Groups/Birds of a Feather
  i. Previously known as “Birds of a Feather”
  ii. Organize the meeting location, communication of the session and incorporate it into registration to improve organization.
  iii. Determine timing within the conference.
     Volunteers:
     ✓ Others TBD

Updates
• No updates at this time.

l. Higher Education, Mentor Program, and Poster Competition
  i. Will also work with the Education Committee
  ii. Mentor Program: Students will be assigned to a professional and learn new concepts and network
  iii. Poster Competition: Coordinate student and professional competitions (separate); review submissions, coordinate judges
iv. Student Assistant/Scholarships: Select and coordinate student assistants at the conference

Volunteers:
✓ Kitty H.
✓ ____ Others TBD

Updates:
• Will send the announcement flyer out earlier this year. Any additional ideas for networks/contacts should be sent to Kitty.

m. Vendors
i. Work on ideas to get vendors engaged before/during/after the event
ii. Review the exhibitor/sponsor brochure before publication

Volunteers:
✓ Ryan S.
✓ Jane M.
✓ Meghan T.
✓ Ashley C.

Updates:
• May open the vendor hall on Wednesday afternoon to allow for the K-12 Educators to visit the show floor.

n. Door Prizes
i. Purchase prizes with available funds.
ii. Coordinate when each of the prizes will be given away (Thursday evening, Friday at lunch, etc.)
iii. Help solicit additional prizes from vendors.

Volunteers:
✓ ____ Others TBD

Updates:
• No updates at this time.

6. Other Announcements/Round Robin
a. The MN GIS/LIS Board will vote on a $10 registration increase for conference attendees at their next meeting. Vendor registration fees will likely increase by $30.

7. Future Meeting Dates (10:00am start time unless noted otherwise):
a. March: 1st,15th,29th @ 10am
b. April: 12th,26th @ 10am
c. May: 10th,24th @ 10am
d. June: 7th,21st @ 10am (June 21st in-person session at the DECC)
e. July: 5th,20th @ 10am
f. August: 2nd,16th,30th @ 10am
g. September: 13th,27th @ 10am
h. October: 11th @ 10am Conference 26th-28th
i. November: 8th Wrap Up @ 10am
**PROPOSED CONFERENCE REGISTRATION INCREASES:**

Due to an increase of costs at DECC and looking to the future I propose that conference and workshop registration rates be raised for non-student registrations. If we do not consider increasing rates for 2016 we will not be able to evaluate a rate increase until at least 2019 or 2020 due to the move to Bemidji in 2017 and the possible conference being held in Duluth for 2018. I like to propose a new registration fee for the 2016 Fall Conference in Duluth. These proposed changes would also clear up some questions that have risen in the past concerning vendors ‘extra-person’ registration.

The table below shows the proposed changes

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<thead>
<tr>
<th>Registration Type</th>
<th>Current Rate</th>
<th>Proposed Rate</th>
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<tbody>
<tr>
<td>Early Conference</td>
<td>$265</td>
<td>$275</td>
</tr>
<tr>
<td>Normal Conference</td>
<td>$300</td>
<td>$310</td>
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<tr>
<td>On-Site Conference</td>
<td>$320</td>
<td>$330</td>
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<tr>
<td>Presenter</td>
<td>$220</td>
<td>$230</td>
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<tr>
<td>Conference Daily Rate (New for 2016)*</td>
<td>$-</td>
<td>$175</td>
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<tr>
<td>Early Half Day Workshop</td>
<td>$125</td>
<td>$135</td>
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<tr>
<td>Regular Half Day Workshop</td>
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<td>$170</td>
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<tr>
<td>On-Site Half Day Workshop</td>
<td>$170</td>
<td>$180</td>
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<tr>
<td>Early Full Day Workshop</td>
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<td>$220</td>
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<tr>
<td>Normal Full Day Workshop</td>
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<td>$250</td>
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<tr>
<td>On-Site Full Day Workshop</td>
<td>$250</td>
<td>$260</td>
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<tr>
<td>Early Vendor**</td>
<td>$670</td>
<td>$700</td>
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<tr>
<td>Late Vendor**</td>
<td>$770</td>
<td>$800</td>
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<tr>
<td>Academia/Govt/Non-Profit**</td>
<td>$575</td>
<td>$605</td>
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<tr>
<td>Extra Person Registration for vendors</td>
<td>$25 (A number was picked for 2015 but nothing was set in stone)</td>
<td>$175</td>
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*Daily Conference rate will not be in any conference material. This will be a case by case basis. Several people in the past have asked if we had this rate and we have not. These people usually are only presenting one day and leaving the same day.

** Vendor increase will only take place if we open the vendor hall after lunch on Wednesday. I think the K-12 Educators and some of the vendors may benefit from being able to talk with each other.
## 2016 Spring Workshop Budget

| Students | 100 |
| Instructors | 10 |
| Workshops | 15 |

<table>
<thead>
<tr>
<th></th>
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<tr>
<td>6300 Registrations</td>
<td>100.00</td>
<td>10,000.00</td>
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<tr>
<td>Parking Passes</td>
<td>12.00</td>
<td>1,200.00</td>
<td>0.00</td>
<td>$12 each - paid by students</td>
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<td>Income Total</td>
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<td>11,200.00</td>
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<tr>
<td>6125</td>
<td>Proposed Honorariums - Half Day</td>
<td>4,200.00</td>
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<td>6126</td>
<td>Proposed Honorariums - Full Day</td>
<td>600.00</td>
<td>0.00</td>
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<td>Total Honorariums</td>
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<td>4,800.00</td>
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<tr>
<td>6183</td>
<td>Travel &amp; Lodging</td>
<td>1,440.00</td>
<td>0.00</td>
<td>estimated: $12 Parking Passes for 5 volunteers + 15 instructors + 100 workshop students</td>
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<td>Total Travel</td>
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<td>1,440.00</td>
<td>0.00</td>
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<tr>
<td>6115</td>
<td>Facility Rental</td>
<td>900.00</td>
<td>0.00</td>
<td>$300 each for Duluth, Moorhead and Winona</td>
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<tr>
<td>Total Facilities</td>
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<td>900.00</td>
<td>0.00</td>
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<th>Food Service</th>
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<tbody>
<tr>
<td>6117</td>
<td>Registration Refreshments</td>
<td>9.27</td>
<td>741.60</td>
<td>0.00</td>
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<tr>
<td>6117</td>
<td>Morning Break</td>
<td>3.09</td>
<td>247.20</td>
<td>0.00</td>
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<tr>
<td>6117</td>
<td>Lunch</td>
<td>15.45</td>
<td>1,236.00</td>
<td>0.00</td>
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<tr>
<td>6117</td>
<td>Afternoon Break</td>
<td>6.18</td>
<td>494.40</td>
<td>0.00</td>
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<tr>
<td>6117</td>
<td>Volunteer Meals</td>
<td>33.99</td>
<td>169.95</td>
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<tr>
<td>6117</td>
<td>Instructor Meals</td>
<td>33.99</td>
<td>407.88</td>
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<td>Total Food Service</td>
<td></td>
<td>3,297.03</td>
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</table>

| Expense Total | $ 10,437.03 | $ - |

| Total Net | $ 762.97 | $ - |
Minnesota GIS/LIS Consortium  
Treasurers Report for December, 2015  
Date of Report: 1/21/2016  
Prepared by: Timothy N. Loesch

Account Status as of 12/31/2015

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<thead>
<tr>
<th>Account</th>
<th>Balance</th>
<th>Description</th>
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<td>General Fund</td>
<td>$68,857.79</td>
<td>Affinity Checking Account</td>
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<tr>
<td>Reserve Fund</td>
<td>$35,186.94</td>
<td>Affinity Savings Account</td>
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<tr>
<td>Other Assets</td>
<td>$1,500</td>
<td>Prepaid expenses, Inventory, un deposited funds</td>
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<tr>
<td>Accounts Receivable</td>
<td>$17,705.00</td>
<td>Unpaid invoices owed to GIS/LIS</td>
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<td>Accounts Payable</td>
<td>($26,910.43)</td>
<td>Unpaid bills</td>
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<td>Balance</td>
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<tr>
<td>Scholarship Fund</td>
<td>$20,514.04</td>
<td>Affinity savings account</td>
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<tr>
<td>Investment Account</td>
<td>$31,483.29</td>
<td>Schwab Managed Portfolio</td>
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<td></td>
<td></td>
<td>$51,997.33</td>
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<tr>
<td>Total Assets</td>
<td>$145,336.63</td>
<td>Total Assets</td>
</tr>
</tbody>
</table>

Income: $7,780.00  
What proceeds were received during the month.

Expenses: $3,566.55  
What checks were written during the month.

Treasurer Comments:

This report summarizes the Consortium’s financial status as of December 31st, 2015.

- Accounts receivable amount of $17,705 and represent unpaid conference registrations. Many of these are POs that contain multiple attendees and have yet to be processed. Historically unpaid conference registrations linger in a small amount and I would expect that this number would drop dramatically in January.
- Income for the month was $7,780 and includes fall conference and spring workshop payments.
- Outgoing payments totaled $3,566.55 and included payment to Urban Growler for the Board Christmas party (425.55), Ewald Payment ($966.67), payments to schools for reimbursement and scholarship payments. See check and check card reports for details.
- For calendar year 2015 the board realized a net income of $26,669.40.

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>
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<tr>
<td>General Fund</td>
<td>$75,527.75</td>
<td>Affinity Checking Account</td>
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<tr>
<td>Reserve Fund</td>
<td>35,189.93</td>
<td>Affinity Savings Account</td>
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<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>
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<tr>
<td>Accounts Payable</td>
<td>($24,100.84)</td>
<td>Unpaid bills</td>
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<tr>
<td>Balance</td>
<td>$97,152.84</td>
<td>$93,339.30</td>
</tr>
</tbody>
</table>

| Scholarship Fund             | $20,515.78  | Affinity savings account                             |
| Investment Account           | $31,483.29  | Schwab Managed Portfolio                              |
| Total Assets                 | $149,151.91 | $145,336.63                                          |

| 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 and 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. 

MN GIS/LIS Consortium
Meeting Schedule

February 24, 2016
8:30am to 4:00pm

Meeting: 2016 Board of Directors Strategic Planning Retreat
Location: Fort Snelling Visitors Center
      Fort Snelling Visitors Center, 101 Snelling Lake Road St. Paul, MN 55111

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. Guest Speaker, Eric Ewald Board Basics – 8:30 to 9:30

II. Break – 9:30-9:40

III. Board Business Meeting – 9:40 to 12:00

IV. Lunch – 12:00 to 12:40

V. Brainstorming - 12:40 to 1:00

VI. Planning Meeting 1:00 to 4:00
    Topics (time permitting):
    a. Committees and Goals
    b. Board Job Descriptions
    c. Budget
    d. Future Retreats
    e. K-12 Future Goals
    f. Google Docs
    g. Website Changes
Mission Statement:

"To develop and support the GIS professional in MN for the benefit of our state and its citizens."

The Minnesota GIS/LIS Consortium is a forum for communicating information to, and improving cooperation among, those interested in Geographic Information Systems (GIS) and Land Information Systems (LIS) in the State of Minnesota. Members include GIS users in local, state and federal government agencies; business and industry; and educational institutions. Membership is free just by being on our mailing list.

The Consortium hosts annual statewide conferences, and establishes committees that deal with specific GIS/LIS-related issues in Minnesota. Opportunities to participate in Consortium activities are available through volunteer work with committees, conferences and workshops. The Mn GIS/LIS Consortium is an official 501c3 non-profit organization.
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<tr>
<td><strong>JANUARY</strong></td>
<td>• New Member Packets ready</td>
<td>• Chair – analyze new Board’s locations for meeting sites</td>
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<tr>
<td></td>
<td>• Determine meeting location policy</td>
<td>• SCH - Solicitation Letter to qualifying institutions</td>
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<tr>
<td></td>
<td>• Determine start / end times for meetings</td>
<td>• Past chair update activities in the History Document.</td>
</tr>
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<td></td>
<td>• Review outgoing Board accomplishments</td>
<td>• Update users on Project Portal</td>
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<td></td>
<td>• Review agenda items and goals set by outgoing Board</td>
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<td></td>
<td>• Consortium Brochure – update with new names</td>
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<td></td>
<td>• Treasurer establishes draft budget</td>
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<td></td>
<td>• Review Web Contract</td>
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<td></td>
<td>• Review D &amp; O insurance options (current expires 3/13/2017)</td>
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<tr>
<td><strong>FEBRUARY</strong></td>
<td>• Proposed Budget presented to Board for Approval</td>
<td>• SCH - Info back from qualifying institutions</td>
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<td></td>
<td>• Strategic Planning Session</td>
<td>• Past chair update Policy &amp; procedures manual</td>
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<td></td>
<td>• Assign members to subcommittees</td>
<td>• Past chair begin Annual Report</td>
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<tr>
<td><strong>MARCH</strong></td>
<td>• Proposed Conference Budget presented to Board</td>
<td>• SCH - Meet to review new applicants</td>
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<tr>
<td></td>
<td>• Review website</td>
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<td></td>
<td>• Approval of the Annual Report</td>
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<tr>
<td><strong>APRIL</strong></td>
<td>• Continue Goals</td>
<td>• SCH - 5/1 Award Letters to Institutions</td>
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<td></td>
<td>• Renew Commercial General Liability Insurance Policy</td>
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<tr>
<td><strong>MAY</strong></td>
<td>• Spring Workshops</td>
<td>• SCH - Cmte notified of student winners</td>
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<td></td>
<td>• Continue Goals</td>
<td>• Conference - Call for Papers deadline</td>
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<tr>
<td><strong>JUNE</strong></td>
<td>• Continue Goals</td>
<td>• Conference Letters to Exhibitor</td>
</tr>
<tr>
<td></td>
<td>• Deadline for Polaris and Lifetime nominations</td>
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<tr>
<td></td>
<td>• Ewald contract negotiated/signed</td>
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<tr>
<td><strong>JULY</strong></td>
<td>• Continue Goals</td>
<td>• SCH – deadline for student bios/abstracts</td>
</tr>
<tr>
<td><strong>AUGUST</strong></td>
<td>• GIS Day Planning?</td>
<td>• Preliminary Program mailed</td>
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<tr>
<td></td>
<td></td>
<td>• SCH – deadline for Grad Student Papers</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Start search for Spring Workshop Chair</td>
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<tr>
<td><strong>SEPTEMBER</strong></td>
<td>• Conference booth and promotional ideas</td>
<td>• Start thinking about Board Nominees</td>
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<td></td>
<td>• GIS Day activity/promotion ideas</td>
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<tr>
<td></td>
<td>• Delegate Spring/Scholarship Chairs for next year</td>
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<td></td>
<td>• Establish date for spring workshops for conference promotion</td>
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<td></td>
<td>• Wrap-up Annual Conference</td>
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<td><strong>OCTOBER</strong></td>
<td>• Seek Board Nominees</td>
<td>• SCH - Present student/competition awards</td>
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<tr>
<td></td>
<td>• List accomplishments for annual business meeting</td>
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<tr>
<td><strong>NOVEMBER</strong></td>
<td>• Finalize board Nominations</td>
<td>• Chair documents – Year-End reports in the permanent record, stored with Secretary's documents</td>
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<tr>
<td></td>
<td>• Request for Submission of Changes to Policy Manual from all Board Members</td>
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<td></td>
<td>• GIS Day</td>
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<tr>
<td><strong>DECEMBER</strong></td>
<td>• Review Committee “Year-End” reports/board goals</td>
<td>• Year-end wrap-up and Review of Goals</td>
</tr>
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<td>• Traditional “Year-End – Holiday” gathering</td>
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<td>• Solicit quotes for D &amp; O insurance (optional)</td>
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*E-Announcements – sent biweekly throughout the year*
I. GENERAL BOARD POLICIES

1.1 Agenda Requirements
Changes to the meeting Agenda will include:

- Committee/Subcommittee Reports will include brief written reports.
- Action/Discussion items will be brought up under New Business.

1.2 Association Management
The Chair shall have the primary responsibility to convene the Executive committee to work on the association management Contract.

*Refer to current contract for further information and/or clarification.*

1.3 Board Members – Conflict of Interest
Per our bylaws - “Board members are prohibited from engaging in commercial software, hardware, or data product reviews, RFP consultation or other activities which could be viewed as unethical or potential conflicts of interest as a formal or implied representative of the Minnesota GIS/LIS consortium.” (see full policy, bylaws – article 6).

1.4 Board Insurance
There are two types of insurance that Associations such as the GIS/LIS Consortium typically needs. The first is “Directors and Officers Insurance” and the second is a “General Liability Binder” for events that we hold such as the Workshops or the Fall Conference.

**Directors and Officers Insurance (D&O)**

Directors and Officers Insurance is issued to associations to protect the Board members and the Consortium itself in the event of a lawsuit from an outside party. Ewald stated that the number one source of liability for Associations is employment and the second are Anti-Trade/Anti-trust suits that are generally filed by a business or vendor. In evaluating the GIS/LIS Consortium’s risk, the Consortium falls on the very far end of the low risk category because the organization has no employees and Ewald carries employee related insurance. *In 2014 the MN GIS/LIS Consortium Board purchased D&O insurance for a 3 year term.* This policy is in effect through 3/13/2017. The Board will again need to review insurance options in January 2017.
General Liability Binders

General Liability Binders are used to protect the Consortium against suits from people who injure themselves at an event sponsored by GIS/LIS. In the past these are generally temporary binders that we are required to have by the conference centers that we work with for the Fall Conference.

In April of 2015 the Consortium Board purchased an Annual Commercial General Liability Insurance Policy. The policy will provide coverage for all Consortium sponsored events. A Certificate of Insurance can be obtained for a specific event if required by the host facility. This policy needs to be renewed annually.

1.5 Budgets

- The Treasurer shall be responsible for pulling together the Consortium’s Annual Budget with assistance from the Executive Committee (see below). The Budget will be presented to and approved by the full board annually.

- The Conference Chair shall be responsible for pulling together the Annual Fall Conference Budget with assistance from the Conference Committee. The Budget will be brought before the Board for final approval.

- The Scholarship Committee Chair shall be responsible for pulling together the Annual Scholarship Budget with assistance from the Scholarship Committee and the Treasurer. The Budget will be brought before the Board for final approval.

- The Spring Workshops Chair shall be responsible for pulling together the Annual Spring Workshop Budget with assistance from the Spring Workshop Committee. The Budget will be brought before the Board for final approval.

- All committee financial budgets and expenditures need to be approved by the Board prior to expenditures being made.

- 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.
1.6 Committees

- The Board will submit issues to the Committees to be acted upon along with any issues/goals raised by the Committees themselves.
- It is the Board’s intent that the Committees will have the responsibility to move issues forward and make recommendations to the Board (including financial impact).
- All significant recommendations must be brought before the Board before implementation, allowing a final vote for acceptance. This is primarily a formality as the Board recognizes each Committee will have researched and brought their best recommendation before the Board for approval. However, in the interests of keeping the Board of Directors informed, a vote will be held on any significant final decisions.
- All committee financial budgets and expenditures need to be approved by the Board.

The following apply to all Committees

- A board member must serve as a liaison to each committee
- Each Committee Chair is required to provide monthly status reports. If the committee chair does not fulfill commitment to clear communication with board via committee reports, the responsibility for the report defaults to the committee’s board liaison.
- All Committee Reports submitted at the monthly Board meeting will be treated like the Secretary/Treasurer Reports – a Motion will be made to accept and a vote will be taken.
- Guidance for committee reports includes; if the committee met that month, who was in attendance, detail decision made by committee, expenditures, communications with membership and public, actions requiring Board approval, ect.
- The Board will annually review chair assignments, all committee chairs serve at the discretion of the Board.

1.6.1 Executive Committee

The Executive Committee shall be comprised of the following Consortium Board members:

- Chair
- Past Chair
- Conference Chair
- Chair-Elect
- Treasurer
- Conference Chair-Elect
- Secretary
This committee also tracks and records changes in policy between Boards. Around 2000 it became apparent that new boards members found themselves lacking the historical context of what had occurred before they joined the Board. Consequently, many issues were being re-addressed from year to year. To alleviate that problem and bring new board members up to speed quickly, this policy manual was created. Within its sections are the recordings of various historical discussions that could impact future boards, as well as a place to document changes in policy from year-to-year.

### 1.7 Conferences / Workshops

The following should be brought to the attention of the full Board of Directors for discussion and approval before implementing:

- Any changes in Conference/Workshop-related fees: registration, exhibitor, etc.
- Any new policies or changes to existing policies
- Any NEW endeavor(s) requiring a fee structure

### 1.8 Contracts

- The MN GIS/LIS Consortium Board of Directors designates the Board Chair to be the sole signing authority on all documents requiring a signature of a representative of the Board with the following exceptions.
  - A designated representative of Ewald Consulting (our management company) may sign documents commonly referred to as “event orders”. These are documents with little or no financial obligation to the Consortium but necessary organizational transactions of our Annual Conference or other Board approved events.
  - The Chair of the Annual Conference or a Board approved delegate of the Conference Committee may sign any contracts or documents required to move Conference business forward as long as the financial obligations of the contracts do not exceed Board approved Conference budget amounts by more the $200 per contract. Annual Conference contracts with financial obligations in excess of $200 over the Board approved amounts must be presented to the Board for approval or signed by the Board Chair.
The Chair of the Annual Spring Workshops or a Board approved delegate of the Spring Workshops Committee may sign any contracts or documents required to move Workshops business forward as long as the financial obligations of the contracts do not exceed Board approved Workshops budget amounts by more than $200 per contract. Annual Workshops contracts with financial obligations in excess of $200 over the Board approved amounts must be presented to the Board for approval or signed by the Board Chair.

The Board Treasurer may sign banking related contracts in the normal course of doing the corporate banking business of the Consortium.

- The Board may choose to designate other members of the Executive Committee as signing authorities for specific purposes. Any Board action for such purpose should be explicitly documented.

- The Chair shall be responsible for drafting and finalizing the Association Management contract.

- The Conference Chair shall be responsible for drafting the Conference Contract and presenting it to the Board for approval.

1.9 E-Announcements

- E-announcements sent bi-weekly throughout the year or as determined
- The Secretary will send out a request to the full board in advance of E-announcements
- A MN GIS/LIS Consortium sponsored event cannot be advertised until receiving board approval.

1.10 Endowment Fund

- A minimum of all net proceeds for all fund-raiser activities will go into the Scholarship Endowment Fund. The Board may approve that additional or gross proceeds are donated from any activity.
- The Endowment Fund has been created at Affinity Plus Federal Credit Union. It is a secure, interest-bearing, savings account. Board approval is required for withdrawal of funds from this account.
1.11 Event Grants

- Entities may request up to a $1000 event grant from the Consortium. Requestors must fill out the event grant form found on the Consortium website.
- Only fully completed co-sponsorship applications will be reviewed by the Board.
- Each event grant requires approval by the Board. The event approval can occur at any monthly board meeting, at least one month prior to the event.
- Discussion or vote can occur using email.
- The Event Grant applications are available on the Consortium’s website (and provided at end of this document – follow link provided above).

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.

1.12 Financial

- The Consortium’s General Fund is a checking account at Affinity Plus Credit Union Bank.
• The Endowment Fund is a secure, interest-bearing, savings account at Affinity Plus Credit Union Bank.

• The following people have spending authority, as a way to control expenditures (Board Chair, Board Chair Elect, Treasurer, Conference Chair, and Conference Chair Elect).

• All committee financial budgets and expenditures need to be approved by the Board.

• All invoices must be submitted to the Treasurer by board members or committee chairs for reimbursement.

• Invoices are signed-off by Committee Chair before payment is issued.

• Special requests for payments are acted upon only after board approval.

• Any vague or unclear accounting issues are investigated for proper accounting procedure.

• Accounting books are kept on a calendar year basis.

• Copies of all invoices are kept according to month of payment.

• Year-end statements are generated for January board meeting for review.

• Taxes are prepared annually by paid tax consultant.

• A complete list of budget classes and account codes are available on the project portal.

1.13 History

A history document captures information about Mn GIS/LIS Consortium people and events from inception in 1988 through 2010. This document is available on Project Portal. In 2010, the document evolved to an Annual Report to be completed by the Past Chair.

1.14 Logo

• The Consortium logo may be changed as determined by the Board of Directors.

1.15 Mailing List

The Minnesota GIS/LIS Consortium maintains a database of member contact information which is used by the Consortium for all official Consortium business. The Minnesota GIS/LIS Consortium does not distribute digital versions of member information but does allow for requests for a printed version of a member mailing address list if all of the following conditions are met:
• Requesting agency must be a non-profit organization offering services or information directly relating to or benefiting Consortium members.
• Requesting agency must agree to a one-time use of the member address mailing list.
• Requesting agency may not distribute or transfer the mailing list to any other parties.
• Requesting agency must fill out and submit a request form and pay a fee of $50. Please allow at least two months for processing.

All requests for the member address mailing list are reviewed by the Minnesota GIS/LIS Board of Directors. If a request is denied, the $50 fee will be returned to the requesting agency.

• No digital version of the complete mailing list will be provided for any reason.

1.16 Meetings
• In most cases, Meetings will be held on a monthly basis.
• One meeting of the membership is required to be held annually. This is customarily held during the fall conference.
• As a general rule, the January meeting will be a “Welcome to new Board members,” and the February meeting will begin discussions to establish goals for the year. (See Calendar of Events at beginning of this Policy Manual).

1.17 Mileage
Each Board member may receive mileage reimbursement as follows, but only if they do not receive reimbursement from employer:
• Reimbursed at the current IRS mileage rate for volunteer or charitable organizations.
• Cannot exceed total reimbursement of $500 in each calendar year
• Turn in mileage expense reports to Treasurer on a quarterly basis (January, April, July, October). Use the Travel Expense Form (provided at end of document – follow link provided).

1.18 Miscellaneous
• Use of stationery shall be for official Consortium business only.
1.19 Newsletter
- The GIS/LIS NEWS is provided online (4) times per year; spring, summer, late fall, winter.
- No article will be included which promotes the sale of private-sector products or services.
- No advertising is allowed at this time.
- The GIS/LIS News was retired in 2014. The GIS news was replaced with a blog on our website and social media presence to provide continues up-to-date GIS news as it occurs.
  - Social media accounts include LinkedIn, Facebook, and Twitter.

1.20 Non-Profit Status
- MnGIS/LIS Consortium is a 501(c)(3) non-profit corporation.
- Paperwork is required every 5 years in order to maintain our non-profit status, and is submitted by the Treasurer.

1.21 Project Portal
http://www.projectportal.net/

Project Portal is an on-line environmental management tool designed for environmental project managers by environmental project managers. The intent of Project Portal is to centralize data components of environmental project analysis and management. Often times, multiple personnel will spend time and budget manipulating and formatting the same spatial and tabular data. By normalizing and centralizing the data, analyst and project managers can spend more time with the complexities associated with environmental projects.

The Project Portal includes the following tools:
- Environmental Database Access
- Graphing
- Live Geographic Information System (GIS) Interface
- Document Management
- Scheduling and Calendar Functionality

Project Portal was create by ddms (de maximis Data Management Solutions, Inc.) for the MN GIS/LIS Consortium on April 11, 2008. ddms is a service oriented company comprised of experienced environmental data specialists, certified GIS professionals, database designers and application developers.
After the January Board meeting, the Board Chair will make a request to ddms to grant administrative rights to appropriate Board members tasked with keeping user access up to date.

1.22 Retention Policy
- Keep financial records for 7 years
- Keep event registration records for 3 years

1.23 Voting
- Board of Directors may vote by email:
  
  Section 5.10 Action Without a Meeting. An action required or permitted to be taken at a meeting of the Board of Directors may be taken by written action signed, or consented to by authenticated electronic communication, by all of the Directors, and in the case of an action which need not be approved by the Members, such action may be taken by written action signed, or consented to by authenticated electronic communication, by the number of Directors that would be required to take the same action at a meeting of the Board of Directors at which all Directors were present. The written action shall be effective when signed, or consented to by authenticated electronic communication by the required number of Directors, unless a different effective time is provided in the written action.

  When written action is permitted to be taken by less than all Directors, all Directors shall be notified immediately of its text and effective date. Failure to provide the notice shall not invalidate the written action. A Director who does not sign or consent to the written action shall have no liability for the action or actions taken thereby.

- For online voting by the full membership it may become necessary to tie a Membership ID to the online vote to ensure that only one vote is received from each member. This may take the form of a membership login. Database/Web committees will need to consider this at a future date.
1.24 Website

- The Consortium website may list information about vendors, but only for those vendors who exhibited at our most recent annual conference. Those vendors have demonstrated their commitment to the Consortium and have opened themselves to review by our members. We decline to endorse others, but are willing to refer members to other sources who have used appropriate criteria to review vendors on their lists. At this time, two such sources are listed:
  - Minnesota State IT Professional Technical Services Master Contract Program
  - Resources for Geographers (University of Colorado)

- At this time, the Consortium website will not be used for sale of items. Vendors nor members may not request that items they have for sale be placed on the Consortium’s website.

- Announcements for upcoming GIS-related events are welcomed

- GIS/LIS jobs or internships within Minnesota and surrounding states (Iowa, North Dakota, South Dakota and Wisconsin). Positions may be full-time or part-time, paid or unpaid.

- The MN GIS/LIS Consortium provides this listing of job openings as a service to members and other employers. Inclusion on this job posting page does not constitute an endorsement on the part of the Consortium nor has the Consortium checked job listings for accuracy. The site visitor assumes all risks associated with downloading information from individual sites linked from this page. The MN GIS/LIS Consortium reserves the right to refuse job postings and to delist job postings at any time for any reason.

- Effective January, 2003, all requests to post information on the website are routed to the Secretary before posting.

- Any updates on information currently displayed on the website can be made, without approval, unless the context of the information changes.

- Priority is given to any time sensitive information.

- Updates are done at least once a week, usually Friday – unless the information is time sensitive.

- The following documents are currently available for download from the Website:
  - Board Agendas
- Fall Conference Abstracts
- Newsletters – current and previous
- Outreach Sponsorship Form
- Surveys
- Scholarship Donation Form, school and student criteria
II. COMMITTEE POLICIES

2.1 Awards Committee

The Consortium has three award categories, two of them (Lifetime Achievement and Polaris), are managed by the Awards Committee. Duties include:

- Accept all nominations for Lifetime Achievement and Polaris Awards
- Make recommendations and brings to Board of Directors for a final vote
- Maintain a document of duties and procedures which is approved by the Committee. It may also be reviewed and modified by the Board.

2.1.1 Lifetime Achievement

The Lifetime Achievement Award recognizes a person (or organization) who has made significant contributions in the fields of GIS or LIS that have improved the quality of life for the people of Minnesota. This award is given periodically when warranted.

**Background** – The Minnesota GIS/LIS Board periodically inducts people and organizations to the Minnesota GIS/LIS Lifetime Achievement Award. This award began in 1993 and is ongoing.

**Purpose** – This award was established to recognize a life-time of accomplishments in the field of GIS/LIS in Minnesota.

**Criteria** – This award is not given every year, and some years there are multiple recipients. The selection criteria for this honor are:

- The contribution by an individual or group to GIS/LIS must be significant and done for the greater good. Their work should have:
  - Advanced the field of GIS/LIS in Minnesota and beyond, or
  - Utilized GIS/LIS technology in ways that preserved or improved Minnesota's quality of life.

- Individuals or organizations may work in any discipline or sector. It is expected that, in order to meet the criterion about making a contribution to society, their work will be widely known.

- Individuals or organizations must have worked in or been a resident of Minnesota during the period in which the contributions were being made OR must have had
a significant connection to Minnesota and contributions made elsewhere have greatly benefited Minnesota.

The Award – Each winner will be honored in the following manner:

- Plaque will be presented at the annual Consortium conference.
- Summary of the justification for the winner’s award will be published in the Consortium newsletter and preserved on the Consortium website.
- Name will be added to a master plaque of all Lifetime Award winners.
- Free registration to the conference where the award is given.
- Free lifetime conference registration following retirement unless back at full-time work.

Nominations – Letters of nomination can be e-mailed to lifetime-award@mngislis.org and must be received by June 30th. Nominations should include:

- An explanation of why the person or organization should be honored with this award.
- Details specifically addressing the award criteria listed above.
- Letters of support or testimonials from colleagues and/or stakeholders corroborating the nomination.

2.1.2 Polaris Award

The Polaris Leadership Award recognizes active, established leaders in the geospatial community who are inspiring and leading us through their contributions, energy, and creativity. Up to three awards are made each year.

Background – Polaris is the proper name for the North Star, for centuries a beacon used by navigators to help keep their bearings and find their way. Minnesota has a special connection with Polaris: our state motto, L'Etoile du Nord, means "Star of the North." Our state song, Hail Minnesota, also focuses on our Northern Star, a "beacon bright and clear."

Purpose – The Polaris Leadership award recognizes active, established leaders in the geospatial community who demonstrate a beacon of energy and creativity that inspires and guides the rest of us.
Criteria – Up to three Polaris Leadership awards will be given each year. Candidates will be evaluated based on the following criteria:

- Significant contributions that have benefited our state and its citizens for at least five years. Contributions may be in almost any area: software design, data distribution, education, policy development, etc.
- Demonstrated leadership, energy, and creativity within and beyond one’s normal job environment for the benefit of the greater GIS community.
- Involvement with the MN GIS/LIS Consortium, such as a Board of Directors position, conference workshop presenter or newsletter article author.

The Award – Each winner will be honored in the following manner:

- Plaque will be presented at the annual Consortium conference
- Summary of the justification for the winner’s award will be published in the Consortium newsletter and preserved on the Consortium website.
- Name will be added to a master plaque of all Polaris winners.
- Employer is sent a letter of appreciation and an invitation to attend the Awards Luncheon.
- Free registration to this year’s conference for the winner.

Nominations – Letters of nomination can be emailed to polaris-award@mngislis.org and must be received by June 30. Nominations should be no longer than 3 pages and should include:

- An explanation of why the person should be honored with this award
- Details specifically addressing the award criteria listed above
- At least two short testimonials from colleagues or other stakeholders

2.2 Database/Web Committee

In 2013 the Database and Web committees were combined.

Database Committee History

This committee was tasked with maintaining the membership database. Since the inception of this organization, the records of membership have included paper documents and various spreadsheets. In 2002 the Database Committee identified the demographic and conference/board
information fields and a set of data entry screens using FileMaker. In 2006 the Board purchased Affiniscape, an online system with conference registrations and survey capabilities as well as a means to management a membership databases.

Policies

- Any request from this committee that sets a precedence on any given topic is forwarded to the Board Chair for a decision.
- The MN GIS/LIS Consortium Board of Directors shall set web criteria - not the Web Master.

2.3 Conference Committee

- Schedule (? = negotiations in progress contracts not signed as of 2/22/2016)
  - 2016 - Duluth
  - 2017 – Bemidji
  - 2018 – Duluth?
  - 2019 – St. Cloud?
  - 2020 – St. Cloud?
  - 2021 – Rochester?
  - 2022 – Rochester?

- The Conference Chair will prepare and present a proposed conference budget annually for approval by the Board of Directors (See Calendar of Events at the beginning of this manual).
- Consortium Board members are required to pay full registration to attend the MN GIS/LIS Conference.
- Conference Committee members are required to pay full registration to attend the MN GIS/LIS Conference.
- Currently enrolled students with a valid ID# are able to register at a discounted student rate for the MN GIS/LIS Conference. The amount of the discounted rate will generally be reflected by Conference food expense.
- Awards and/or gifts can be given to the Conference Committee members at the discretion of the Conference Chair.
- Cancellation rates and policies for the MN GIS/LIS Conference are established by the Conference Committee, but can be adjusted to accommodate unique situations, (i.e. Strikes) at the discretion of the Conference Chair with approval by the Board of Directors.
Any liability issues will be considered by the Conference Committee and reviewed by the full Board of Directors. Note: Special arrangements may be required by the conference venue (e.g., Thursday Night Networking event).

Education, Government and Non-Profit Exhibitors receive booth at a reduced rate to be determined by the Conference Chair and with approval from the Board of Directors in accordance with the annual budget process.

A complimentary booth is made available to MnGeo if a booth is available after all paid exhibitors have been assigned.

### 2.3.1 Complimentary Registrations:
Complimentary registrations are provided for the following:

- Conference Chair,
- current year Lifetime Achievement Award inductee(s),
- Past [Lifetime Achievement Award](#) (including one LCCMR designee) winners, only if retired from full time work
- Current year Polaris Leadership Award inductees,
  - Supervisors receive complimentary awards lunch
- Current year Student Scholarship Award winners
- Event support staff
- Some honored guests and keynote speakers may also receive complementary registrations, hotel accommodations and/or paid travel expenses. The Conference Chair will inform the Board of Directors of all comp requests.

### 2.3.2 Registration Discount Guidelines:
Discounted rates are established by the Conference Chair during the annual budget process. All discounts will be approved by the full Board of Directors as part of the conference budget. The Conference Chair reserves the right to negotiate special requests, but will seek approval from the full Board of Directors if request represents a significant departure from the approved budget. The following rate discounts are customary but should be reviewed during each budget cycle.

- Exhibitors – 2 registrations included with booth price;
o Poster Presenters: 20% discount – 1 discount per poster;
o Project Demo Presenters: 20% speaker discount - 1 discount per presentation;
o Oral Presenters get a 20% discount - only 1 discount per presentation;

Currently enrolled students with a valid ID# are able to register at a discounted student rate. The amount of the discounted rate will generally be reflected by Conference food expenses. No additional discount is offered for student presenters. There is no deadline for student discounted rates.

2.4 Higher Education Committee
The focus of this committee can change, dependent on interests of its committee chair and members. Direction should be approved by the Board of Directors.

2.5 Nominating Committee
On those occasions when there are not enough volunteers nominated to fill the vacant seats on the Board of Directors, this committee convenes to search for new candidates to fill out the Ballot.

2.6 Communications and Outreach Committee
The Chair of this committee does not need to be a Board member.
• A MN GIS/LIS Consortium event cannot be advertised until receiving Board approval.
• All communications going out on behalf of the organization need to be approved by one or more members of the executive committee.

2.7 Scholarship Committee
The Scholarship Committee is tasked with a twofold mission: 1) to promote an Awards Program that encourages GIS education programs, and 2) to recognize and support outstanding GIS students in those programs.

• The Higher Education representative on the Board of Directors serves as the Chair of the Scholarship Committee during their term of service with the Board.
• Overall management of the scholarship endowment is the responsibility of the Board of Directors with the Scholarship Committee Chair preparing and managing the budget to be reviewed and approved by the Board. As such, there needs to be a minimum number of Board members who are part of the scholarship committee in order to help oversee the management of the endowment. The scholarship committee will include, at minimum, the following Board members:
  o Higher Education rep (Committee Chair)
  o Past Chair
  o Treasurer
  o Conference Chair

• If any Workshop Instructor, Keynote or Closing speaker (or any other person being paid to present at any MnGIS/LIS function), for any reason, wishes to not accept his instructor/speaker fee, it will be donated to the Scholarship Fund in the Instructor’s name.
  • The Scholarship committee will manage the Endowment Fund.
  • All net proceeds from all scholarship fundraising events will go into the scholarship endowment fund.

  http://www.mngislis.org/displaycommon.cfm?an=1&subarticlenbr=66

2.7.1 Scholarship Award

Given every year to one student at each Minnesota post-secondary college and university having a recognized GIS program. Those students are eligible to compete for the best presentation prizes at the annual conference.

The following policies and guidelines are provided below: 1) Calendar of Events and Deadlines, 2) Criteria, 3) Competition information; 4) Presentational and 5) Poster guidelines.

2.7.1.1 Calendar of Events and Deadlines
1) Solicitation announcement TO potential qualifying institutions - February 1. This solicitation asks for verification that program continues to meet the qualifying guidelines.
2) Deadline for solicitation responses FROM those educational institutions wishing to participate in the Scholarship Program – **March 1**

3) Scholarship Committee verifies qualifying institution – **April 1**

4) Scholarship Chair notifies qualifying institutions of their acceptance to Scholarship Program – **April 15**

5) Each qualifying institution must notify the Scholarship Chair of their winner by providing the information below – **the last Friday in April**
   a. Student Name
   b. School Affiliation
   c. Student’s Home Address
   d. Phone
   e. Email
   f. Social Security Number
   g. Short Biography

6) **Scholarship Winners** who plan to participate in the Conference Competition for monetary prizes **MUST provide a Title and Abstract** of their presentation / poster to the Scholarship Chair by **July 15** in order to meet publication deadlines the Conference Program.

7) **Graduate Students** must submit Final paper **2 weeks prior to the Conference.**

8) Present student Certificate awards and Competition Awards – **October’s Fall Conference**

9) Fundraising activities – **October’s Fall Conference**

### 2.7.1.2 Student Scholarship Competition and Deadlines

The following pages contain information and guidelines regarding this year’s student scholarship winner competition. All students should review thoroughly as there are a number of upcoming deadlines, and guidelines used to assist the competition judging panel.

As we did last year, each student competitor who does **not** win a 1st or 2nd Prize in their competition category, will receive a $200 stipend as a thank you for their hard work in preparing for this competition.
If any student or faculty member has any questions, please feel free to contact the Scholarship Chair.

2.7.1.3 Competition Requirements

Below are the requirements for students within each category of competition. All Student Scholarship winners must provide a short bio about themselves, as well as an abstract including a title.

1. **Graduate Competition:**
   - Formal paper + Oral Presentation

2. **Undergraduate Competition:**
   - Oral Presentation

3. **Community College Competition:**
   - Poster Presentation
### Community College (3)
- Fond du Lac Tribal & CC
- Itasca CC
- South Central College

### Undergraduate (7)
- Bemidji State Univ.
- Macalester College
- Minnesota State Univ., Mankato
- St. Cloud State Univ.
- St. Thomas Univ.
- Univ. of Minnesota
- Univ. of Minnesota, Duluth
- Gustavus Adolphus College
- Minnesota State Univ., Moorhead

### Graduate (4)
- Minnesota State Univ., Mankato
- St. Cloud State Univ.
- St. Mary’s Univ.
- Univ. of Minnesota

<table>
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<th>Award</th>
<th>$500 – 1st Place</th>
<th>$800 – 1st Place</th>
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<td></td>
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<td>c. Oral Presentation</td>
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<table>
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</thead>
<tbody>
<tr>
<td>Competition Requirements</td>
<td>b. Oral Presentation</td>
<td>c. Oral Presentation</td>
</tr>
</tbody>
</table>

### 2.7.1.4 Guidelines

**ALL STUDENTS MUST PRESENT AN ORIGINAL RESEARCH PROJECT.**

Research means finding an answer to a question by collecting and analyzing data. Our context is GIS and this means quantitative data and spatial analysis of some kind.

Scoring will be applied based on the criteria specified in the “…Scoring Based On…” section defined on Page 3 of this document.

1. **Graduate Students**
   a. Oral presentations will be a **maximum 30 minutes** (will be strictly monitored);
i. 25 minute presentation
ii. 5 minutes for questions.

b. Graduate Papers should be no longer than 10 pages, double-spaced, 10-point font, with 1 inch margins.
c. Additional pages are allowed for bibliography, references, graphics, and supportive materials, but **NOT TO EXCEED 15 PAGES TOTAL**.

2. **Undergraduate Students**
   
a. Oral presentations will be a **maximum 20 minutes** (will be strictly monitored);
   
i. 15 minute presentation
   
   ii. 5 minutes for questions.
   
b. Students are encouraged to practice and polish their presentations (both oral and powerpoints, if used). Faculty assistance is allowed and encouraged.

3. **Community College Students**
   
a. Students will have use of one poster board for their Poster Presentation.
   
b. Students may create one large map, or a series of maps, as needed to convey their research.
   
c. Students must be at their posters at a time specified by the Scholarship Committee, to meet with the judging panel. Students will be notified of the exact time and place of their poster judging before the Conference.

4. **Summer/Fall Contact**
   
a. Please be aware that the Scholarship Chair will need to contact each scholarship winner over the summer months (follow-ups with updates on deadlines, competition times, etc.).

   b. Please remind students to look for informational emails, especially in July and August.

5. **Lodging**
   
a. Please note that no lodging is provided.

   b. All students should make their own hotel reservations. Hotels fill up quickly, so students should make their reservations as soon as possible.
c. Check the website for specific hotel information (www.mngislis.org)

6. **Bios / Abstracts – please note deadlines on page 1**
   a. **Bios** – short paragraph to include what you’re doing now, goals, GIS internships, etc., and any personal info you’d like to share.
   b. **Abstract** – submit an **Abstract Title** and abstract information – not to exceed 2 paragraphs of text.

Each competing student MUST provide the following to the Scholarship Chair by the third Friday in July.

1. **STUDENT NAME**
2. **SCHOOL AFFILIATION**
3. **HOME ADDRESS** (city, state, zip)
4. **PHONE**
5. **EMAIL**
6. **SOCIAL SECURITY NUMBER** (this will be kept confidential and is for tax purposes only)
7. **SHORT BIO**
8. **TITLE and ABSTRACT** (if competing)

### 2.7.1.5 Oral Presentations

*Scoring will be based on 60% content / 40% style*

*There is no point based system per question – these are just offered as GUIDELINES.*

A. Topical Content
   1. **Background**
      a. Did the student clearly understand both the topic and GIS
      b. Was there a tie to the literature?
      c. Were the expectations (hypothesis) reasonable?
      d. Was the topic new or the approach unique?
      e. Was the student the major contributor to research presented?
   2. **Methodology**
      a. Was the methodology explained clearly?
b. Were appropriate data and methods used?

3. Findings
   a. Were the findings clearly presented
   b. Were the findings reviewed in light of expectations and circumstances?
   c. Were the implications of the findings presented? Justified?
   d. Was the study critiqued and suggestions made for further work?

4. Question/Answer
   a. Were audience questions answered adequately?

B. Presentation Style
   1. Organization
      a. Did the presentation begin with an outline overview?
      b. Were thoughts clearly articulated or imbedded in jargon?
      c. Was sufficient time left for questions?

   2. Delivery
      a. Was it clear that the speaker had practiced?
      b. Did the speaker ramble or repeat points?
      c. Did the speaker have adequate volume and vary inflection?
      d. Was there good non-verbal communication; e.g., eye contact with audience

   3. Use of graphics
      a. Were these needed?
      b. Was there enough graphical support?
      c. Were the graphics easily read/understood? Use of color—appropriate colors and figure/ground relationships?

2.7.1.6 Poster Presentations

Scoring will be based on 40% content / 60% style

There is no point based system per question – these are just offered as GUIDELINES.
A. Topical Content
   1. Main Theme – clearly identifiable and understandable?
2. Did the findings match or differ from the initial expectations?
3. What method(s) was (were) used?
4. Were the findings backed by logical evidence?
5. Were the findings made within an appropriate context?
6. What were the data sources? Were they adequate?

B. Presentation Style

1. Topical Content
   a. Maximum Information at Minimum Cost – At a glance, how much information can be gained from this map?
   b. Who is the intended Audience?

2. Layout Content
   a. Generalization
   b. Figure to Ground contrast
   c. Balance:
      i. Optical or
      ii. Visual Hierarchy
   b. Typography
      i. Text placement
      ii. Hierarchy of text / label sizes
      iii. Legibility of key text from a distance of 6 feet
   c. Symbology
      i. Use of Color
      ii. Classification method
      iii. Symbology
   d. Major / Minor Cartographic Elements Placement
   e. Projections

A detailed description of MN raffle guidelines, including ticket layout, can be found in the Section IV. Forms.

2.8 Spring Workshops Committee
• This committee plans the Spring Workshops event.
• The Chair of this committee does not need to be on the Board of Directors
• The Chair of the spring workshops committee is responsible for creating and managing
the budget for this event.
• The spring workshop budget must be reviewed by the Treasurer.
• The spring workshop budget must be reviewed and approved by the Board of Directors at
the March board meeting.
• If any expense exceeds the initial amount approved by the board, or is a new item, it
needs to be reviewed by the Board of Directors.

2.9 Networking Committee
• All committee financial budgets and expenditures need to be approved by the Board.
• Requirement that all Consortium sponsored events are approved through the events
grants process. (With the exception of the Conference and Workshops)
• Networking event approval can occur at any monthly board meeting, at least one month
prior to the event.
• Committees may participate in fundraising for events and event grants on behalf of the
Consortium, to increase the event grant budget.
• A MN GIS/LIS Consortium event cannot be advertised until receiving board approval.
• Grants cover the cost of events, so that all money received for admission fees for
attending events goes to the scholarship fund. (With the exception of the Conference and
Workshops)
III. 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
7. Contribute to the GIS/LIS News newsletter
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.)
4. Contribute articles to www.mngislis.org
5. Present Chair Address at annual meeting
6. Maintain historical files
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

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. Gather articles for e-announcements
6. Is a member of the Executive Committee

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 4 years in advance)
3. Participates in the conference planning committee
4. Is a member of the Executive Committee
Past Conference Chair
1. Is a member of the Executive 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 GIS/LIS News newsletter and www.mngislis.org
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
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
IV. FORMS

Event Grant
Guidelines and Application Form

An important goal of the Consortium is to support outreach activities that benefit the statewide GIS community. The Consortium has limited funds (grants of up to $1,000.00) dedicated to supporting outreach activities such as GIS workshops and seminars. Visit the MN GIS/LIS Consortium web page to see examples of projects that received funding in the past.

We are particularly supportive of activities that benefit a broad segment of the statewide GIS community. In the past, we have provided funding for activities that included expenses such as printing and mailing costs, speaker fees, meeting room rental fees, food services and advertising. We will also advertise Consortium-sponsored activities/events in our newsletter and on our web site.

Please complete the information on the web-based application form and submit your application via e-mail to the Consortium Chair or download and mail the hard copy application form to:

MN GIS/LIS Consortium
Chair, Board of Directors
c/o Ewald Consulting
1000 Westgate Drive, Suite 252
St. Paul, Minnesota 55114
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: 
Title: 
Address: 
Phone: 
FAX: 
E-mail: 

Part B: Event Description

Name of event: 
Purpose of event: 
Where and when will the event be held: 

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?): 

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): 
**Part C: Consortium Promotion Activities**

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

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.)
Example Event Grant Letter

< DATE >

Award Winner Contact
Award Winner Address
Award Winner City, MN ZIP

Dear Award Winner(s),

On behalf of the GIS/LIS Consortium, I would like to congratulate you on securing $0.00 for your upcoming GIS/LIS activity or event. The Consortium is honored to provide you with these funds in order to continuously support GIS/LIS throughout Minnesota.

Our Treasurer will be sending a check to the contact person indicated above. Please notify us immediately if this is the wrong address, or if you are the wrong contact person to receive this award, via phone at 651-203-7242.

With regards to the award requirements, we are pleased that you will be promoting the Consortium during the event as well as providing us a written document summarizing the event for the GIS/LIS News. Please send this written document (word, text, etc.) as soon as the event is completed via email to newsletter@mngislis.org, or address correspondence to: GIS/LIS News, 1000 Westgate Drive, Suite 252, St. Paul, MN 55114.

I look forward to working with you again in the future and wish you the best success for this upcoming event.

To submit an article, send it before the deadlines listed below

Sincerely,

< CURRENT CHAIR >
<year> GIS/LIS Consortium Chair
MINNESOTA GIS / LIS CONSORTIUM
Travel Expense Report

Name: ________________________________________________
Address: _______________________________________________
_____________________________________________________

INSTRUCTIONS:
If travel is by private vehicle, use the worksheet below to calculate mileage cost at current mileage rate. Then calculate the total reimbursement at the bottom of the worksheet.

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose</th>
<th>From</th>
<th>To</th>
<th>Return To</th>
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To the best of my knowledge, the below claim is correct, the amounts charged herein were actually and necessarily disbursed in performance of official duties of the Consortium, and no part of the claim has been previously reimbursed.

_____________________________
_____Signature

Date

TOTAL:
February 22, 2016

GIS Certification Institute
701 Lee Street, Suite 680
Des Plaines, Illinois  60016

Subject:  GISP Application

Dear GISCI Review Committee:

As board member of the Minnesota GIS/LIS Consortium (MN GIS/LIS), I am pleased to send this letter in support of APPLICANT NAME’s application for certification as a Geographic Information Systems Professional (GISP).

Member Name:  APPLICANT NAME
Member Since:  YYYY - YYYY
Conference Attendance:  MONTH DD, YYYY AND MONTH DD, YYYY
Committee Involvement:  NAME (YYYY-YYYY)

Having reviewed the applicant’s request, I can attest that it is true and correct as to the applicant’s membership, conference attendance, committee involvement and that it is consistent with what I know of the applicant’s prior background. (I understand that GISCI does not expect me to be able to vouch for the entire portfolio, and that any errors are solely the responsibility of the applicant.)

Sincerely,

Minnesota GIS/LIS Consortium Board
In Minnesota, games of chance like raffles and bingo are considered gambling and are permitted only in very limited circumstances. In particular, nonprofit organizations may conduct “lawful gambling”—that is, fundraising activities, the profits from which are used to further the charitable mission of the nonprofit organization. This guide is a quick reference intended to address a few of the most frequently asked questions regarding lawful gambling.

**IS IT GAMBLING?**

- Raffles, bingo, pull-tabs, tipboards, and paddlewheels are always considered gambling. Other activities are considered gambling if three elements are met:
  1. Payment is required to enter or participate.
  2. A winner is determined by chance (even if accompanied by some element of skill).
  3. A prize is awarded.
- If an activity fits the above definition, it is an illegal “bet” in Minnesota unless an exception applies. Penalties for conducting illegal gambling include criminal penalties on participants as well as forfeiture of all money, property, and equipment used or intended to be used in illegal gambling.

**WHAT FORMS OF GAMBLING ARE PERMITTED?**

- For nonprofit fundraising purposes, only raffles, bingo, pull-tabs, tipboards, and paddlewheels are permitted, and then only if conducted in compliance with state law and rules administered by the Minnesota Gambling Control Board.
- Each form of lawful gambling has its own rules for conduct, recordkeeping, and reporting.

**WHO MAY CONDUCT LAWFUL GAMBLING?**

- Only a nonprofit organization may conduct lawful gambling for fundraising purposes (and only raffles, bingo, pull-tabs, tipboards, and paddlewheels). For example, charities, schools, churches, fraternal organizations (Elks, Knights of Columbus, etc.), veterans organizations, sports clubs, and community foundations may conduct lawful gambling.
- Neither an individual nor a for-profit business may conduct any form of charitable gambling—even for a good cause!

**WHO MAY PARTICIPATE?**

- In general, only persons age 18 or older may purchase raffle tickets or otherwise participate in lawful gambling. There are limited exceptions for certain bingo events.

**WHAT PERMITS OR LICENSES DO WE NEED?**

- A nonprofit may conduct raffles or drawings, the total annual prizes for which are less than $1,500, without obtaining a permit or a license.
- Raffles, bingo, pull-tabs, tipboards, and paddlewheels, or a combination of any of them, may be conducted by obtaining a “fundraising permit” from the Minnesota Gambling Control Board. For a small fee, a permit allows the nonprofit to conduct charitable gambling on five or fewer days in a calendar year, with the total value of prizes awarded in a calendar year capped at $50,000.
- For most permitted gambling, the nonprofit must also obtain the approval of the local unit of government where the activity is to be conducted, and may need to obtain a premises permit and/or lease.
- Nonprofits that wish to fundraise by conducting lawful gambling on more than five days per year—or awarding $50,000 or more in annual prizes—may only do so by obtaining a license. Licensing requirements are extensive, and therefore this option is usually not suitable for all-volunteer organizations or occasional fundraising.

**SPECIFIC RULES FOR RAFFLES AND DRAWINGS**

**Conduct:**

1. To enter, purchasers must not be required to pay for anything other than the raffle ticket.
2. Tickets must be purchased in person using cash, check, or debit card only.
3. Purchasers must not be required to be present at the raffle to win.
4. Winners must be selected in public and in a manner giving all entries an equal chance to win.

**Prizes:**

1. The nonprofit must be the sole owner of all prizes to be awarded.
2. Winners must be determined on the date indicated on the ticket.
3. The value of each prize must not exceed $50,000.
4. Alcohol may be awarded as a prize in limited circumstances, and only to persons age 21 or older.

**Tickets:**

1. Tickets must list at least the three most expensive prizes, contain a statement that a complete list of prizes is available on request, and contain a statement that the winner is responsible for all applicable fees or taxes.
2. Tickets must include the date, time, and location of the raffle, the name of the nonprofit, the license or permit number, the price of the ticket, and be numbered sequentially beginning with “1.”
3. Tickets may not contain the words “suggested donation” or any other implied request for money beyond the stated price of the ticket.
4. Tickets must have a detachable stub, numbered to match the ticket, with space for the full name and contact information of the purchaser.

**Records:**

1. The nonprofit must keep a prize inventory and a detailed raffle log and inventory on the forms prescribed by the Minnesota Gambling Control Board.

WHERE CAN I GET MORE INFORMATION?

Detailed information is available on the Minnesota Gambling Control Board Web site at www.gcb.state.mn.us, or by calling the Gambling Control Board at 651.639.4000. You also may contact Greg Larson at Gray Plant Mooty at greg.larson@gpmlaw.com or 612.632.3276.

This guide is a periodic publication of Gray Plant Mooty and should not be construed as legal advice or legal opinion on any specific facts or circumstances. The contents are intended for general information purposes only, and you are urged to consult your own lawyer concerning your situation and any specific legal questions you may have.