

# **MN GIS/LIS Consortium**

## **Meeting Agenda**

January 21, 2016

10:00 am – 12:00 pm

Type of Meeting: 2016 Board of Directors

Meeting Location: Ewald, 1000 Westgate Drive, St. Paul, MN 55114, Suite 252

Dial in: 1-888-875-1833, Participant Passcode: 5696856553#, Moderator: 8464166303#

Meeting Facilitator: Tami Maddio, Board Chair

Invitees:	Past Chair: Heather Albrecht	State Government: Zeb Thomas
	Past Chair (Outgoing): Adam Snegosky	Local Government: Eric Kopras
	Chair-Elect: Scott Freburg	Local Government (Outgoing): Michelle Trager
	Treasurer: Tim Loesch	Conference Chair: Ryan Stovern
	Treasurer (Outgoing): Brian Udell	Conference Chair-Elect: Jane Mueller
	Secretary: Leah Spurduto	Past Conference Chair: Gerry Sjerven
	Secretary (Outgoing): Catherine Hansen	Past Conference Chair (Outgoing): Kitty Hurley
	Higher Education: Stacey Stark	At-Large: Andrew King-Scribbins
	Higher Education (Outgoing): Greta Poser	MnGEO Ex-Officio: Dan Ross
	Private Sector: Brandon Tourtelotte	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 | Spurduto |
| V. Review & Approval of Treasurers report                       | Loesch   |
| VI. Open Issues/New business                                    |          |
| a) Welcome and introductions                                    | Maddio   |
| b) Conflict of Interest forms                                   | Maddio   |
| c) Project Portal                                               | Maddio   |
| d) Policy Changes                                               | Albrecht |
| e) Spring Workshops Update                                      | Trager   |
| f) Conference Update                                            | Stovern  |
| g) WLIA Update                                                  | Sjerven  |

h) Meeting Times

Maddio

i) Other issues/ Ewald round robin

VII. Adjournment

VIII. Committee Business Summary Reports

a) Awards

Mark Kotz

b) Communication

Kitty Hurley

c) Conference

Ryan Stovern

d) Database & Website

Gerry Sjerven

e) Education

Greta Poser/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/Ryan Stovern

l) Ad Hoc, Utilities

Brandon Tourtelotte/Andy Schmidt

m) Ad Hoc, UMGECON

Heather Albrecht

n) Ad Hoc, K-12 Database

Scott Freburg

o) Ad Hoc, WLIA

Ryan Stovern

# January 2016

## Communications & Outreach Committee Updates

### 1) Posted Content to Social Media (*Facebook, Twitter & LinkedIn*)

Manual postings:

- a) Call for Spring/Fall Workshops, Survey
- b) Upper Midwest GIS Conference Call for Proposals
- c) Upper Midwest GIS Conference Announcement
- d) Call for Spring Workshops Volunteers
- e) Board Elections

### 2) Social Media Update

- a) Social Media Statistics Update:
  - i) Twitter – **293** followers (up 4)
  - ii) Facebook – **173** likes (up 1)
  - iii) LinkedIn – **947** members (up 17)
    - (1) Action required: Need to update e-mail address connected to LinkedIn Account, [linkedin@mngislis.org](mailto:linkedin@mngislis.org)



Minnesota GIS/LIS Consortium  
1000 Westgate Drive  
Suite 252  
Saint Paul, MN 55114  
[www.mngislis.org](http://www.mngislis.org)

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## **Conference Committee – January 2016 (Ryan Stovern & Jane Mueller)**

1. Will be having a meeting with Ewald to discuss Conference Budget and possible registration increases- Jan 21<sup>st</sup> after board meeting. Ashley, Meghan and Amanda from Ewald, Tami, Jane plan on attending. Tim unavailable to attend.
2. **Budget**
  - a. Conference Budget should be ready for review by end of April or beginning of May
    - 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 Have been trying to contact Paleontologist to speak about how Mapping Technology has impacted their field of work.
    - ✓ **Friday Keynote**
      - o Joe Shead from Go Shed Hunting will be speaking about his travels across North America looking for antler sheds from many different species of animals. He plans on having Elk, Caribou, Moose, Mule Deer and Whitetail Deer sheds on site. Will have a table for his merchandise as well
  - b. **K-12**
  - 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
  - e. **Conference Sessions**
  - f. **Facilities/Technology**
  - 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**

m. **Geolounge**

i. Furniture is on contract already for 2016 based on negotiated deals during 2015

n. **Vendors**

**4. Meeting Timeline- Subject to Change**

- a. **January- 21<sup>st</sup> Meeting with Ewald staff @ 1pm**
- b. **February-16<sup>th</sup> @ 10am**
- c. **March-1<sup>st</sup>,15<sup>th</sup>,29<sup>th</sup> @ 10am**
- d. **April- 12<sup>th</sup>,26<sup>th</sup> @ 10am**
- e. **May- 10<sup>th</sup>, 24<sup>th</sup> @ 10am**
- f. **June-7<sup>th</sup>,21<sup>st</sup> @ 10am**
- g. **July-5<sup>th</sup>,20<sup>th</sup> @ 10am**
- h. **August-2<sup>nd</sup>,16<sup>th</sup>,30<sup>th</sup> @ 10am**
- i. **September- 13<sup>th</sup>,27<sup>th</sup> @ 10am**
- j. **October-11<sup>th</sup> @ 10am Conference 26th-28th**
- k. **November- 8<sup>th</sup> Wrap Up @ 10am**

### **January 2016 UMGEOCON 2016 Ad-Hoc Committee Report**

1. Call for presentations extended through Friday, January 22
2. Sponsorship and vendor registration is currently open
3. General admission registration begins February of 2106
4. Live website: <http://www.uwlax.edu/conted/geocon/>

**DRAFT**

# **MN GIS/LIS CONSORTIUM**

## **BOARD OF DIRECTORS'**

Policy and Procedures Manual



Revised: 12/06, 06/07, 01/10, 3/12, 6/12, 8/12, 3/13, 6/13, 2/14, 5/14,  
12/15

**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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## ANNUAL CALENDAR OF EVENTS

	Agenda	General / Committee
<b>JANUARY</b>	<ul style="list-style-type: none"> <li>x New Member Packets ready</li> <li>x Determine meeting location policy</li> <li>x Determine start / end times for meetings</li> <li>x Reviewing outgoing Board accomplishments</li> <li>x Review agenda items and goals set by outgoing Board</li> <li>x Consortium Brochure – update with new names</li> <li>x Treasurer establishes draft budget</li> <li>x Review Web Contract</li> <li>x Review D &amp; O insurance options (current expires 3/13/2017)</li> </ul>	<ul style="list-style-type: none"> <li>x Chair – analyze new Board’s locations for meeting sites</li> <li>x SCH - Solicitation Letter to qualifying institutions</li> <li>x Past chair update activities in the History Document.</li> <li>x Update users on Project Portal</li> </ul>
<b>FEBRUARY</b>	<ul style="list-style-type: none"> <li>x Proposed Budget presented to Board for Approval</li> <li>x Strategic Planning Session</li> <li>x Assign members to subcommittees</li> </ul>	<ul style="list-style-type: none"> <li>x SCH - Info back from qualifying institutions</li> <li>x <del>Newsletter Published (Winter)</del></li> <li>x Past chair update Policy &amp; procedures manual</li> <li>x Past chair begin Annual Report</li> </ul>
<b>MARCH</b>	<ul style="list-style-type: none"> <li>x Proposed Conference Budget presented to Board</li> <li>x Review website</li> <li>x Approval of the Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>x SCH - Meet to review new applicants</li> </ul>
<b>APRIL</b>	<ul style="list-style-type: none"> <li>x Continue Goals</li> </ul>	<ul style="list-style-type: none"> <li>x SCH - 5/1 Award Letters to Institutions</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>x Spring Workshops</li> <li>x Continue Goals</li> </ul>	<ul style="list-style-type: none"> <li>x SCH - Cmte notified of student winners</li> <li>x <del>Newsletters Published (Spring)</del></li> <li>x Conference - Call for Papers deadline</li> </ul>
<b>JUNE</b>	<ul style="list-style-type: none"> <li>x Continue Goals</li> <li>x Deadline for Polaris and Lifetime nominations</li> <li>x Ewald contract negotiated/signed</li> </ul>	<ul style="list-style-type: none"> <li>x Conference Letters to Exhibitor</li> </ul>
<b>JULY</b>	<ul style="list-style-type: none"> <li>x Continue Goals</li> </ul>	<ul style="list-style-type: none"> <li>x SCH – deadline for student bios/abstracts</li> </ul>
<b>AUGUST</b>	<ul style="list-style-type: none"> <li>x GIS Day Planning?</li> </ul>	<ul style="list-style-type: none"> <li>x Preliminary Program mailed</li> <li>x SCH – deadline for Grad Student Papers</li> <li>x <del>Newsletter Published (Summer)</del></li> <li>x Start search for Spring Workshop Chair</li> </ul>
<b>SEPTEMBER</b>	<ul style="list-style-type: none"> <li>x Conference booth and promotional ideas</li> <li>x GIS Day activity/promotion ideas</li> <li>x Delegate Spring/Scholarship Chairs for next year</li> <li>x Establish date for spring workshops for conference promotion</li> <li>x Wrap-up Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>x Start thinking about Board Nominees</li> </ul>
<b>OCTOBER</b>	<ul style="list-style-type: none"> <li>x Seek Board Nominees</li> <li>x List accomplishments for annual business meeting</li> </ul>	<ul style="list-style-type: none"> <li>x SCH - Present student/competition awards</li> </ul>
<b>NOVEMBER</b>	<ul style="list-style-type: none"> <li>x Finalize board Nominations</li> <li>x Request for Submission of Changes to Policy Manual from all Board Members</li> <li>x GIS Day</li> </ul>	<ul style="list-style-type: none"> <li>x <del>Newsletter Published (Fall)</del></li> <li>x Chair documents – Year-End reports in the permanent record, stored with Secretary’s documents</li> </ul>
<b>DECEMBER</b>	<ul style="list-style-type: none"> <li>x Review Committee “Year-End” reports/board goals</li> <li>x Traditional “Year-End – Holiday” gathering</li> <li>x Solicit quotes for D &amp; O insurance (optional)</li> </ul>	<ul style="list-style-type: none"> <li>x Year-end wrap-up and Review of Goals</li> </ul>

**\*E-Announcements – sent biweekly throughout the year**

## I. GENERAL BOARD POLICIES

### **1.1 Agenda Requirements**

Changes to the meeting Agenda will include:

- x Committee/Subcommittee Reports will include brief written reports.
- x 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.

# DRAFT

General Liability Binders (Adam, did we change this to a year round policy?)

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

## **1.5 Budgets**

- x 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.
- x 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.
- x 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.
- x 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.
- x ~~The Networking Events Chair shall be responsible for compiling a budget for Networking events. The budget should be brought to the Board for review. Approval is not required as the budget for this committee should be self-sustaining.~~
- x ~~All budgets need to be reviewed by the Treasurer. All committee financial budgets and expenditures need to be approved by the Board.~~
- x *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**

- x The Board will submit issues to the Committees to be acted upon along with any issues/goals raised by the Committees themselves.
- x 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).

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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.
- x 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 prior to expenditures being made.

The board will:

1. Develop clear guidance for committee reports, and examples of what should be included (e.g., if the committee met, meeting attendance, decisions made by committee, expenditures, communications with membership and public, actions requiring board approval, etc).
2. 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:

- |               |              |                          |
|---------------|--------------|--------------------------|
| ¼ Chair       | ¼ Past Chair | ¼ Conference Chair       |
| ¼ Chair-Elect | ¼ Treasurer  | ¼ Conference Chair-Elect |
|               |              | ¼ 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:

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

## **1.8 Contracts**

x 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.

- o 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.
- o 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 Spring Workshops Committee or a Board approved delegate of the Spring Workshops Committee may sign any contracts or documents required to move workshop business forward as long as the financial obligations of the contracts do not**

# DRAFT

exceed Board approved workshops budget amounts by more the \$200 per contract. Annual workshop 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.

- o The Board Treasurer may sign banking related contracts in the normal course of doing the corporate banking business of the Consortium.
- x 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.
- x The Chair shall be responsible for drafting and finalizing the Association Management contract.
- x The Conference Chair shall be responsible for drafting the Conference Contract and presenting it to the Board for approval.

## **1.9 E-Announcements**

- x E-announcements sent bi-weekly throughout the year or as determined
- x The Secretary will send out a request to the full board in advance of E-announcements

1. A MN GIS/LIS Consortium sponsored event cannot be advertised until receiving board approval.

## **1.10 Endowment Fund**

- x 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.
- x 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.



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- ~~o Exemption: The Board, at its discretion, may expedite a request without a completed form if the deadline occurs before the next Board meeting, and the event request is in the best interests of the Consortium and its members.~~
- ~~x Discussion or vote can occur using email.~~
- 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.
- x 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:

- x The event must be open to the GIS/LIS community in Minnesota;
- x A generalized budget statement for the event should be submitted, showing anticipated total costs and the planned use of Consortium funds;
- x If accepted, the Consortium will encourage organizers to use our logo and name in event advertising;
- x 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;
- x 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**

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

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

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

- x All invoices must be submitted to the Treasurer by board members or committee chairs for reimbursement.
- x Invoices are signed-off by Committee Chair before payment is issued.
- x Special requests for payments are acted upon only after board approval.
- x Any vague or unclear accounting issues are investigated for proper accounting procedure.
- x Accounting books are kept on a calendar year basis.
- x Copies of all invoices are kept according to month of payment.
- x Year-end statements are generated for January board meeting for review.
- x Taxes are prepared annually by paid tax consultant.
- x 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 to present. This document should be updated by the outgoing chair each January.

## **1.14 Logo**

- x 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:

- x Requesting agency must be a non-profit organization offering services or information directly relating to or benefiting Consortium members.
- x Requesting agency must agree to a one-time use of the member address mailing list.
- x Requesting agency may not distribute or transfer the mailing list to any other parties.
- x 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.

- x **No digital version of the complete mailing list will be provided for any reason.**

## **1.16 Meetings**

- x In most cases, Meetings will be held on a monthly basis.
- x One meeting of the membership is required to be held annually. This is customarily held during the fall conference.
- x 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:

- x Reimbursed at the current IRS mileage rate for volunteer or charitable organizations.
- x Cannot exceed total reimbursement of \$500 in each calendar year
- x 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**

- x Use of stationery shall be for official Consortium business only.

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## 1.19 Newsletter

- ~~x The GIS/LIS NEWS is provided online (4) times per year; spring, summer, late fall, winter.~~
- ~~x No article will be included which promotes the sale of private sector products or services.~~
- ~~x No advertising is allowed at this time.~~

## **1.19 ArcGIS Online**

Policies/procedures needed

## 1.20 Non-Profit Status

- x MnGIS/LIS Consortium is a 501(c)(3) non-profit corporation.
- x 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:

- x Environmental Database Access
- x Graphing
- x Live Geographic Information System (GIS) Interface
- x Document Management
- x 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.

ddms, inc: 1217 Bandana Boulevard North, Saint Paul, Minnesota 55108

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**

- x Keep financial records for 7 years
- x Keep event registration records for 3 years

## **1.23 Voting**

- x 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.

- x 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

- x The Consortium website ~~will~~ **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)
- x 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.
- x Announcements for upcoming GIS-related events are welcomed
- x 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.
- x 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.
- x Effective January, 2003, all requests to post information on the website are routed to the Secretary before posting.
- x Any updates on information currently displayed on the website can be made, without approval, unless the context of the information changes.
- x Priority is given to any time sensitive information.
- x Updates are done at least once a week, usually Friday – unless the information is time sensitive.
- x The following documents are currently available for download from the Website:
  - o 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:

- x 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.

- x 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.
- x 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 greatly benefited Minnesota.

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

- x Plaque will be presented at the annual Consortium conference.
- x Summary of the justification for the winner’s award will be published in the Consortium newsletter and preserved on the Consortium website.
- x Name will be added to a master plaque of all Lifetime Award winners.
- x Free registration to the conference where the award is given.
- x 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](mailto:lifetime-award@mngislis.org) and must be received by June 30<sup>th</sup>. Nominations should include:

- x An explanation of why the person or organization should be honored with this award.
- x Details specifically addressing the award criteria listed above.
- x 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.

will be evaluated based on the following criteria:

- x 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.
- x Demonstrated leadership, energy, and creativity within and beyond one's normal job environment for the benefit of the greater GIS community.
- x 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:

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

**Nominations** – Letters of nomination can be emailed to [polaris-award@mngisli.org](mailto:polaris-award@mngisli.org) and must be received by June 30. Nominations should be no longer than 3 pages and should include:

- x An explanation of why the person should be honored with this award
- x Details specifically addressing the award criteria listed above
- x 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 manage ~~ment~~ a membership databases.

### Policies

- x Any request from this committee that sets a precedence on any given topic is forwarded to the Board Chair for a decision.
- x The MN GIS/LIS Consortium Board of Directors shall set web criteria - not the Web Master.
- x ~~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.~~
- x ~~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. (Duplicate info from section 1.24 Website)~~

### 2.3 Conference Committee

- x **Schedule**
  - o 2016 - Duluth
  - o 2017 – Bemidji
  - o 2018- ? Duluth
  - o 2019 – StCloud
  - o 2020 - StCloud
  - 2021-Rochester
  - 2022 - Rochester
- x 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).
- x Consortium Board members are required to pay full registration to attend the MN GIS/LIS Conference.
- x Conference Committee members are required to pay full registration to attend the MN GIS/LIS Conference.
- x 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.

- x Awards and/or gifts can be given to the Conference Committee members at the discretion of the Conference Chair.
- x 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. (Have a consistent policy for this now, right Gerry?)
- x 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).
- x 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.
- x 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:

- o Conference Chair,
- o current year Lifetime Achievement Award inductee(s),
- o Past [Lifetime Achievement Award](#) (including one LCCMR designee) winners, only if [retired](#) from full time work
- o Current year Polaris Leadership Award inductees,  
Supervisors receive complimentary awards lunch
- o Current year Student Scholarship Award winners
- o Event support staff
- o 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;
- Poster Presenters: 20% discount ~~and authors are expected to be at their poster site during the Vendor Reception~~ – 1 discount per poster; (Is this true?)
- Project Demo Presenters: 20% speaker discount - 1 discount per presentation;
- 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. (Kitty do you have policy input here regarding social media?)

1. A MN GIS/LIS Consortium event cannot be advertised until receiving board approval.

#### **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.

- x 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.
- x 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
- x 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.
  - x The Scholarship committee will manage the Endowment Fund.
  - x 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 for ~~the MnGIS/LIS News and~~ 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 1<sup>st</sup> or 2<sup>nd</sup> 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:***

¾ Formal paper + Oral Presentation

2. ***Undergraduate Competition:***

¾ Oral Presentation

3. ***Community College Competition:***

¾ Poster Presentation

(Need to work with Greta to update table below)

<b><u>Community College (3)</u></b>	<b><u>Undergraduate (7)</u></b>	<b><u>Graduate (4)</u></b>
<ul style="list-style-type: none"> <li>x Anoka Ramsey CC</li> <li>x Fond du Lac Tribal &amp; CC</li> <li>x Itasca CC</li> </ul>	<ul style="list-style-type: none"> <li>x Bemidji State Univ.</li> <li>x Macalester College</li> <li>x Minnesota State Univ., Mankato</li> <li>x St. Cloud State Univ.</li> <li>x St. Thomas Univ.</li> <li>x Univ. of Minnesota</li> <li>x University of Minnesota, Duluth</li> </ul>	<ul style="list-style-type: none"> <li>x Minnesota State Univ., Mankato</li> <li>x St. Cloud State Univ.</li> <li>x St. Mary’s Univ.</li> <li>x Univ. of Minnesota</li> </ul>
<p><b><u>Award</u></b> \$500 – 1<sup>st</sup> Place</p>	<p><b><u>Award</u></b> \$800 – 1<sup>st</sup> Place \$400 – 2<sup>nd</sup> Place</p>	<p><b><u>Award</u></b> \$1,000 – 1<sup>st</sup> Place \$500 – 2<sup>nd</sup> Place</p>

<u>Competition Requirements</u>	<u>Competition Requirements</u>	<u>Competition Requirements</u>
a. Abstract / bio b. Poster	a. Abstract / bio b. Oral Presentation	a. Abstract / bio b. Paper (10-15 page max) c. Oral Presentation

#### **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.
  - d. ~~Students will be expected to follow the same rules as other poster presenters; primarily, they must be at their poster on Thursday evening, between 6:00 and 7:00 p.m. to answer any questions by Conference attendees.~~ Is this true?
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.mngisllis.org](http://www.mngisllis.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

An example of how the raffle tickets must look in order meet state guidelines:

<p>Name _____</p> <p>Address _____</p> <p>Phone # (____) _____</p>	<p><b>Minnesota GIS/LIS Consortium Scholarship Raffle</b></p> <p>A complete list of prizes is available at the Consortium Registration Booth</p> <p>Tickets - \$2.00 each You need not be present to win.</p> <p>Drawing will be held on October 6<sup>th</sup> 2006, at 2:00 p.m. at the Civic Center, St Cloud, Minnesota</p>
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## **2.8 Spring Workshops Committee**

- x This committee plans the Spring Workshops event.
- x The Chair of this committee does not need to be on the Board of Directors
- x The Chair of the spring workshops committee is responsible for creating and managing the budget for this event.
- x The spring workshop budget must be reviewed by the Treasurer.
- x The spring workshop budget must be reviewed and approved by the Board of Directors at the March board meeting.
- x 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**

1. All committee financial budgets and expenditures need to be approved by the Board.
2. Networking event approval can occur at any monthly board meeting, at least one month prior to the event.
3. Committees may participate in fundraising for events and event grants on behalf of the Consortium, to increase the events and event grant budget.
4. A MN GIS/LIS Consortium event cannot be advertised until receiving board approval.

### **3 BOARD POSITION DESCRIPTIONS**

#### **Tasks to be completed by all members**

1. Regularly attend board meetings and important related meetings
2. Be knowledgeable of the bylaws and consortium mission
3. Stay informed about committee matters
4. Prepare well for meetings
5. Review and comment on minutes and reports
6. Volunteer for and willingly accept assignments and complete them thoroughly and on time
7. Contribute to the GIS/LIS News ~~newsletter~~ **Communication and Outreach**
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](http://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)
11. May seek representation on the Minnesota Statewide Geospatial Advisory Council and act as a liaison between the Advisory Council and Consortium board.
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. 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**

### **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.mngisliis.org](http://www.mngisliis.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  
Field board concerns and educate consortium members regarding Committee related activities
13. Establish annual scholarship budget with Treasurer
14. Solicit new institutions for participation in Consortium's Scholarship Program
15. Organize review process for new and existing educational institutions
16. Provide award letters to qualified institutions (see #9)
17. Collect, record and forward to Foundation, student award information
18. Promote sponsorship activities

### **At-Large**

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

### **Private**

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

### **MnGeo Ex-Officio**

1. Act as a liaison between MnGeo and Consortium board
2. Participates in a minimum of one sub-committee



## **4 FORMS**



*Minnesota GIS/LIS Consortium*  
c/o Ewald Consulting  
1000 Westgate Drive  
Suite 252  
St. Paul, Minnesota 55114

### **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:

- x The event must be open to the GIS/LIS community in Minnesota;
- x A generalized budget statement for the event should be submitted, showing anticipated total costs and the planned use of Consortium funds;
- x If accepted, the Consortium will encourage organizers to use our logo and name in event advertising;
- x 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;
- x 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](http://www.mngislis.org).

We look forward to reviewing your request.

Minnesota GIS/LIS Consortium

**Event Grant Application Form**

**Part A: Contact Person Information**

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**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_

**Part B: Event Description**

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**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**

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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**

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

YES       NO

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 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@mngisliis.org](mailto:newsletter@mngisliis.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





December 30, 2015

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**

# Minnesota GIS/LIS Consortium

1000 Westgate Dr. • Ste. 252 • St. Paul, MN 55114 • [www.mngislis.org](http://www.mngislis.org) • (651) 203-7242

