

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

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 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.p. 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 |



2017 MN GIS/LIS CONFERENCE COMMITTEE REPORT

Thursday, November 16, 2017

Submitted by: Jane Mueller & Jared Hovi

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

2017 MN GIS/LIS Annual Conference

Number of people registered as of...	Paid Attendees	Comp'd Attendees	Presenters/ Posters	Award Winners	Lunch Only	Paid Students	Comp'd Students	Workshop Only	Total	Fun Run	Tuesday	Wednesday	Thursday	AM	PM	ESRI	K-12 Educator
											Event	Event	Event	Workshop	Workshop	Hands on Learning	Day Registration
July 21, 2017	20	1	0	0		3	0	1	25	0	12	19	18	14	10	7	N/A
July 28, 2017	34	1	11	0		6	0	2	54	10	16	34	35	24	19	15	N/A
August 4, 2017	52	1	12	0		8	2	2	77	12	30	59	53	32	29	27	N/A
August 11, 2017	77	1	21	0		8	5	2	114	15	37	76	67	41	41	38	N/A
August 18, 2017	111	1	23	0		8	11	2	156	22	60	112	101	54	61	61	N/A
August 28, 2017	139	8	26	1		9	12	5	200	26	72	142	131	65	82	76	11
September 1, 2017	183	8	44	1		12	13	6	267	34	91	179	168	84	103	97	25
September 8, 2017	243	8	44	5		18	13	6	337	40	113	227	222	101	119	131	26
September 11, 2017	276	8	51	5		24	13	10	387	44	123	256	253	115	134	150	31
September 15, 2017	284	8	51	6		26	15	14	404	45	128	265	261	121	142	156	39
September 19, 2017	292	9	51	6		28	15	14	415	46	132	269	264	123	143	161	45
September 22, 2017	296	9	51	6	4	38	14	16	434	46	134	271	268	126	143	170	69
September 29, 2017	323	10	53	6	6	45	16	20	479	46	141	292	289	134	151	174	88
FINAL	334	11	50	7	6	61	17	16	502	46	140	297	295	136	156	177	89

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 Wencil 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.

MINNESOTA GIS/LIS CONSORTIUM

Profit & Loss

11/15/17

October 2017

Accrual Basis

	Oct 17	Jan - Oct 17
Ordinary Income/Expense		
Income		
4001 · Donations from Indiv or Org	0.00	257.62
4320 · Sponsorship Income	0.00	50.00
5001 · Income from Fundraising Events	3,488.78	3,488.78
6300 · Spring Workshop Registrations	0.00	16,060.00
6310 · Honorariums Donated	0.00	2,400.00
7201 · Sponsorship	0.00	2,120.00
7202 · Advertising Revenue	0.00	5,225.00
7300 · Fall Conference Registrations	25,935.00	149,605.00
7301 · Fall Conference Exhibitors	800.00	18,675.00
8042 · Interest Income	7.37	799.59
8112 · Product Revenue	1,898.00	1,898.00
8850 · Other Income	0.00	444.73
Total Income	32,129.15	201,023.72
Gross Profit	32,129.15	201,023.72
Expense		
4117 · Food/Catering	0.00	1,053.79
5036 · Fall Conf. Poster Awards	200.00	200.00
5050 · Fall Conf. Scholarship Program	5,000.00	5,000.00
5140 · K-12 Education		
Speakers	75.00	75.00
Teacher Reimbursement	5,299.14	5,701.54
5140 · K-12 Education - Other	156.80	156.80
Total 5140 · K-12 Education	5,530.94	5,933.34
6117 · Food & Beverages	0.00	2,870.50
6125 · Honoraria	0.00	4,800.00
6183 · Travel/Lodging	0.00	611.18
7040 · Administrative Fees	7,016.22	20,416.22
7090 · Supplies and Equipment	921.05	921.05
7115 · Facility Rental	380.00	560.00
7117 · Food Service	2,506.00	2,522.18
7125 · Honorariums	2,400.00	2,400.00
7160 · Design and Print	0.00	6,460.09
7181 · Entertainment	0.00	1,306.10
7182 · Awards/Gift Items	1,017.32	1,017.32
7183 · Travel & Lodging	1,297.26	1,533.73
8036 · Student Competition Awards	0.00	883.78
8041 · Credit Card Charges	2,569.39	5,580.40
8060 · Grant Award	0.00	830.00
8110 · Meeting Expenses	0.00	172.83
8111 · Marketing & Communications	0.00	200.00
8140 · Miscellaneous	84.37	192.00
8150 · Postage and Delivery	24.29	42.45
8172 · Tax Preparation	775.00	775.00
8173 · Association Management	916.67	9,166.70
8174 · Web Services	0.00	5,831.25
8176 · Rent/Storage	5.20	49.20
8178 · Telephone	94.79	1,240.19
8183 · Travel	0.00	516.83
8212 · Office Supplies/Photocopies	322.40	538.15
8230 · Insurance	82.67	1,270.38
Total Expense	31,143.57	84,894.66
Net Ordinary Income	985.58	116,129.06
Net Income	985.58	116,129.06

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

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

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

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