

# MN GIS/LIS Consortium

## Meeting Agenda

April 20, 2017

10:00 am – 12:00 pm

Type of Meeting: 2017 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#

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 Sperduto	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

- |   |                          |
|---|--------------------------|
| 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) Conference Committee Update  | Mueller                  |
| b) Conference Vendor List   | Hovi                     |
| c) Fall Conference Workshops  | Maddio                   |
| d) Policy Manual Update (move changes and approval to May)              | Maddio                   |
| e) Liability Insurance  | Maddio                   |
| f) Should GIS/LIS get Nonprofit Google G-Suite (K12/Secondary websites) | Freburg/Stark            |
| g) Website Redesign with Ewald  | Sjerven/Maddio           |
| <del>h) Website Social Media demonstration</del>                        | <del>Sjerven/Ewald</del> |
| i) Consortium appointment to Geospatial Advisory Council                | Sjerven/Freburg          |
| j) Esri SAG Award   | Freburg                  |
| k) SE MN User Group Event Grant (check google doc under event grants)   | Freburg                  |
| l) Pro-West & Smoky Hills Fish House                                    | Mueller                  |

m) 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, UMGEOCON              | Dan Ross                   |
| l) Ad Hoc, WLIA                  | Ryan Stovern               |
| m) Ad Hoc, Annual Membership xxx | Freburg                    |

## 2017 Policy Manual Changes – April Meeting

- **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~~
- **K12 Mapping Contest Support** – Still discussing. Need more information. Where to put in policy manual.

Black = Ready for approval

Red = Need more information

3/20/2017

**2017 Policy Manual Changes – April Meeting**

- **ESRI Non-Profit Program Account** – Add information about our ESRI Non-Profit account, where to find documentation, the purpose of the account, and renewal schedule

Black = Ready for approval  
Red = Need more information

3/20/2017

# April 2017

## Communications & Outreach Committee Report

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

- Call for abstracts to the fall conference x2
- Board meeting in Bemidji
- Call for Polaris Leadership and Lifetime Achievement nominations
- Donate to Hannah (*Facebook*)
- Minnesota Department of Education SAG Award Recipient (Retweet)
- Spring workshop registration open
- Student assistant program reminder

### 2. Posted Content to the Consortium's Blog

- No new updates

### 3. Social Media Update

#### *a) Monthly Social Media Statistics Update:*

- Twitter – **407** followers (up 9)
- Facebook – **235** likes (up 3)
- LinkedIn – **980** members (no change)

### 4. iPad Update

- No new updates



# 2017 MN GIS/LIS CONFERENCE COMMITTEE REPORT

Thursday, April 20, 2017

Submitted by: Jane Mueller & Jared Hovi

1. Draft of program cover designed by Geoff Maas
  - a. <https://drive.google.com/open?id=0B2IZh6usMobPY1liQIE5RmlOd2s>
2. Conference room assignments
  - a. Sanford Center – Workshops & Sessions
    - i. 4 Harbor Side meeting Rooms (approx. 70 people each)
    - ii. 3 split ballroom spaces (approx. 120 each)
  - b. Wednesday K-12 Workshops
    - i. Hampton Inn
    - ii. 3 meeting rooms ground floor
    - iii. Shuttle service to and from lunch at Sanford Center
  - c. ESRI Hands On Learning Lab
    - i. Country Inn & Suites first floor meeting room
    - ii. Connected to Sanford Center
3. Subcommittee Reports
  - a. Keynote Speakers
    - i. Wednesday – (Unknown at this time)
    - ii. Thursday – “*The Great River Road*”, Anne Lewis & Carol Zoff, Mississippi River Parkway Commission. Contract sign and received.
    - iii. Friday – “*History of the Leech Lake/Red Lake Trail*”, finalizing contract
  - b. Pre-Conference Workshops – Tami Maddio
    - i. Workshop Topic Survey
      1. 46 responses as of 4/18/17  
([https://docs.google.com/spreadsheets/d/1DAnC-TokHFghvhQW3nP2i6\\_Y6YStsEHHqjP4Y\\_0Btak/edit#gid=1593542439](https://docs.google.com/spreadsheets/d/1DAnC-TokHFghvhQW3nP2i6_Y6YStsEHHqjP4Y_0Btak/edit#gid=1593542439))
      2. Variety of topics = 14 sessions
        - a. ArcGIS Online Beginner
        - b. ArcGIS Online Advanced
        - c. Web App Builder
        - d. Legal Descriptions
        - e. Two ½-day Python workshops
        - f. Collector Data Collection
        - g. ArcGIS Pro
        - h. CADD & GIS
        - i. Parcel Fabric
        - j. Database Admin
        - k. One Full day or two ½ day workshops on Forestry related topics
        - l. TerraSync

- 3. Requests to have workshops recorded for viewing/purchase at later date
  - ii. Workshop Instructor Survey
    - 1. Sending out in next e-announcement
    - 2. Several potential instructors already
  - iii. ESRI Hands On Lab – Erik Kopras
    - 1. Will be contacting ESRI shortly to set up reservation
    - 2. Country Inn & Suites meeting room – 1<sup>st</sup> floor
    - 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. 11 submitted so far as of 4/18/17
  - iii. 2017 Fall Sessions folder on Google Doc's  
 ([https://docs.google.com/spreadsheets/d/17qQk\\_SFN01scfZJSB6o3GL820X3Ku-AX\\_-MujkqrVzU/edit?usp=sharing](https://docs.google.com/spreadsheets/d/17qQk_SFN01scfZJSB6o3GL820X3Ku-AX_-MujkqrVzU/edit?usp=sharing))
- d. K-12 Education – Scott Freeburg
  - i. Meetings rooms at nearby Hampton Inn
  - ii. Using same format as last year
  - iii. Shuttle service provided by Visit Bemidji to Sanford Center for lunch and back
- e. Facilities – Jane Mueller
  - i. Working with Sanford to get hockey arena boards removed for duration of conference
    - 1. \$5209 to remove completely for duration of conference
    - 2. \$3282 to move half
  - ii. User groups
    - 1. Potentially 3 areas
      - a. Green room \$100/day
      - b. Room next to Green room \$100/day
      - c. Glass room upstairs near geolounge \$150/day
    - 2. Decide on how many rooms and dates needed to reserve
- f. Technology – Gerry Sjerven
  - i. No update at this time
- g. Entertainment – Jane Mueller
  - i. Receptions - Contracts for all three in process
    - 1. Tuesday Evening – Bemidji Brewing
    - 2. Wednesday Evening – JJ's Dockside Restaurant & Tavern
    - 3. Thursday Evening – Viking Pizza Party, Eagles Club
  - ii. Discount Cards
    - 1. Vendor forms finalized
    - 2. Face-to-face solicitations starting May 1<sup>st</sup>
    - 3. Form submission deadline date for vendors August 1<sup>st</sup>
- h. Fun Run – Geoff Maas
  - i. Event permit request submitted to City of Bemidji
  - ii. Need to obtain Insurance Certificate from Ashley yet for City
  - 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. Conference map now includes conference rates and web URL's for all hotels
  - iv. Banners in FaceBook and Twitter updated to reflect Bemidji scenery
- j. Awards – Geoff Maas
  - i. E-announcements out informing nominations are now open
  - ii. Continued e-announcements until deadline date
  - iii. Deadline for submissions – June 30
  - iv. Distinguished Educator Award
    - 1. Nominations now open, deadline for submissions June 30
    - 2. Geoff Maas did preliminary design of award plaque
- k. User Groups – Darryl Holman
  - i. Forestry User Group
  - ii. Searching for additional groups/topics
- 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
  - iv. Request to raise Student sponsorships provided by vendors from \$175 to \$200/student
- m. Geolounge – Jane Mueller/Ashley Crunstedt
  - i. Club room space, 2<sup>nd</sup> floor, overlooking arena
  - ii. Furniture supplied by Sanford
- n. Vendors – Jared Hovi
  - i. Exhibitor Prospectus ready for distribution shortly
  - ii. E-announcements to go out first week of May
- o. Door Prizes –Heidi Gaedy
  - i. Heidi offered to do shopping
  - ii. Donations are also being accepted



**Commercial Lines Policy Declaration**

**Customer Number:** 0111071159  
**Policy Number:** A029966 02

**Policy Period:** 05/18/2017 to 05/18/2018  
at 12:01 AM Standard Time at Your Mailing Address Shown Below

**Named Insured and Address:**  
Minnesota GIS/LIS Consortium  
1000 Westgate Dr Ste 252  
Saint Paul, MN 55114

**Agency Name and Address:** 48846  
APEX INS GROUP-STIEHL AGENCY  
1400 MAIN STREET  
BLOOMER, WI 54722  
715-568-5050

In return for the payment of the premium, and subject to all the terms of this policy, we agree with you to provide the insurance as stated in this policy.

This policy consists of the following coverage parts for which a premium is indicated. This premium may be subject to adjustment.

Coverage Part	Premium
Commercial General Liability Coverage	\$980.00
Total Premium:	\$980.00
Total Including Taxes, Fees and Surcharges:	\$980.00

**This is not a bill.** A billing invoice will be sent separately.

See attached schedule for forms applicable to all coverage parts.

Countersignature \_\_\_\_\_

Date \_\_\_\_\_

(Authorized Representative)