

MN GIS/LIS Consortium

Meeting Agenda

September 21, 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:	Attend	Call	Out		Attend	Call	Out
Tami Maddio, Past-Chair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private Sector: Peter Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair-Elect, Gerry Sjerven	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local Government: Eric Kopras	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer: Tim Loesch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Higher Education: Stacey Stark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary: Leah Sperduto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At-Large: Henry Wander	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference Chair: Jane Mueller	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State Government: Zeb Thomas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference Chair-Elect: Jared Hovi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MnGEO Ex-Officio: Dan Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Past Conference Chair: Ryan Stovern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MnGAC Ex-Officio: Ryan Stovern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 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 August Treasurer's report Loesch
- VI. Open Issues/New business
 - a) Conference Committee Update Mueller/Hovi
 - b) Website Redesign Update / Logo discussion Sjerven
 - c) Geoff Maas Compensation Sjerven
 - d) Kyle Heideman Memorial discussion Freburg
 - e) Event Grant: SC-SE MN User Group (\$350) Freburg
 - f) GeoFest Table w/GIS/LIS & MDE (10/14/17-Washington Tech, St. Paul) Freburg
 - g) Event Grant Process discussion Freburg
 - h) Investment Fund Plan (update on Schwab discussion) Loesch
 - i) Other issues

Conference Volunteers:

https://docs.google.com/spreadsheets/d/1jNxfn-ePOcgz88Qj6WapC-JVrC9Kre_g7DgpMqrGOeU/edit#gid=1338417446

Conference Sessions:

https://docs.google.com/spreadsheets/d/1IHkwaXrzT0AWmlY_Q-88PdZdanWZ-21ixcSd16BBv_s/edit#gid=1381291018

Conference Booth:

<https://docs.google.com/spreadsheets/d/1075q5oVeTAuCOunYxfXxdbxoYdoVdtIsHmtYmber1vw/edit?usp=sharing>

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

Minnesota GIS/LIS Consortium

Treasurers Report for September, 2017

Date of Report: 9/21/2017

Prepared by: Timothy N. Loesch

Account Status as of August 31st, 2017

Account	Balance	Previous	Description
General Fund	\$107,157.07	\$75,246.87	Affinity Checking Account
Reserve Fund	\$45,249.93	\$45,246.09	Affinity Savings Account
Other Assets	\$6,300	\$6,300.00	Prepaid expenses, Inventory, un deposited funds
Accounts Receivable	\$0.00	\$0.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$1,183.45)	(\$8,127.55)	Unpaid bills (Conference commission to Ewald included)
Balance	\$157,523.55	\$118,665.41	

Scholarship Fund	\$39,166.53	\$39,163.20	Affinity savings account
Investment Account *	\$34,050.31	\$33,611.81	Schwab Managed Portfolio
	\$73,216.84	\$72,775.01	
Total Assets	\$230,740.39	\$191,440.42	Total Assets

Income

- \$200 – Spring Workshop Registration (\$16,060)
- \$610 – Fall Conference Sponsorship (\$1,580)
- \$1,000 – Fall Conference Advertising (\$1,225)
- \$40,260 – Fall Conference Registrations (\$53,305)
- \$6,375 – Fall Conference Exhibitors (\$15,675)
- \$7.17 – Interest Earned (\$785.25)

Expenses

- \$6,700 – Fall Conference Administrative Fees (\$13,400)
- \$513.42 – Credit Card Fees (\$1,269.23)
- \$130.00 – Grant Award (\$830)
- \$14.49 – Meeting Expenses (\$158.34)
- \$2.53 – Postage and Delivery (\$16.14)
- \$916.67 – Ewald Association Management Fee (\$7,333.36)
- \$5.20 – Rent/Storage (\$38.80)
- \$51.36 – Telephone (\$967.86)
- \$5.10 – Office Supplies/Photocopies (\$164.60)
- \$82.67 – Board Insurance (\$1,105.04)

Treasurer Comments:

Budget is looking strong right now with lots of activity surrounding the conference – registrations, vendors etc.

Respectfully submitted on September 21st by Timothy N. Loesch, Treasurer Minnesota GIS/LIS Consortium.

Category	2016	2017	Change
Sponsorship	\$4,275	\$1,580	-\$2,695
Advertising Revenue	\$150	\$1,000	\$850
Exhibitors	\$14,425	\$15,675	\$1,250
Registrations	\$24,418	\$53,305	\$28,887
	\$43,268	\$71,560	\$28,292



2017 MN GIS/LIS CONFERENCE COMMITTEE REPORT

Thursday, September 21, 2017

Submitted by: Jane Mueller & Jared Hovi

1. Registration
 - a. As of Tues morning, Sept 19 - 415 registered
 - b. Large number of Bemidji State University students registering this week yet as group rate
 - c. Ends Sept. 29th, after that must register on site at Sanford Center day of event
2. K-12 Workshop– Hampton Inn – Scott Freburg
 - a. 45 Registered as of Sep 19
 - b. 8 Instructors (1 College Teacher, 7 K-12 teachers)
 - c. Wifi upgrade – Ashley coordinating needs
 - d. Visit Bemidji providing free shuttle service to Sanford for lunch and back
3. Conference Sessions
 - a. Moderators needed yet –Aaron Menza distributed signup sheet
 - b. Poster submissions, submission still open
 - c. All other abstract submissions closed
4. Workshops – Tami Maddio
 - a. 123 registered for morning workshops, 143 registered for afternoon workshops
 - b. As of Sept 19: 4 full, 2 nearing full
 - c. Searching for assistants experienced in AGO for 2 workshops
5. ESRI HOLL - Eric Kopras
 - a. 161 registered
 - b. Additional signage directing to Country Inn & Suites Room
 - c. ESRI to set up Tuesday afternoon, Oct 3; tear down Friday, Oct 6 after lunch
 - d. Participants earn raffle ticket for each session they complete, drawing for \$25 gift card Friday at lunch, need not be present to win
6. Facilities – Jane Mueller
 - a. Poster Boards – (22 as of Sept 19)
 - i. Line main hallway areas
 - ii. Stacey to number spaces, posters will receive number when they register
 - iii. Volunteers to assist with finding proper locations and hanging, one more needed
 - iv. Tape to walls using blue painters tape only
7. Technology – Gerry Sjerven/Ashley Crunstedt
 - a. Internet service @ Sanford
 - i. Upgraded wifi 1gig
 - ii. Hard-wire in presenter/instructor rooms and keynote speaker area
8. Entertainment – Jane Mueller
 - a. Discount Cards
 - i. Done
 - ii. Distribute sample to participating vendors next week
 - iii. Distribute to attendees in name badge holder at time of registration
 - b. Tues, Wed, Thurs social event planning complete
9. Fun Run – Geoff Maas

- a. 3 sponsors
 - b. 46 registered participants
 - c. Shirts ordered, should arrive Sept 29
10. Social Media and Communication – Kitty Hurley
- a. Nearing dates, continue to promote dates and events
11. Awards
- a. Polaris & Lifetime - Mark Kotz
 - i. Award recipients notified and registered
 - i. Polaris: Craig Perreault, Kari Geurts, Pete Henschel
 - ii. Lifetime: Chris Cialek, Ron Wencil
 - b. Distinguished Educator Award – Stacey Stark
 - i. Award recipients notified and registered
 - ii. Mark Lindberg, U of MN; Sara Damon, Stillwater Area Schools
 - c. Ashley picking up all plaques Monday, Sept 25
12. User Groups – Darryl Holman – Sky View Lounge (2nd floor at far end of GeoLounge)
13. Higher Education
- a. Mentor Program – Stacey Stark
 - i. 12 mentees and 10 mentors so far
 - ii. Cutoff date Friday, Sept 22
 - iii. Could use a couple more mentors
 - b. Scholarship Program – Stacey Stark
 - i. We have enough judges
 - ii. Everything on track
 - c. Student Assistantship – Kitty Hurley
 - i. 3 Awarded: Cara Leitheiser (U of MN MGIS); Jessica Schuler (St. Mary's University); Megan Schirmers (U of MN Duluth)
 - ii. 5 Vendor sponsorships: WSB & Associates, Inc = 4; RESPEC = 1
 - d. Poster Competition – Stacey Stark
 - i. 2 submitted
14. Vendors – Jared Hovi
- a. 29 confirmed vendors (30 booths)
 - b. GIS/LIS booth in center of vendor area, others around out edge of vendor designated area in arena
15. Door Prizes – Heidi Gaedy – bring to Bemidji Wednesday morning
16. Other – Jane Mueller
- a. Board booth signup sheet – google docs
 - b. Conference volunteer signup sheet – google docs
 - c. Accepting donations for Scholarship Raffle
 - d. Tim Loesch setting up square for credit card transactions at conference
17. Upcoming Important Dates
- a. September 20 – Program booklet sent to printer
 - b. September 29 – Online registration closes
 - c. Oct 4-6 – Workshops and Conference

September 2017

Communications & Outreach Committee Report

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

- Hotel rates final call (including fully booked conference block for the Country Inn and Suites)
- Early bird and presenter rates reminders (3x – 2 week, 1 week, 1 day)
- Teacher sign up for free GIS training in Bemidji (*Retweet*)
- Conference web map
- Navigate the north (*Retweet*)
- Two weeks until Bemidji!

2. Posted Content to the Consortium's Blog

- No new updates

3. Social Media Update

a) Monthly Social Media Statistics Update:

- Twitter – **434** followers (up 9)
- Facebook – **246** likes (up 2)
- LinkedIn – **983** members (no change)

4. iPad Update

- No new updates

Submitted: Fri, 09/15/2017	Mn GIS/LIS Consortium Event Grant
Today's Date?	9/15/2017
Name and Title of Contact Person	Leanne Knott
Address	509 5th St W Red Wing MN 55066
Phone	651-385-3187
Email	leanne.knott@co.goodhue.mn.us
Name of Event	SE MN/South Central MN GIS User Group Meeting
Purpose of Event	SE MN GIS Users Group and South Central GIS Users Group will be holding a joint meeting event at Owatonna Public Utilities on Thursday, October 26.
Target Audience of Event and Location of Event	Southeast, South Central, and statewide GIS users.
Date of event	10/26/2017
Where will the event be held?	Owatonna Public Utilities
Budget	We are requesting \$350 for a catered lunch onsite and minor promotional materials.
Have you ever received a MnGIS/LIS Event Grant before?	
Briefly describe how you plan to acknowledge the Consortium at your sponsored event	We will be including the Consortium logo on our promotional materials and acknowledge their contribution and support at the start and end of the event meeting.
Please check all other promotion activities that are applicable to your event (all that are possible are required)	Mn GIS/LIS logo on hand-outs, Contribute to Mn GIS/LIS Blog about the event, Promotion on Mn GIS/LIS social media (facebook, twitter, and LinkedIn), Mn GIS/LIS e-announcement to full membership, Link to Mn GIS/LIS on event website, We will be handing out 'Save the Date' flyers at the State Conference in Bemidji.
Please describe how this event will benefit the Minnesota geospatial community as a whole	We are bringing two regional user groups together to promote collaborative discussion and professional networking.
Requested amount	350