

MN GIS/LIS Consortium

Meeting Agenda

January 19, 2017

10 am – 12 pm

Type of Meeting: 2016 Board of Directors

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

Dial in: 1-855-392-2520, Participant Passcode: 569 6856#, Moderator: 846 4166#

Conference Center Room A

Meeting Facilitator: Scott Freburg, Board Chair

Invitees:	Past Chair: Tami Maddio	Private Sector: Peter Smith
	Chair-Elect: Rebecca Foster	Local Government: Eric Kopras
	Treasurer: Tim Loesch	Higher Education: Stacey Stark
	Secretary: Leah Spurduto	At-Large: Andrew King-Scribbins
	Conference Chair: Jane Mueller	State Government: Zeb Thomas
	Conference Chair-Elect: Jared Hovi	MnGEO Ex-Officio: Dan Ross
	Past Conference Chair: Ryan Stovern	MnGAC Ex-Officio: Gerry Sjerven

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|---|-----------------|
| I. Call to order | Freburg |
| II. Roll call | Freburg |
| III. Approval of Meeting Agenda & Committee Reports | Freburg |
| IV. Review action items & Approval of minutes from last meeting | Sperduto/Maddio |
| V. Review & Approval of December Treasurer's report | Loesch |
| VI. Open Issues/New business | |
| a) Welcome and Introductions | Freburg |
| b) Conflict of Interest Forms | Freburg |
| c) 2017 Board Meeting Dates/Times | Freburg |
| d) Project Portal | Maddio |
| e) Policy Manual | Maddio |
| f) Website Discussion (Update and continue) | Sjerven |
| g) MSPS (Surveyors) Annual Meeting | Stovern |
| h) February Retreat | Freburg |
| i) Other issues | |
| E-Announcement schedule – working draft (google drive) | Sjerven |
| VII. Adjournment | |

Committee Business Summary Reports

a) Awards	Mark Kotz
b) Communication	Kitty Hurley/Mike Dolbow
c) Conference	Jane Mueller
d) Database & Website	Gerry Sjerven
e) Education	Stacey Stark/Scott Freburg
f) Executive	Scott Freburg
g) Finance	Tim Loesch
h) Future Conference	Ryan Stovern/Adam Snegosky
i) Networking	Zeb Thomas
j) Spring Workshops	Len Kne
k) Ad Hoc, Utilities	Brandon Tourtelotte
l) Ad Hoc, UMGEOCON	Heather Albrecht
m) Ad Hoc, K-12 Database	Scott Freburg
n) Ad Hoc, WLIA	Ryan Stovern

Mn GIS/LIS Ad Hoc Investment Committee

January 4, 2017 at 8am (phone)

Stacey Stark, Scott Freburg, Dan Ross, Tim Loesch

Tim Loesch Treasurer
Stacey Stark Higher Education Rep
Dan Ross MnGeo Ex-Officio
Scott Freburg Board Chair

Discussion about development of an Investment Policy for GIS/LIS Consortium
The team reviewed and discussed the NSGIC Investment Policy Statement.

<u>NSGIC Fund</u>	<u>Comparable GIS/LIS Fund</u>
Long term IF	Education Investment
Short term IF	Reserve
Operating	General

Dan - NSGIC is a mid to high risk setup; investment broker meeting twice/year; finance committee discusses and may or may not change asset allocation. Takes to Board for final approval.

Tim – NSGIC document clearly lays out financial mgmt policy; covers more than investment fund; makes transparent roles, responsibilities and defines accounts, purpose and thresholds.
Stacey/Scott – agree that this is a nice well setup document. There may be a few items that don't pertain but it could be a really nice starting point.

All agreed MN GIS/LIS would benefit from putting together a similar document and approach for financial management and investment going forward.

Tim would like to take document to start with and make changes. It would then be shared on Google Drive

Can we get investment policy ready for Qs at February retreat? Adjustments can be made after Board discussions; Tim thinks that it is doable to have a draft, edited by all four of us, by Feb.

Dan- this could also be an opportunity to think long term and see where we would like this to go for GIS/LIS.

At retreat should we discuss before budget? No, let's discuss investment policy after the budget in the agenda. It will not be final in Feb; spend time with Board and ad hoc committee to discuss.

Stacey – There is a Finance committee makeup in the bylaws. Should we look at this and discuss at retreat when standing committees are reviewed? The Finance Committee could then review this policy document annually.

- Consensus is that it should be done by the Exec committee.

Stacey – maybe we don't need a Finance committee (bring up in Feb when discussing standing committees). We will think on this.

Tim Action Item:

Use NSGIC document as a reference to create a draft document tailored toward MN GIS/LIS

- Change context and other items as pertaining to GIS/LIS;
- Add information on budgeting, timelines, donations, thresholds, etc. into the document;
- Add to Google drive for sharing with Ad Hoc committee.

Mn GIS/LIS Student Scholarship Competition Judging

January 5, 2017 at 11am (phone)

Stacey Stark, Greta Poser, Kelley, David W, Steve Graham, Catherine Hansen, Will Craig, Gerry Sjerven, Ryan Bergstrom, Scott Freburg, Len Kne

1. Open Discussion of issues and Judging Guidelines review

(Gerry) Here to listen to any changes that will affect the conference

(David) Undergraduate presentations focus, the other competitions seem to be working well.

(Catherine) Like the rubric that was sent out [*see below*] - this was missing before - show students before - they have a better idea of what we are looking for

(Will) numbers will help, needs to be a learning experience for students. Our current poster text is exceptionally useful design them; that material should continue to be available to students, but needn't be listed in judging guidelines.

(Greta) We need address the variety of projects - new ideas, new use - need to define scope.

(Len) A question about the rubric - how to combine score - what numbers to present to students?

(Ryan B) Where this was used, the judges made notes, but then ultimately sat down together and compiled one scoring sheet together - isn't necessarily a product of just adding up all the judges scores.

(David) different groups of judges can judge the same [UG] competition and this would allow for a more objective ranking.

(Stacey) Yes, we want our solution to be scalable so we can have more students participating but not require more of the judges.

(Greta) current rubric has them all weighted the same? Do we want this Increase weight of content?

(Catherine) could weight content more - by having some criteria earning less points and other criteria earning more points. Our existing guidelines have 60% content / 40% presentation.

(Len) look at language of call so that it is more open - can help with the wording of the competition call

(Ryan) student show why it matters - relevance, not necessary to demonstrate traditional GIS analysis. (Will) agreed.

2. Categories (CC, UG, GR, Open poster and/or additional sub-categories) Not discussed. No move to change any categories.

Summary: Stacey will create new rubric using ideas from the AAG one (mostly adapting the "content" section to reflect our current guidelines and then adjusting the numbers so we still have a 60% content / 40% presentation weight) Ryan B. will help.

Will send out to everyone to react.

After we have settled on the rubric, we will discuss if there need to be other adjustments to the poster presentation, graduate competition and the information that is sent out to students ahead of time. Future meeting in another month to finalize this.

EXAMPLE RUBRIC shared by Ryan Bergstrom

Rural Geography Specialty Group
 Oral Presentation Evaluation

SFO AAG 2016

Student: _____

Judge: _____

Paper Title: _____

Note the attached guidelines ('rubric') for scoring. Although scoring guidelines have categories shown as 2 points, 4 points, 6 points, and 8 points, you may use also intermediate scores of 3, 5, and 7.

	Exemplary		Good		Fair		Poor
	8	7	6	5	4	3	2
Content & Relevancy	8	7	6	5	4	3	2
· Overall, and also to RGSG							
· Important ideas							
· Grasp of literature, etc.							
Communication & Knowledge	8	7	6	5	4	3	2
· Familiarity with content							
· Level of expertise							
Organization & Use of Time	8	7	6	5	4	3	2
· Arrangement / Flow							
· Too short or too long							
Quality of Visual Materials	8	7	6	5	4	3	2
· Clear / confusing / legible							
· Supported what was being said							

Summary score (total; 8-32): _____

Comments:

Criterion	Exemplary (8)	Good (6)	Fair (4)	Poor (2)
Content	<p>Presentation of relevant & appropriate information that clearly supports ideas focused on the research topic. Clearly relevant to rural geographic concerns/ approaches. Thorough & thoughtful- numerous important ideas. Reference to appropriate background literature is clear.</p>	<p>Reasonable support for ideas related to the topic. Evidence of basic analysis. Few or no errors; few instances of obvious gaps or missing information. Relevant to rural geographic concerns/ approaches. Use of appropriate background literature.</p>	<p>Information supports ideas related to topic, but inconsistently. Some inappropriate word/term usage. Analysis is basic or general. Content errors; instances of obvious gaps, missing information, or inconsistency.</p>	<p>Analysis/connection to research topic is vague, or digresses substantially. No evidence of individual thought. Lack of meaningful narrative. Lack of good connection to geographic concerns/approaches. Errors, gaps, inconsistencies in information.</p>
Communication/ Knowledge	<p>Clear communication, with eye contact. Familiarity with content is obvious; little reliance on looking at screen behind. Appropriate vocabulary, terminology & descriptions.</p> <p>Addressing of questions is very clear/well-done, demonstrating knowledge of subject.1</p>	<p>Generally clear communication & connection with audience. Minor to moderate reliance on looking at screen behind. Some stumbling.</p> <p>Generally appropriate answers to questions.</p>	<p>Little connection with audience. Periods of high reliance on reading notes or screen. Some word choices/ terminology inappropriate or confusing.</p> <p>Some questions answered relatively poorly.</p>	<p>Very high degree of reliance on reading slides or notes, with seeming unfamiliarity with significant portions of material. Little to no eye contact with audience. Inappropriate use of terminology or descriptions.</p> <p>Poor responses to questions.</p>
Organization / Use of Time	<p>Ideas & support are arranged logically. They flow smoothly & are clearly linked to each other & to the topic. Clear reasoning. Excellent timing. Not rushed; time for questions.</p>	<p>Ideas are arranged logically & are generally linked to each other & to the topic. Generally clear reasoning. May be somewhat repetitive and/or 'choppy' in style. Good timing.</p>	<p>Generally arranged logically, although this may fall apart in places. Intent is identifiable. Acceptable timing. Too long or short</p>	<p>Not logically organized. Very choppy; confusing. Very poor timing of presentation. Way too long or too short. Oblivious to the concept of "time"</p>
Quality of Visual Materials	<p>Clear & easy-to read visuals appropriate to topic. Lack of crowding of</p>	<p>Visuals are generally clear & easy-to read. Some distracting style elements.</p>	<p>Many errors & confusing layout for visual materials.</p>	<p>So many errors that meaning is obscured or materials are difficult to follow.</p>

	material; font & layout well chosen.			
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MN GIS/LIS Consortium Website Report

December 2016 – Traffic Highlights

- E-Announcements sent on December 1, 7, 22
- GIS Day on November 16 and related events
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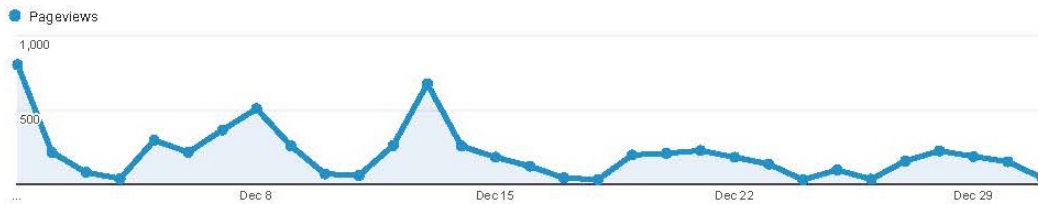
[GO TO REPORT](#)

Overview

Dec 1, 2016 - Dec 31, 2016

All Users
100.00% Pageviews

Overview



Page	Pageviews	% Pageviews
1. /	1,286	20.30%
2. /networking/	627	9.90%
3. /networking/opening_search.asp	520	8.21%
4. /Login.aspx	210	3.32%
5. /networking/apply_now.aspx?view=2&id=403132	120	1.89%
6. /?page=26annual_conference	119	1.88%
7. /surveys/default.asp?id=911707	101	1.59%
8. /networking/apply_now.aspx?view=2&id=403512	95	1.50%
9. /networking/apply_now.aspx?view=2&id=405545	87	1.37%
10. /networking/default.asp	77	1.22%

Year Review

- Most of the spikes occur on dates of E-Announcements
- Remember Networking (/networking/) is the career center, or Job search
- Top three are the homepage, Jobs, and conference

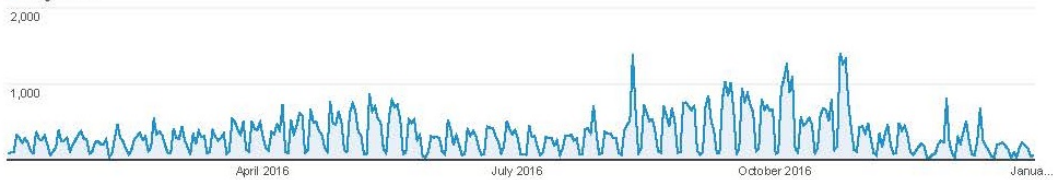
Overview

Jan 1, 2016 - Jan 1, 2017

 All Users
100.00% Pageviews

Overview

 Pageviews



Pageviews

123,503

Unique Pageviews

98,779

Avg. Time on Page

00:01:06

Bounce Rate

47.65%

% Exit

33.78%

Page	Pageviews	% Pageviews
1. /	17,522	14.19%
2. /networking/	10,692	8.66%
3. /networking/opening_search.asp	9,111	7.38%
4. /?page=26annual_conference	5,357	4.34%
5. /?page=26_annual_conference	2,645	2.14%
6. /store/checkout_main.aspx	2,054	1.66%
7. /event/26th_Annual_Conference	1,881	1.52%
8. /?spring_works_2016=	1,338	1.09%
9. /?page=25_annual_conference	1,212	0.98%
10. /login.aspx	1,200	0.97%

Website Updates

- Current Board http://www.mngis.org/?page=current_board
- Nominations page http://www.mngis.org/page/board_nominations
- List of vendors that attended the 2016 Conference http://www.mngis.org/?page=products_services

Website Committee is established and start meeting through email and conference call

2017 Potential Policy Manual Changes

- Education committee – update description in Policy Manual
- Networking committee – Possible budget
- Create investment committee – establish policy for investment fund and contributions
- Update Board member job descriptions
- Google drive policy – use for living documents and documents to share with non-board members but need to consider public vs private documents.
- Policy for Board retreat and consider additional longer working meetings more than just in February. Budget impacts and Board member time commitments.
- Check signing process

Minnesota GIS/LIS Consortium
Treasurers Report for December, 2016
Date of Report: 1/19/2016
Prepared by: Timothy N. Loesch

Account Status as of December 31st, 2016

Account	Balance	Previous	Description
General Fund	\$98,407.16	\$172,620.95	Affinity Checking Account
Reserve Fund	\$35,222.23	\$35,219.24	Affinity Savings Account
Other Assets	\$6,300.00	\$6,300.00	Prepaid expenses, Inventory, un deposited funds
Accounts Receivable	\$5,635.00	\$7,405.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(-\$32,383.92)	\$62,139.86	Unpaid bills (Conference commission to Ewald included)
Balance	\$113,180.47	\$159,405.33	

Scholarship Fund	\$32,467.96	\$26,934.87	Affinity savings account
Investment Account *	\$32,033.06	\$31,453.93	Schwab Managed Portfolio
	\$64,501.02	\$58,388.80	
Total Assets	\$177,681.49	\$217,794.13	Total Assets

Treasurer Comments:

- Final installment of \$6,700 to Ewald for Conference Administration. Total payment of \$26,800.
- Ewald has estimated that the commission for the conference is \$25,091.29. I have yet to confirm this amount with Ryan and have not signed any checks. In 2015 the commission was \$21,777.69.
- \$745.92 Teacher Reimbursements
- \$1,110.00 Web Services
- Ewald has moved to a new teleconferencing system. My impression is that this move has reduced costs although I have not quantified any savings
- \$58,631 on conference food, supplies and facilities rental
- \$718 to the U of M for supplies (truck and kiosks)
- \$192 to West Bend Insurance

2015/2016 Budget Comparison

Account	December 31, st 2015	December 31st, 2016	Change
General Fund	\$68,857.79	\$98,407.16	\$29,549.37 (30%)
Reserve Fund	\$35,186.94	\$35,222.23	\$35.29
Other Assets	\$1,500	\$6,300.00	\$4,800.00
Accounts Receivable	\$17,705.00	\$5,635.00	\$-12,070
Accounts Payable	(\$28,874.63)	(\$32,383.92)	\$3,509.29
Balance	\$94,375.10	\$113,180.47	\$18,805.37

Scholarship Fund	\$20,514.04	\$32,467.96	\$11,953.92
Investment Account	\$31,483.29	\$32,033.06	\$549.77
	\$51,997.33	\$64,501.02	\$12,503.69
Total Assets	\$146,372.43	\$177,681.49	\$31,309.06

Review of Credit Card processing Charges

Ewald reports that the Consortium currently pays the following fees for credit card transactions:

Merchant	Percentage	Transaction Fee
Visa/Mastercard	1.39%	0.25
American Express	2.95%	0.25

A review of other existing options shows that:

PayPAL	2.2%	0.30
Square (swipe)	2.75%	na
Square (manual)	3.5%	0.15
Intuit	3.4%	0.25
Spark Pay	3.7%	na

Based on my analysis and conversations by people I spoke with on the phone – the consortium is getting the best rate around. Specifically I was told by a PayPAL representative that *“it ain’t broke so I recommend not fixing it”*.

*Charles Schwab account status as of 1/18/2017

Respectfully submitted on January 19th by Timothy N. Loesch, Treasurer Minnesota GIS/LIS Consortium.