MN GIS/LIS Consortium
Meeting Agenda

November 16, 2017
10:00 – 12:00 (Board)
12:00 – 2:00 pm (Future Conference Committee)

Type of Meeting: 2017 Board of Directors

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

Meeting Facilitator: Scott Freburg, Board Chair

Invitees: Attend Call Out Attend Call Out
Tami Maddio, Past-Chair ☐ ☐ ☐ Private Sector: Peter Smith ☐ ☐ ☐
Chair-Elect, Gerry Sjerven ☐ ☐ ☐ Local Government: Eric Kopras ☐ ☐ ☐
Treasurer: Tim Loesch ☐ ☐ ☐ Higher Education: Stacey Stark ☐ ☐ ☐
Secretary: Leah Sperduto ☐ ☐ ☐ At-Large: Henry Wander ☐ ☐ ☐
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: Ryan Stovern ☐ ☐ ☐

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 Sep/Oct Treasurer’s report Loesch

VI. Open Issues/New business

   a) Conference Committee (any last updates) Mueller/Hovi
   b) Website Redesign Update / Logo discussion Sjerven
   c) Access to MN GIS/LIS Consortium Database Sjerven
   d) Event Grant Process discussion (Add’l amount for SE/SC..again) Freburg
   e) MSPS Conference Stovern
   f) Geospatial Data Act letter of support Freburg/Ross
   g) Board Nomination Update Sjerven/Freburg
   h) UMGEOCON 2018 Update Sjerven/Freburg
   i) Future Conference Committee (2019) Sjerven
   j) Other issues
December meeting 2:00 – 4:00 p.m. with Board and Committee gathering at Urban Growler; 4:00 – 6:00 p.m.

VII. Adjournment

There will be pizza delivered and all Board members are welcome to stay for as long as they wish during Future Conference Committee meeting (12:00 – 2:00)

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
1. Registrations = 502
   a. Variation in rates requested by some attendees
      i. 1-day rate
      ii. Rates for retired individuals same as student rate
      iii. Workshop instructors seeking presenter discount for conference

2. Pre-Conference Workshops – Tami Maddio
   a. 15 workshops, 292 preregistered
   b. Minor issues happened, tech support good, wifi good
   c. Amazon web services workshop worked well
   d. Break refreshments good
   e. Honorariums
      i. 7 instructors donated entire $300 ($2100)
      ii. 8 instructors received $300 stipend ($2400)
   f. FUTURE: Insist on moderators at each workshop. If instructors want assistants, they can bring one or two assistants of their choosing or ask for volunteer, but all sessions should have moderators to assist with any technical issues.

3. ESRI Hands On Lab – Erik Kopras
   a. 89 attended
   b. Tyler Orgon from Red Lake Nation won $25 gift card, card was donated by private individual
   c. Comments:
      i. Too heavy on ArcGIS Pro, not there yet, needed more on ArcGIS Desktop
      ii. Great to have upcoming ArcGIS Pro training available
      iii. Instructor comments
         1. Great room and set up
         2. No technical issues once got set up
         3. Planning committee can ask for attendee names and courses (no other contact info)

4. Conference Sessions – Aaron Menza
   a. Needed microphones in Lakeside rooms. Unable to hear speakers in back of room.
   b. FUTURE
      i. Have moderators for each session
      ii. Request that each Committee member take at least one session, should be part of roles and responsibilities of Conference Committee members
   c. Comments
      i. Packaging of sessions well done – flowed well.
      ii. Green room was too small and out of the way.

5. Wednesday K-12 Education – Scott Freburg
   a. 77 teachers preregistered, 73 attended (does not include instructors or assistants)
b. 7 teachers came up to teach sessions
c. Half repeat attendees, well split between intro, intermediate, intermediate/advanced
d. Staff at Hampton good
e. Only problem was internet, not boosted like it should have been. NOTE FOR FUTURE: if done in same venue as conference this shouldn’t be a problem.
f. Comments
   i. Great resource, thanks for doing.
   ii. Participants much more excited about it this year than previous years.
6. Facilities/Technology – Sanford Center – Jane Mueller/Ashley Crunstedt/Gerry Sjerven
   a. Went well
   b. FUTURE
      i. Have every breakout room hard wired
      ii. Microphones and speakers in each room
      iii. Conference brings in enough $$$ to pay for it
   c. Food
      i. Great displays, good food
      ii. Wednesday reception (taco bar) in Geolounge ran out
   d. Several liked venue, rather come to Bemidji than St. Cloud
   e. Didn’t appear crowded anywhere
   f. Very clean
   g. Sanford staff very helpful and accommodating, quickly attended to issues
   h. Sanford provided additional chipboard edging Thursday and Friday to prevent people from tripping/falling
      i. Cold on floor during lunches even with ice covered. Vendors on ice stated same.
7. Entertainment – Jane Mueller
   a. Tuesday – Bemidji Brewing, 7pm – 9:30pm
      i. 50-55 attended
      ii. Good venue, good food, good tours of brewing process
      iii. Only complaint - no TV to watch Twins game
   b. Wednesday – Hampton Inn Ballroom, 7pm – 9:30pm
      i. Approximately 180 attended
      ii. Good pizza
      iii. Bar right inside entrance to building, too congested there, should have been inside ballroom.
   c. Thursday – Bemidji Eagles Club, 7:15pm – 9:30pm
      i. Approximately 200 attended
      ii. Attendees made great use of shuttle bus service
      iii. Outside games great fun
      iv. Great food
      v. Microphone didn’t work
8. Discount Cards – turned out well, 17 participating businesses
9. Fun Run – Geoff Maas
   a. 46 preregistered, 41 ran
   b. Course was good
10. Social Media and Communication – Kitty Hurley
a. The on-site program should include dates for next year’s conference to advertise in advance.
b. Have a board member as a point person to coordinate delivery of the iPad to/from the Communications subcommittee chair.
c. Have at least 5 people on-site to coordinate social media messages.
d. Have at least 5 people on-site (preferably different from the 5 above) to take photos.
e. Advertise the web map more by putting a hyperlink and/or QR code on the banquet tables (on the same paper identifying the wireless network).

11. Awards – Mark Kotz/Stacy Stark
   a. Poor sound quality in arena
   b. When standing on stage behind speaker couldn’t understand what they were saying.
   c. Couldn’t hear in back of arena or in front row
   d. Echo issues

12. User Groups – Darryl Holman
   a. Glass room didn’t get utilized a lot
      i. User groups didn’t want to meet while sessions going on
      ii. Do passive display next year – groups send in display items/handouts instead of meeting
      iii. Too much echo, loud speaker piped into it, could hear everything going on down on floor. Sanford informed there is a way to confine audio to downstairs arena only. Please ask for that next time.
      iv. Some met in Geolounge area instead

13. Higher Education
   a. Mentor Program – Stacey Stark
      i. 17 pairs of mentors/mentees
      ii. Positive feedback
      iii. Constant struggle of how to get them more time to meet.
   b. Scholarship Program – Stacey Stark
      i. All 9 undergrad and all 4 grad programs participated
      ii. 1 Community College poster
      iii. Challenges while judging, committee meeting shortly to follow up on judging guidelines
   c. Student Assistant – Kitty Hurley
      i. 3 students
      ii. Take a group photo before workshops on Wednesday of the group for future marketing.
   d. Poster Competition – Stacey Stark
      i. Like set up of posters in hallways
      ii. Had more posters this year than we’ve had in a while
      iii. Tape wasn’t sufficient for some large posters, kept falling down
      iv. Tape looked messy
      v. FUTURE
         1. Need alternative to taping
         2. Award more prizes to student posters
         3. Revisit prize amounts $$$

14. Geolounge – Jane Mueller/Ashley Crunstedt
   a. Not utilized real heavily but those that did liked it.
   b. Mentor/Mentees and some user groups utilized too

15. Vendors – Jared Hovi
   a. 30 Vendors, several first time
b. Liked the horseshoe layout design  
c. Enthusiastic about flow  
d. Vendors provided very nice prizes  
e. Some confusion regarding hookup for electricity, Sanford staff very helpful  
f. Would have preferred to have Wednesday Geolounge reception in Vendor Hall instead  
g. Those on ice said floor was cold.  
h. Product demos  
  i. Getting attendees to demo locations has been constant struggle  
  ii. Vendors discouraged due to low number of attendees  
  iii. FUTURE: Do we continue to this practice?  
16. Door Prizes/Scholarship Raffle – Jane Mueller  
a. Door prizes  
  i. Heidi did great job of shopping for door prizes  
  ii. Confusion regarding different colored tickets and when drawings held  
  iii. FUTURE:  
  1. Need schedule at Board Booth for raffle times and specifics  
  2. Possibly insert something in name badges along with tickets explaining  
b. Scholarship/Education Fund  
  i. Approximately $4500 in merchandise after credit card charge fees (glasses, t-shirts, raffles, social entrance fee) + $2100 donated honorariums  
  ii. $5200 paid out in scholarships this year (max would be $5300 if all participate)  
  iii. Comments  
  1. If board member won prize, they shouldn’t announce themselves as winner; have someone else announce it.  
  2. Do actual drawing in front of everyone, not behind the scenes.  
17. Other Announcements  
a. Allow for more networking time at lunches. It was hard for mentor/mentee pairs to talk during lunches, as there was limited time. I heard a few other attendees mention this as well, since this is the one time a year they see colleagues across the state. Maybe cut the keynote speaking time 15-20 minutes?  
b. If interested in being on 2018 Conference Committee, contact Jared Hovi at jared.hovi@co.carlton.mn.us
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<th>Date</th>
<th>Number of people registered as of</th>
<th>Paid Attendees</th>
<th>Comp’d Attendees</th>
<th>Presenters/ Posters</th>
<th>Award Winners</th>
<th>Lunch Only</th>
<th>Paid Students</th>
<th>Comp’d Students</th>
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<th>Wednesday Event</th>
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November 2017  
Communications & Outreach Committee Report

1. Posted Content to Social Media (Facebook, Twitter & LinkedIn)
   - Conference Discount Card
   - Conference Registration Deadline
   - Conference Session Moderator Signup
   - Conference Educator Day Teachers Registered (Retweet)
   - Conference 5k Fun Run/Walk T-shirt
   - Conference Event at Bemidji Brewing (Retweet)
   - Conference Registration Open
   - Conference Educator Day
   - Conference Workshops
   - Conference hash tag #mngislis
   - Esri Hands-on Learning Lab (Retweet)
   - Geolounge Event at the Conference
   - Conference Educator Day “Thank You”
   - Ron Wencl Lifetime Achievement Award (Retweet)
   - Conference “Thank You”
   - K-12 GOVIT Awards Reception at the Minnesota Science Museum on 12/5 (Retweet)
   - GIS Day Event at the University of Minnesota-Twin Cities

2. Posted Content to the Consortium’s Blog
   - WLIA Fall Regional Meeting
   - 2018 Networking and Career Fair
   - Southeastern and South Central Minnesota GIS Users Group
   - University of Minnesota Spatial Forum

3. Social Media Update
   a) Monthly Social Media Statistics Update:
      - Twitter – 450 followers (up 16)
      - Facebook – 257 likes (up 11)
      - LinkedIn – 980 members (down 3)

4. iPad Update
   - No longer in the committee’s possession after the conference concluded.

5. Committee Updates
   - Kitty will be stepping down from her role on the Consortium’s Communications and Outreach Subcommittee in 2018.
   - Mike plans to continue his role as a backup and technical advisor for the Subcommittee in 2018.
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<td>0.00</td>
<td>1,306.10</td>
</tr>
<tr>
<td>7182 · Awards/Gift Items</td>
<td>1,017.32</td>
<td>1,017.32</td>
</tr>
<tr>
<td>7183 · Travel &amp; Lodging</td>
<td>1,297.26</td>
<td>1,533.73</td>
</tr>
<tr>
<td>8036 · Student Competition Awards</td>
<td>0.00</td>
<td>883.78</td>
</tr>
<tr>
<td>8041 · Credit Card Charges</td>
<td>2,569.39</td>
<td>5,580.40</td>
</tr>
<tr>
<td>8060 · Grant Award</td>
<td>0.00</td>
<td>830.00</td>
</tr>
<tr>
<td>8110 · Meeting Expenses</td>
<td>0.00</td>
<td>172.83</td>
</tr>
<tr>
<td>8111 · Marketing &amp; Communications</td>
<td>0.00</td>
<td>200.00</td>
</tr>
<tr>
<td>8140 · Miscellaneous</td>
<td>84.37</td>
<td>192.00</td>
</tr>
<tr>
<td>8150 · Postage and Delivery</td>
<td>24.29</td>
<td>42.45</td>
</tr>
<tr>
<td>8172 · Tax Preparation</td>
<td>775.00</td>
<td>775.00</td>
</tr>
<tr>
<td>8173 · Association Management</td>
<td>916.67</td>
<td>9,166.70</td>
</tr>
<tr>
<td>8174 · Web Services</td>
<td>0.00</td>
<td>5,831.25</td>
</tr>
<tr>
<td>8176 · Rent/Storage</td>
<td>5.20</td>
<td>49.20</td>
</tr>
<tr>
<td>8178 · Telephone</td>
<td>94.79</td>
<td>1,240.19</td>
</tr>
<tr>
<td>8183 · Travel</td>
<td>0.00</td>
<td>516.83</td>
</tr>
<tr>
<td>8212 · Office Supplies/Photocopies</td>
<td>322.40</td>
<td>538.15</td>
</tr>
<tr>
<td>8230 · Insurance</td>
<td>82.67</td>
<td>1,270.38</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>31,143.57</td>
<td>84,894.66</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>985.58</td>
<td>116,129.06</td>
</tr>
<tr>
<td><strong>Net Income</strong></td>
<td>985.58</td>
<td>116,129.06</td>
</tr>
</tbody>
</table>
Request from MnGeo and State Agency Representatives to the Geospatial Advisory Council (GAC) for access to the MN GIS/LIS Consortium Database

MnGeo, and state agency representatives to the Geospatial Advisory Council (GAC), are trying to make more concerted efforts to share information with state agency GIS users and stakeholders. This information is often only pertinent to state agency employees, such as details on enterprise software installations or internal spatial services. As a result, we are seeking various methods to update and maintain our internal mailing lists that receive this information. Consortium members with *.state.mn.us e-mail addresses are one source that we would like to leverage if possible. We do not wish to “spam” these members, but merely encourage them to sign up for our distribution lists so that they can remain informed.

I’ve researched this and have identified two paths. I have found 532 records that have the state.mn.us in their email addresses.

We could;

1. Provide a download of all members with the state.mn.us email so they can query the database, currently 532 records.
2. In addition, (or if #1 is turned down) we could send a directed email to that list with a message provided by Mike Dolbow. I could work with Ewald to get a report on all returned email address.
Minnesota GIS/LIS Consortium
Treasurers Report for November, 2017
Date of Report: 11/16/2017
Prepared by: Timothy N. Loesch

Account Status as of October 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>$152,326.99</td>
<td>$171,387.08</td>
<td>Affinity Checking Account</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>$45,257.49</td>
<td>$45,253.65</td>
<td>Affinity Savings Account</td>
</tr>
<tr>
<td>Other Assets</td>
<td>$5,800.00</td>
<td>$7,145.00</td>
<td>Prepaid expenses, Inventory, un deposited funds</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$22,160.00</td>
<td>$4,000.00</td>
<td>Unpaid invoices owed to GIS/LIS</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>($4,779.28)</td>
<td>($8,002.58)</td>
<td>Unpaid bills (Conference commission to Ewald included)</td>
</tr>
<tr>
<td>Balance</td>
<td>$220,765.20</td>
<td>$219,783.15</td>
<td></td>
</tr>
</tbody>
</table>

| Scholarship Fund | $41,573.31    | $41,569.78      | Affinity savings account                                        |
| Investment Account * | $34,448.99 | $34,089.59      | Schwab Managed Portfolio                                        |
| Total Assets     | $76,022.30    | $75,659.37      |                                                                  |
| Total Assets     | $296,787.50   | $295,442.52     |                                                                  |

Income
- $2,488.78 – Income from Fundraising Events ($3,488.78)
- $25,935 – Fall Conference Registrations ($149,605)
- $800 – Fall Conference Exhibitors ($18,675)
- $7.37 – Interest Earned ($799.59)
- $1,898.00 – Product Revenue ($1,898.00)

There were a number of expenses that are too numerous to report. A couple of notables include Taxes preparation fees of $775, $5,200 for the conference poster awards and scholarships, 5,530.94 for the K-12 Education program, $7,016 for conference administrative fees.
2018 Board Nominees

Chair-Elect: John Nerge, City of Brooklyn Park
Conf Chair-Elect: Tim Tabor, MnDOT
Secretary: Leah Sperduto, City of Eagan
Higher Education: Jason Menard, St. Olaf College
Local Government: Caitlin Christenson, Stevens County
                John Studtmann, City of Minneapolis
At-Large: Jon Schwichtenstein, GRAEF USA
             Henry Wander, Ottertail Power
             Caitlin Christenson, Stevens County
             Tiffany Leff, Metropolitan Council
             Aaron Menza, City of Rosemount
             Tanya Meyer, Metropolitan Council
August – Event Grant Request for $350 made by Leanne Knott for SE and SC user group gathering to pay for lunch. Approved by Consortium Board

10/12/2017 Blog Post
Southeastern and South Central Minnesota GIS Users Groups will be hosting a joint fall meeting on Thursday, October 26th 8:00-12:00 at Owatonna Public Utilities (208 Walnut Ave S, Owatonna, MN). Presentation topics include Drone Regulations in Minnesota, I-90 Corridor, Esri Electric and Gas Utilities Mapping Applications, Watershed Planning, and MnGeo updates. A facility tour and catered lunch will be provided. Funding for this meeting was generously provided through a Minnesota GIS/LIS Consortium Event Grant. The event is free and open to the statewide GIS community. Questions? Please contact Leanne Knott at Leanne.knott@co.goodhue.mn.us or phone 651-385-3187.

10/25/2017
Hi Scott, just a heads-up that we will be catering lunch for 50 for our SE/South Central Joint GIS Users Group meeting tomorrow – we sent out a Doodle Poll so that attendees could indicate whether they will be staying for lunch and so far 45 have checked yes. We decided to go 5 over so that no one will feel left out if they decide to stay through lunch. Our original estimate of $350 was based on 40 lunch attendees.

We will send along receipts for any adjustment on the grant request amount – thanks once again to the Board for supporting our event!
Final amount is $450