MN GIS/LIS Consortium

Meeting Agenda

March 21, 2017
10:00 am – 12:00 pm

Type of Meeting: 2017 Board of Directors

Meeting Location: Sanford Convention Center, 1111 Event Center Dr. NE, Bemidji, MN, 56601

Meeting Facilitator: Scott Freburg, Board Chair

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

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

V. Review & Approval of February Treasurer’s report
   Loesch

VI. Open Issues/New business
   a) Policy Manual Changes
      Maddio
   b) 2017 Budget
      Loesch
   c) Liability Insurance
      Maddio
   d) Conference Committee Update
      Mueller
   e) Investment Fund Plan
      Loesch
   f) Spring Workshop (Moorhead, this may be covered in Report)
      Kne/Stovern
   g) Distinguished Educator Award
      Ross/Stark/Freburg
   h) Website Redesign with Ewald
      Sjerven/Maddio
   i) Future Conferences
      Sjerven
   j) Other issues
VII. Adjournment

Committee Business Summary Reports

a) Awards Geoff Maas
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/Gerry Sjerven
i) Networking Zeb Thomas
j) Spring Workshops Len Kne
k) Ad Hoc, Utilities Brandon Tourtelotte
l) Ad Hoc, UMGEOCON Heather Albrecht/Dan Ross
m) Ad Hoc, WLIA Ryan Stovern
Minnesota GIS/LIS Consortium

Treasurers Report for February, 2017

Date of Report: 3/21/2017

Prepared by: Timothy N. Loesch

Account Status as of February 28th, 2017

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
<th>Previous</th>
<th>Description</th>
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<tr>
<td>General Fund</td>
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<td>$96,925.42</td>
<td>Affinity Checking Account</td>
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<td>Reserve Fund</td>
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<td>Affinity Savings Account</td>
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<td>Other Assets</td>
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<td>$6,300.00</td>
<td>Prepaid expenses, Inventory, un deposited funds</td>
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<td>Accounts Receivable</td>
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<td>Unpaid invoices owed to GIS/LIS</td>
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<td>Accounts Payable</td>
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<td>Unpaid bills (Conference commission to Ewald included)</td>
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<td>Schwab Managed Portfolio</td>
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<td>$65,058.15</td>
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<td>Total Assets</td>
<td>$174,774.70</td>
<td>$175,798.93</td>
<td>Total Assets</td>
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Treasurer Comments:

Paid 2016 Final Conference Administrative fee and the Fall Conference Profit Sharing. This has brought the accounts payable to $0.00.

Otherwise very little activity in February.

$65.23 – Phones
$59.62 – Credit Card Fees
$8.38 - Office Supplies, telephone, rent and postage
$916.67 – Association Management fees
$143.85 – February Retreat Meeting Expenses
$81.08 - Insurance

*Charles Schwab account status as of 3/20/2017

Respectfully submitted on February 21st by Timothy N. Loesch, Treasurer Minnesota GIS/LIS Consortium.
2017 MN GIS/LIS
CONFERENCE COMMITTEE REPORT
Tuesday, March 21, 2017
Submitted by: Jane Mueller & Jared Hovi

1. Conference Budget submitted for Board approval – amounts included in Treasurer’s budget submitted for approval as well.
2. Conference room assignments – Pending tour of Sanford Center and surrounding hotel meeting rooms
3. Subcommittee Reports
   a. Keynote Speakers
      i. Wednesday – (Unknown at this time)
      iii. Friday – “History of the Leech Lake/Red Lake Trail”, finalizing discussions with group, contract to come shortly.
      iv. More info to be released shortly by e-announcements

   b. Pre-Conference Workshops – Tami Maddio
      i. Workshop Topic Survey went out
         1. 39 responses as of 3/17/17
           (https://docs.google.com/spreadsheets/d/1DAnC-TokHGFghvHQW3nP2i6_Y6YStsEHhpjP4Y_0Btak/edit#gid=1593542439)
         2. Variety of topics with AGO and programming popular again this year
      ii. ESRI Hands On Lab – Erik Kopras
         1. Will be contacting ESRI shortly to set up reservation
         2. “Green Room” at Sanford or meeting room at connected Country Inn & Suites
         3. Room must be lockable and wired with necessary internet/network

   c. Conference Sessions – Aaron Menza
      i. Call for Presentations went out 3/1/17
      ii. 3 submitted so far as of 3/17/17
      iii. 2017 Fall Sessions folder created by Ashley on Google Doc’s
           (https://docs.google.com/spreadsheets/d/17qQK_SFNO3scfZJSB6o3GL820X3Ku-AX-MujkqrVzU/edit?usp=sharing)

   d. K-12 Education – Scott Freeburg
      i. Meetings rooms – 3 reserved at nearby Hampton Inn
      ii. Rooms must accommodate 60-80 teachers
      iii. Concerned that internet access and speed is sufficient for connecting and downloading
      iv. Using same format as last year – more info coming March/April
      v. Lunch arrangements – at hotel meeting room or at Sanford with full group

   e. Facilities – Jane Mueller
      i. MN GIS/LIS Board Meeting March 21 in Bemidji 10-noon
      ii. Lunch & Tour of facilities – Conference Committee invited to attend

   f. Technology – Gerry Sjerven
i. Ashley and Jane to meet with Hampton Inn and Sanford representatives during March visit to Bemidji to discuss crucial internet requirements and connections

g. Entertainment – Jane Mueller
   i. Receptions
      1. Tour of all proposed locations with Ashley during trip to Bemidji
         a. Tuesday Evening – Bemidji Brewing (Est 75 people)
         b. Wednesday Evening – CK Dudley’s or Eagles Club (Est 200 people)
         c. Thursday Evening – Viking Pizza Party, Hampton Inn meeting room w/large screen TV’s (Est 250 people)
      2. Contracts for all three should be in place by late April.
   ii. Discount Cards
      1. Gathering list of potential businesses
      2. Visit businesses with forms in spring
      3. Cards completed before Sept 1
      4. Revisit participating businesses mid-late Sept to provide card sample
      5. Thank you cards to participating businesses week after conference

h. Fun Run – Geoff Maas
   i. Event permit request submitted to City of Bemidji
   ii. Need to submit Insurance Certificate to City yet
   iii. Route will be along south shore of Lake Bemidji – (map)
   iv. Event shirt design is done
   v. Fun Run Committee working on securing sponsorships late spring/early summer

i. Social Media and Communication – Kitty Hurley
   i. CFP went out on Facebook and Twitter
   ii. Student assistant program announced on our website via social media
   iii. The conference map now works in Internet Explorer
   iv. Conference map now includes conference rates and web URL’s, with exception of Candlewood Suites
   v. Developing new Facebook cover photo that highlights Bemidji and the conference

j. Awards – Geoff Maas
   i. Next 2-3 e-announcements
   ii. Announcing nominations are open and details for submissions

k. User Groups – Darryl Holman
   i. Searching for potential topics and groups

l. Higher Education – Stacy Stark
   i. Email messages out week of 3/7/17 to all higher education schools regarding dates and processes for MN GIS/LIS Mentor, Scholarship, and Student Assistant Programs and Student Poster Competition.
   ii. Student scholar designations from each school are due May 12
   iii. Student assistant applications are due July 14

m. Geolounge – Jane Mueller/Ashley Crunstedt
   i. Decision to be made after March tour of Sanford

n. Vendors – Jared Hovi
   i. Exhibitor Prospectus ready for distribution in March
   ii. One new vendor already expressed interest
iii. Layout of booths subject to change in arena area due to additional seating space needed
in arena area

o. Door Prizes – Heidi Gaedy
   i. Heidi offered to do shopping again
   ii. Donations are also being accepted.
Over the past three weeks, the workshop committee has been busy putting together a strong schedule of workshops. We have 18 workshops on the schedule, see attachment (thanks Ashley) for the schedule. With this many workshops, the challenge was finding enough lab space on campus to support the hand-on sessions. We have secured six labs on the West Bank, as well as offering a couple session where participants are asked to bring their own device. Ewald is creating the online registration form which is scheduled to go live on March 23. Here is our planning timeline.

- **Overview of Planning Timeline**
  - February 15 – “Save the Date” posted on the website and e-mailed to the database
  - March 13 – Content due for registration page
  - March 23 – Launch Online Registration (reports sent to the committee each Friday leading up to the event)
  - April 6 – Initial catering order placed
  - May 11 – Send confirmation e-mail with parking instructions
  - May 8 – Updated counts due to caterer
  - May 15 – Final counts due to caterer
  - **May 17 - The Workshops**
    - May 18 – Send event survey to registered attendees
    - Week of May 22 – Close out remaining invoices/reimbursement checks
    - May 23 – Survey reminder sent

The committee will meet again on March 24. With the workshop schedule in place, our focus will be on promotion, food, and other logistics.
2017 MN GIS/LIS Consortium Workshops

The Minnesota GIS/LIS Consortium is pleased to present a diverse list of course offerings on Wednesday, May 17, 2017
At the University Minnesota Minneapolis Campus

Each Half-Day Workshop = $100.00

Refreshments and lunch are included in your registration fee. Please indicate that you will be attending lunch on the registration page.

AM Workshops

Half Day (Hands-On) – Intro to ArcGIS Online: It’s like ArcMap, But It’s Not ArcMap
9:00am – 12:00pm
Audience Level: Beginner
Instructor: John Nerge, City of Brooklyn Park
This session will cover the basics of ArcGIS Online: building a map, sharing and embedding, configuring web apps, creating story maps, etc. It will also highlight what desktop GIS skills apply to web GIS, which ones need some translation, and what new skills you need to learn in order to make beautiful, effective web maps.

Half Day (Hands-On) – Get in the GeoTardis – It’s Bigger on the Inside
9:00am – 12:00pm
Audience Level: Beginner
Instructor: Jessica Fendos, Ramsey County Enterprise GIS
“There’s always something to look at if you open your eyes.” – Fifth Doctor Who Peter Davison. Get on board with ArcGIS Online and learn how your entire organization can leverage this one-stop portal to create, analyze, share, and administer your business data, enriched by a dynamic collection of GIS resources from the ArcGIS community. Specific topics include: (1) understand the role of ArcGIS Online within the context of Enterprise GIS and as a stand-alone web GIS; (2) build and configure a geoportal from the ground up; (3) have fun with ArcGIS Online offerings, including making maps/apps, performing analysis, organizing contents, and sharing your work; (4) administer your ArcGIS Online subscription by implementing security (securing data items and enterprise login), managing licenses, and monitoring usage; and (5) several ArcGIS Online admin tools will be introduced.

Half Day (Lecture) – GIS in the EOC
9:00am – 12:00pm
Audience Level: Beginner
Instructor: Cory Richter, City of Blaine
As GIS practitioners we know that GIS is a huge asset to emergency response and operations. Your Emergency Operations Center (EOC) may have GIS integrated, while others are brand new to GIS, and some still do not use GIS on a regular basis. Working with the Emergency Management Department and the EOC can be intense and intimidating. Learn what you can do to prepare yourself to work in a stressful and fast paced environment. Get tips on self-review and prep for EOC work, networking in non-emergency times, pre-event data preparation, communicating with Emergency Management, and GIS operating procedures in an active EOC. We encourage Emergency Management professionals to attend with their GIS professionals.

Half Day (Hands-On) – Getting Started with ArcGIS Pro
9:00am – 12:00pm
Audience Level: Beginner
Instructor: Micaella Penning, University of Minnesota Duluth
This hands-on workshop will introduce Esri's newest Desktop application, ArcGIS Pro. Participants will learn about the various changes from ArcMap and gain experience with the new interface through multiple exercises.

Half Day (Lecture) – Introduction to AutoCAD and GIS
9:00am – 12:00pm
Audience Level: Beginner
Instructor: Sara Austin, Antea Group
Need description
Half Day (Hands-On) – Web AppBuilder for ArcGIS: Knowing Your Options
9:00am – 12:00pm
Audience Level: Intermediate
Instructors: Chad Nunemacher and Paul Hedlund, Houston Engineering
In this session you will become familiar with the components that make up the Web AppBuilder (WAB) framework. App creation using the integrated ArcGIS Online version of the WebAppBuilder as well as the installation, configuration, and deployment the developer’s version will be explained and demonstrated. We will also show how to incorporate shared widgets into the Web AppBuilder development software. Last but not least, we will provide instructions and guidance in creating a custom widget for use in the WAB development software.

Half Day (Hands-On) – Mapping County Ditch Berms Using an Automated Process
9:00am – 12:00pm
Audience Level: Intermediate
Instructor: Nick Flatgard, Steele County and Jonathan Graves, Waseca County
This session will introduce the modelling of drainage systems using multiple hillshade rasters for the purposes of identifying 16.5 foot ditch buffer areas.

Half Day (Hands-On) – Introduction to Web Mapping Applications and the Use of Geoforms in Data Collection
9:00am – 12:00pm
Audience Level: Intermediate
Instructor: David Kramar, Minnesota State University Moorhead
This workshop is intended to provide the participants with an overview of basic web-based mapping techniques. In particular, we will cover the development and design of geodatabases such that they may be served to an ArcGIS Online account (or an organizational ArcGIS Portal) to be consumed by a web-based geoform application. Geoforms provide an easy to use method that facilitates the collection of survey (or other) data in an easy to use form-based web interface. The geodatabase design can be as complex or as rudimentary as necessary, as long as the required data fields have been set appropriately.

Half Day (Hands-On) – Get Started Using Python with GIS
9:00am – 12:00pm
Audience Level: Intermediate
Instructor: Zeb Thomas, MN Department of Natural Resources
This class is for those with little to no experience with Python. We will cover how to use Python snippets in a field calculator, commands in the interactive window, and stand-alone scripts using arcpy. This includes cursors and other arcpy objects and basic programming logic. Students will also learn some general programming and setup tips, including how to install other Python packages.
PM Workshops

Half Day (Hands-On) – Data Collection with ESRI's Collector
1:00pm – 4:00pm
Audience Level: Beginner
Instructor: Tami Maddio, City of Eagan
Want to get started with Collector but aren't sure where to begin? We will go through the process from start to finish. Beginning with preparing data and creating a web map; to collecting data and using the data. Using data in other applications and related tables will be covered.

Half Day (Lecture) – Introduction to Cartography
1:00pm – 4:00pm
Audience Level: Beginner
Instructor: David Kramar, Minnesota State University Moorhead
This workshop is designed to introduce participants to the fundamentals of cartographic design. In particular, we will discuss map balance and layout, psychological aspects of color use in map design, classification, and typography. The science of cartography is unique in that it encompasses aspects of both scientific inquiry, as well as artistic creativity. In this workshop we will attempt to explore both aspects of cartographic design and the implications that cartographic decisions may have, intended or otherwise, on the map user.

Half Day (Hands-On) – QGIS - Rasters and Imagery
1:00pm – 4:00pm
Audience Level: Intermediate
Instructor: Cory Richter, City of Blaine
Come to this session to learn the basics of working with Raster data in QGIS - creating virtual rasters, transforming rasters, changing symbology, terrain analysis, and inspecting results.

Half Day (Hands-On) – Creating Geospatial Metadata with ArcGIS
1:00pm – 4:00pm
Audience Level: Intermediate
Instructor: Karen Majewicz and Melinda Kernik, University of Minnesota John R. Borchert Map Library
This workshop will provide accessible guidelines for the content and structure of two metadata standards: the ISO 191xx series and the FGDC Content Standard for Digital Geospatial Metadata. The Minnesota Geographic Metadata Guidelines, a profile of FGDC, will also be reviewed. Participants can bring their own datasets to be guided through the metadata creation process and to get advice on troubleshooting problems. We will demonstrate the most useful features of ArcCatalog’s built-in metadata tools, ArcGIS Online’s metadata editor, the Minnesota Metadata Editor, and several batch editing plugins and scripts. Along the way, we will be discussing why metadata is such a vital part of the preservation and discovery of geospatial resources.

Half Day (Hands-On) – Intermediate Python: Arcpy vs. Open Source
1:00pm – 4:00pm
Audience Level: Intermediate
Instructor: Zeb Thomas, MN Department of Natural Resources
We’ll walk through several examples of Python GIS processing using Esri’s arcpy library and then comparing that to open source implementations using GDAL/OGR.

Half Day (Hands-On) – Remote Sensing with ArcGIS
1:00pm – 4:00pm
Audience Level: Intermediate
Instructor: Valquiria Quirino, MSUM
This workshop is intended to introduce many of the remote sensing techniques available in ArcGIS. We will look at image classification, reflectance, contrast stretching, creating composites, and other remote sensing techniques.

Half Day (Hands-On) – Introduction to Python using the ArcGIS Field Calculator
1:00pm – 4:00pm
Audience Level: Intermediate
Instructor: Terese RoweKamp, GIS Workshop
Get an introduction to Python while learning how to utilize the Field Calculator to its full potential. We'll cover Python programming syntax, using variable, if statements, for and while loops - and execute them in the Field Calculator. No prior programming experience is needed, but a working knowledge of using layers and tables in ArcMap is required.
Half Day (Lecture) – Overview of ArcGIS 10.5
1:00pm – 4:00pm
Audience Level: Intermediate
Instructor: Matt Taraldsen, ESRI
This presentation will cover the new components of ArcGIS 10.5. This includes ArcGIS Enterprise, Portal for ArcGIS, Geoevent Server, and Insights for ArcGIS.

Half Day (Lecture) – ArcGIS for Server: Administration and Advanced Topics
1:00pm – 4:00pm
Audience Level: Advanced
Instructor: Justin Hansen, WSB & Associates
This course serves as an advanced look into ArcGIS for Server from both the IT and GIS management perspective. Existing users of ArcGIS for Server will find the most benefit from this course as topics will range from installation recommendations, system architecture guidelines, security best practices, load testing and more. In addition, we will discuss how ArcGIS Server fits within Esri’s evolving Web GIS platform and how you can best integrate it with your GIS portal: ArcGIS Online or Portal for ArcGIS. We will also discuss what’s new at ArcGIS for Server 10.5 and its impact on your organization. This course will benefit both IT professionals and GIS Managers seeking to understand how to best manage their ArcGIS for Server deployment and related resources. While this workshop is target at advanced users with ArcGIS Server experience, it will provide a solid introduction to core ArcGIS for Server concepts.
March 2017
Communications & Outreach Committee Report

1. Posted Content to Social Media (Facebook, Twitter & LinkedIn)
   - University of Minnesota Engraved in Copper event
   - Call for spring workshop instructors
   - Curling event
   - Bemidji State Geography club event
   - Conference call for presentations open
   - Student assistant program
   - Call for spring workshop topics

2. Posted Content to the Consortium’s Blog
   - Welcome from the 2017 chair
   - Geospatial curling and networking event

3. Social Media Update
   a) Monthly Social Media Statistics Update:
      - Twitter – 398 followers (up 4)
      - Facebook – 232 likes (up 4)
      - LinkedIn – 980 members (down 1)

4. iPad Update
   - No new updates
Mn GIS/LIS Distinguished Educator Award
Approved March 21, 2017

The following proposal outlines the procedures and criteria for selecting one MN GIS/LIS Distinguished Educator Award each year at the fall conference, beginning in 2017.

Process:
Nominations will be due at the same time Polaris and Lifetime Achievement Award nominations are due - June 30. See http://www.mngislis.org/?page=awards for reference. The Education Committee will identify how the award needs to be publicized. Nominations will be reviewed by the MN GIS/LIS Consortium Education committee and a recommendation will be made to the Board of Directors for approval.

Background:
Educators play the most important role in preparing individuals for participation in the workforce. The growing GIS K-12 and Higher Education initiatives in Minnesota make this an important time for MN GIS/LIS to support Educators and students. Minnesota now sees numerous dedicated educators who have played a significant role in developing new GIS professionals in the state as well as educators who have excelled at using GIS in K-12 environments to ignite a spark in many disciplines.

Purpose:
The MN GIS/LIS Distinguished Educator Award recognizes active educators each year (K-12 or Higher Education) who have demonstrated leadership, creativity, and enthusiasm for the effective use of geography and GIS to inspire, engage and prepare students for participation in the workforce and geospatial community.

Criteria:
Up to three awards will be given each year. Candidates will be evaluated based on the following criteria:

- The nominee has demonstrated a significant contribution to GIS education in Minnesota through the integration of GIS in their curriculum and/or the mentoring and preparation of future GIS professionals.
  - This may include: Development and integration of GIS education curriculum;
  - Publications (academic and non-academic);
  - Mentoring of students into our professional community;
  - Creating meaningful linkages between GIS and other disciplines
- The nominee has demonstrated leadership by going above and beyond their peers in inspiring students and other educators in the promotion and use of GIS.
• The nominee has demonstrated active participation in MN GIS/LIS Consortium activities and/or other Minnesota geospatial community activities, including sponsored workshops, conferences, or other associated initiatives.

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 winners.
• School or Employer is sent a letter of appreciation and an invitation to attend the Awards Luncheon.
• Free registration to this year’s conference and Educator Day for the winner(s).

Nominations:
Nominations may be submitted by anyone in the Minnesota GIS and/or Education Community. Nominations should be focused around an individual’s dedication and inspiration to geospatial activities in the Minnesota K-12 and/or Higher Education community, rather than the MN GIS Professional community. Letters of nomination can be emailed to education-award@mngislis.org and must be received on or before June 30. Nominations should be no longer than 3 pages total (including supporting testimonials) and must include:
• An explanation of why the person should be honored with this award
• Details describing how the nominee meets each of the three award criteria listed above
• At least two short testimonials from colleagues, students or other stakeholders corroborating the nomination.
2017 Policy Manual Changes

- **Annual Calendar of Events** - Update calendar. Update Board members spending authority in January, changes to insurance renewal dates.

- **1.10 Education Investment Fund** - Name change and addition of Board contribution.

- **1.21 Project Portal and Google Drive** - Use for living documents and documents to share with non-board members for collaboration, but need to consider public vs private documents.

- **1.23 Voting** - E-votes in following month’s minutes. E-votes added to following month’s meeting minutes.

- **1.25 Consortium iPad/Tablet Policy** – New Policy approved 12/2016. Allows Communications chair to have iPad outside of the conference time.

- **1.4 Board Insurance** – Changed dates to reflect the renewal in 2017.

- **2.13 Distinguished Educator Award** – New Policy pending approval at March meeting.

- **2.4 Higher Education Committee** – Removed and combined with 2.7 Education Committee

- **2.7 Education committee** – Has been approved. Was Scholarship Committee. Combined with Higher Education Committee (2.4). Updated description, references to Education committee name and Education Investment fund in Policy Manual.

- **2.9 Networking committee** – Budget instead of funding through the Event Grant process. Establish event schedule early in the year but allows for other events with 1-month notice.

- **III. Update Board member job descriptions** – Board members to review and add updates to manual.

- **Create investment policy** – Establish policy for investment fund and contributions. Need more information

- **Policy for Board retreat** – Do we need this and/or do we need to consider additional longer working meetings other times during the year. Budget impacts and Board member time commitments. Would allow us to budget for meetings.

- **Check signing process** – Assistance with defining process


Black = Ready for approval
Red = Need more information/input
Green = Discussion, additions, refinements or approval needed

3/20/2017