**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  

Meeting Facilitator: Scott Freburg, Board Chair

<table>
<thead>
<tr>
<th>Invitees:</th>
<th>Attend</th>
<th>Call</th>
<th>Out</th>
<th>Invitees:</th>
<th>Attend</th>
<th>Call</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tami Maddio, Past-Chair</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Private Sector: Peter Smith</td>
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<tr>
<td>Chair-Elect, Gerry Sjerven</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Local Government: Eric Kopras</td>
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<tr>
<td>Treasurer: Tim Loesch</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>Higher Education: Stacey Stark</td>
<td>☐</td>
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<tr>
<td>Secretary: Leah Sperduto</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>At-Large: Henry Wander</td>
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<tr>
<td>Conference Chair: Jane Mueller</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>State Government: Zeb Thomas</td>
<td>☐</td>
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<tr>
<td>Conference Chair-Elect: Jared Hovi</td>
<td>☐</td>
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<td>☐</td>
<td>MnGEO Ex-Officio: Dan Ross</td>
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<tr>
<td>Past Conference Chair: Ryan Stovern</td>
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<td>☐</td>
<td>☐</td>
<td>MnGAC Ex-Officio: Ryan Stovern</td>
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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

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-ePOcgz88Qi6WapC-JVrC9Kre_g7DgpMqrG0eU/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/1075q5oVeTAuQunYxfXdbxoYdoVdtIsHmtYmber1vw/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, UMGECON 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

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
<th>Previous</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$107,157.07</td>
<td>$75,246.87</td>
<td>Affinity Checking Account</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>$45,249.93</td>
<td>$45,246.09</td>
<td>Affinity Savings Account</td>
</tr>
<tr>
<td>Other Assets</td>
<td>$6,300</td>
<td>$6,300.00</td>
<td>Prepaid expenses, Inventory, un deposited funds</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>0.00</td>
<td>0.00</td>
<td>Unpaid invoices owed to GIS/LIS</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>($1,183.45)</td>
<td>($8,127.55)</td>
<td>Unpaid bills (Conference commission to Ewald</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>included)</td>
</tr>
<tr>
<td>Balance</td>
<td>$157,523.55</td>
<td>$118,665.41</td>
<td></td>
</tr>
<tr>
<td>Scholarship Fund</td>
<td>$39,166.53</td>
<td>$39,163.20</td>
<td>Affinity savings account</td>
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<tr>
<td>Investment</td>
<td>$34,050.31</td>
<td>$33,611.81</td>
<td>Schwab Managed Portfolio</td>
</tr>
<tr>
<td>Account *</td>
<td>$73,216.84</td>
<td>$72,775.01</td>
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</tr>
<tr>
<td>Total Assets</td>
<td>$230,740.39</td>
<td>$191,440.42</td>
<td></td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Category</th>
<th>2016</th>
<th>2017</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsorship</td>
<td>$4,275</td>
<td>$1,580</td>
<td>-$2,695</td>
</tr>
<tr>
<td>Advertising Revenue</td>
<td>$150</td>
<td>$1,000</td>
<td>$850</td>
</tr>
<tr>
<td>Exhibitors</td>
<td>$14,425</td>
<td>$15,675</td>
<td>$1,250</td>
</tr>
<tr>
<td>Registrations</td>
<td>$24,418</td>
<td>$53,305</td>
<td>$28,887</td>
</tr>
<tr>
<td></td>
<td>$43,268</td>
<td>$71,560</td>
<td>$28,292</td>
</tr>
</tbody>
</table>
1. Registration
   a. As of Tuesday 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 Wencl
   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
<table>
<thead>
<tr>
<th>Submitted: Fri, 09/15/2017</th>
<th>Mn GIS/LIS Consortium Event Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Today's Date?</strong></td>
<td>9/15/2017</td>
</tr>
<tr>
<td><strong>Name and Title of Contact Person</strong></td>
<td>Leanne Knott</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>509 5th St W Red Wing MN 55066</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>651-385-3187</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:leanne.knott@co.goodhue.mn.us">leanne.knott@co.goodhue.mn.us</a></td>
</tr>
<tr>
<td><strong>Name of Event</strong></td>
<td>SE MN/South Central MN GIS User Group Meeting</td>
</tr>
<tr>
<td><strong>Purpose of Event</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Target Audience of Event and Location of Event</strong></td>
<td>Southeast, South Central, and statewide GIS users.</td>
</tr>
<tr>
<td><strong>Date of event</strong></td>
<td>10/26/2017</td>
</tr>
<tr>
<td><strong>Where will the event be held?</strong></td>
<td>Owatonna Public Utilities</td>
</tr>
<tr>
<td><strong>Budget</strong></td>
<td>We are requesting $350 for a catered lunch onsite and minor promotional materials.</td>
</tr>
<tr>
<td><strong>Have you ever received a MnGIS/LIS Event Grant before?</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Briefly describe how you plan to acknowledge the Consortium at your sponsored event</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Please check all other promotion activities that are applicable to your event (all that are possible are required)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Please describe how this event will benefit the Minnesota geospatial community as a whole</strong></td>
<td>We are bringing two regional user groups together to promote collaborative discussion and professional networking.</td>
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<tr>
<td><strong>Requested amount</strong></td>
<td>350</td>
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