MN GIS/LIS Consortium
Meeting Agenda
May 18, 2017
10:00 am – 12:00 pm

Type of Meeting: 2017 Board of Directors

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

Meeting Facilitator: Scott Freburg, Board Chair

Invitees:  Past Chair: Tami Maddio       Private Sector: Peter Smith
           Chair-Elect: -open-                  Local Government: Eric Kopras
           Treasurer: Tim Loesch                Higher Education: Stacey Stark
           Secretary: Leah Sperduto             At-Large: -open-
           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 March/April Treasurer’s report Loesch

VI. Open Issues/New business

   a) Conference Committee Update Hovi
   b) Fall Conference Workshops Maddio
   c) Policy Manual Update Maddio
   d) Should GIS/LIS get Nonprofit Google G-Suite (K12/Secondary websites) Stark/Stark
   e) MN Geospatial Advisory Council appointment Freburg
   f) Chair-Elect Position appointment Freburg
   g) At-Large Rep position Freburg
   h) Bemidji Letter review – No news heard yet? Next steps Freburg
   i) Other issues
      Investment Fund Plan Loesch
      Spring Workshop review ??
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/Gerry Sjerven

i) Networking                          Zeb Thomas

j) Spring Workshops                     Len Kne

k) Ad Hoc, UM GEOC ON                   Dan Ross

l) Ad Hoc, WLIA                          Ryan Stovern

m) Ad Hoc, Annual Membership xxx        Freburg
Minnesota GIS/LIS Consortium

Treasurers Report for May, 2017

Date of Report: 5/18/2017

Prepared by: Timothy N. Loesch

Account Status as of April 30th, 2017

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<td>($4,968.90)</td>
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<td>Unpaid bills (Conference commission to Ewald included)</td>
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| Scholarship Fund               | $32,478.64 | $32,475.97 | Affinity savings account                                                     |
| Investment Account *           | $32,912.95 | $32,598.20 | Schwab Managed Portfolio                                                     |
|                                | $65,391.59 | $65,074.17 |                                                                              |
| Total Assets                   | $175,924.08| $173,994.83|                                                                              |

Treasurer Comments:

I have secured the Square account and updated passwords and contact information. I reviewed the account sales with Ryan and realized that these deposits are not showing up on any reports. I queried Amanda Ewald about that and they were not incorporated on reports because of process. They have changed their process to ensure that these deposits will show up on the reports. The money is there and is reflected in our balances but the deposits have not shown up in reports out of QuickBooks.

Based on reports from our Square account, at the 2016 Fall Conference there was $7,895 worth of transactions made using the Square account and deposited into the Consortiums General fund bank account. Of that total, $6,675.00 is revenue from scholarship fundraising activities that never made it into the scholarship account. I have instructed Amanda Ewald to transfer that amount from the General Fund to the Scholarship fund.

Other activities during the month

**Income**

+$200 – Donation to Networking
+$6.39 – Interest
+$7,492.00 – Spring Workshop Registrations – 68% of our budget estimates

**Expenses**

$4,691.25 – Web Services
$228.06 – Networking Food/Catering
$6.56 - Office Supplies, telephone, rent and postage
$916.67 – Association Management fees
$67.20 - Travel
$81.08 – Insurance – West Bend

Respectfully submitted on May 18th by Timothy N. Loesch, Treasurer Minnesota GIS/LIS Consortium.
1. Draft of program cover designed by Geoff Maas
   a. [https://drive.google.com/file/d/0B2IZh6usMobPdHBaOUJyaXJSZzQ/view?usp=sharing](https://drive.google.com/file/d/0B2IZh6usMobPdHBaOUJyaXJSZzQ/view?usp=sharing)

2. Conference room assignments
   a. Sanford Center – Workshops & Sessions
   b. Wednesday K-12 Workshops – Hampton Inn
   c. ESRI Hands On Learning Lab - Country Inn & Suites first floor meeting room, connected to Sanford Center

3. Subcommittee Reports
   a. Keynote Speakers
      i. Wednesday – Kyle Tredinnick, Teacher/GIS Professional
   b. Pre-Conference Workshops – Full report to be provided by Tami Maddio
   c. ESRI Hands On Lab – No update
   d. Conference Sessions
      i. Abstract submissions are closed, except for posters
      ii. 110 total abstracts submitted thus far (a few may be duplicates)
         1. 75 Individual Presentations
         2. 11 Lightening Round
         3. 7 Panels
         4. 6 Product Demos
         5. 5 General Posters
         6. 1 Student Poster
         7. 4 Web Maps
         8. 1 Jobs Panel
      iii. Sessions Subcommittee will meet shortly to review and finalize sessions
      iv. 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)
   e. K-12 Education – Meetings rooms at nearby Hampton Inn
      i. Scott Freburg working on scenario – 2 type structure
         1. Intro level – all day tract
         2. Intermediate/Advanced level – variety of tract sessions
      ii. Shuttle service provided by Visit Bemidji to Sanford Center for lunch and back
   f. Facilities
i. Facilities committee working with Ashley and Sanford Center regarding food selections
ii. MN GIS/LIS formal request to remove arena boards as part of existing contract – no response to date

g. Entertainment
i. Receptions – Working with Ashley to finalize locations and menus
   1. Tuesday Evening – Bemidji Brewing, contact confirmed
   2. Wednesday Evening – Changed to Hampton Inn Ballroom
   3. Thursday Evening – Social event, also potentially at Hampton Inn Ballroom

ii. Discount Cards
   1. Initial face-to-face solicitations began May 1st, wrapping up by June 1st.
   2. Form submission deadline date for vendors August 1st
   3. Three confirmed submissions to date, several other verbal commitments

h. Fun Run
i. Event permit request and Insurance Certificate submitted to City of Bemidji
ii. Fun Run Committee working on securing sponsorships late spring/early summer

i. Social Media and Communication – Kitty Hurley

   i. Conference map
      1. Updated to include second floor of Sanford Center, Geolounge
      2. Schedule updates - Events and keynote speakers added
      3. Workshop and Session info updates (once confirmed by subcommittees)

   ii. Social media Updates
      1. Call for Presentations
      2. Distinguished Educator Award
      3. Sponsor/Exhibitor registration
      4. Conference blog update in a few weeks
      5. Announce workshops and sessions through conference map once confirmed

j. Awards - Nominations are now open, deadline for submissions June 30

k. User Groups – Two confirmed, Forestry and Education

l. Higher Education

   i. Mentor Program – Stacey Stark is working on securing volunteers
   ii. Scholarship Program – Stacy Stark stated deadline for submissions was May 12th, she will contact remaining few who haven’t responded yet
   iii. Student Assistants – Kitty Hurley stated applications due July 14, students will assist with K-12 workshops this year
   iv. Poster Competition – Stacey Stark stated submission will remain open through summer (1 submitted to date)

m. Geolounge – No update

n. Vendors

   i. Online registration is now open, Exhibitors Prospectus is completed
   ii. Jared Hovi reported that outreach is being made to potential vendor list by subcommittee members.

o. Door Prizes – No update

p. Upcoming Important Dates

   i. June 1st – Content for registration website/brochure due
   ii. June 30 – Projected registration opens
iii. August 21 – Content for onsite program due
iv. September 8 – Early registration deadline
v. September 22 – Brochure sent to printer
vi. September 29 – Online registration closes
May 2017
Communications & Outreach Committee Report

1. Posted Content to Social Media (Facebook, Twitter & LinkedIn)
   - Call for award nominations
   - Call for presentations x3
   - Spring workshops x3
   - Distinguished educator award announcement
   - 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 – 411 followers (up 4)
      - Facebook – 236 likes (up 1)
      - LinkedIn – 981 members (up 1)

4. iPad Update
   - Software and applications are up-to-date
   - The iPad will be delivered to the Networking committee for the Spring Workshop Networking event at the University of Minnesota on Wed 5/17
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Announcements sent on March 1, 16, 30

Overview

Mar 1, 2017 - Mar 31, 2017

Pageviews

900

Pageviews

7,772

Unique Pageviews

6,296

Avg. Time on Page

00:00:59

Bounce Rate

54.71%

% Exit

38.27%

Page | Pageviews | % Pageviews
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5 | /page2017annual_conference | 215 | 2.77%
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9 | /events/EventDetails.aspx?id=99946 | 144 | 1.88%
10 | /networking/default.asp | 101 | 1.30%

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April 2017 – Traffic Highlights

- Announcements sent on April 13, 21, 28
- Updated Awards pages and added Educator Awards
- Added hotels to conference

Overview

- Traffic highlights for April 1, 2017 to April 30, 2017

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Type of Meeting: GIS/LIS Board of Directors Executive meeting

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

Meeting Facilitator: Scott Freburg, Board Chair

Invitees: Past Chair: Tami Maddio Chair-Elect: -open-
Treasurer: Tim Loesch Secretary: Leah Sperduto
Conference Chair: Jane Mueller Conference Chair-Elect: Jared Hovi

I. Open Issues

a) Board Duties, esp. Past-Chair Maddio/Freburg
b) Board Self-Assessment and Audit Freburg
c) Board retreat separate from monthly meeting? Freburg
d) Chair-Elect position Freburg
e) K12 Board At-Large position? Freburg
2017 Policy Manual Changes – May 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** – 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.

- **2.7 Scholarship committee** – Removed and combined/changed to 2.4 Education Committee

- **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.

- **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

**Future Changes - 2018:**

- **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.

5/15/2017
2017 Policy Manual Changes – May Meeting

- **Check signing process** – Assistance with defining process
- **MN GAC Nominating Schedule Policy**