

MN GIS/LIS Consortium

Meeting Agenda

March 15, 2018

10:00 – 12:00 pm Board Meeting

Type of Meeting: 2018 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#

Conference Center Room A – Zoom will be available

Meeting Facilitator: Gerry Sjerven, Board Chair

Invitees:	Attend	Call	Out		Attend	Call	Out
Past-Chair: Scott Freburg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private Sector: Peter Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair-Elect, John Nerge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local Government: John Studtmann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer: Tim Loesch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Higher Education: Jason Menard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary: Leah Sperduto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At-Large: Tanya Mayer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conference Chair: Jared Hovi	<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: Aaron Menza	<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: Jane Mueller	<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 Sjerven
- II. Roll call Sjerven
- III. Approval of Meeting Agenda & Committee Reports Sjerven
- IV. Review action items & Approval of minutes from last meeting Sperduto
- V. Review & Approval of February's Treasurer's report Loesch
- VI. Open Issues/New business
 - a) Review contract with UMD GAC for GeoInquiries Initiative Sjerven
 - b) Conference Committee Update Hovi
 - c) Future Conference Committee (Conference Location 2019-20) Sjerven
 - d) Education Committee Update Freeburg
 - e) Spring Workshop Update Kne
 - f) Website Update Sjerven
 - g) Amazon Web Services Update Maddio
 - h) D&O Insurance Freeburg
 - i) UMGEOCON 2018 Update Sjerven/Freeburg
 - j) Policy Manual Changes Freeburg

- | | |
|---|------------------|
| k) Annual Report | Freeburg/Sjerven |
| l) Review Board and Committee Goals from Retreat | Sjerven |
| m) Contract Talks with Ewald – Develop talking points | Sjerven |

VII. Adjournment

Committee Business Summary Reports (Review Members from February Retreat)

- | | |
|------------------------------------|------------------------------|
| a) Awards | Mark Kotz |
| b) Communication | Mike Dolbow |
| c) Conference | Jared Hovi |
| d) Website | Gerry Sjerven |
| e) Education | Scott Freburg/Jason Menard |
| f) Executive | Scott Freburg/ Gerry Sjerven |
| g) Finance | Tim Loesch |
| h) Future Conference | Gerry Sjerven |
| i) Networking | Zeb Thomas |
| j) Spring Workshops | Len Kne |
| k) Workshop Cloud Hosting Services | Tami Maddio |
| l) ArcGIS On-Line Account | Smith/Sjerven |

Minnesota GIS/LIS Consortium
Treasurers Report for March Meeting, 2018
Date of Report: 3/15/2018
Prepared by: Timothy N. Loesch

Account Status as of February 28th, 2018

Account	Balance	Previous	Description
General Fund	\$66,684.55	\$89,226.45	Affinity Checking Account
Reserve Fund	\$45,272.36	\$45,268.89	Affinity Savings Account
Other Assets	\$1,000.00	\$1,000.00	Prepaid expenses, Inventory, un deposited funds
Accounts Receivable	\$7,575.00	\$11,485.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$831.52)	(\$24,565.58)	Unpaid bills (Conference commission to Ewald included)
Balance	\$119,700.39	\$122,414.76	

Scholarship Fund	\$2.51	\$41,583.79	Affinity savings account
Investment Account *	\$77,077.73	\$35,801.70	Schwab Managed Portfolio
	\$77,080.24	\$77,385.49	
Total Assets	\$196,780.63	\$199,800.25	Total Assets

Income

- **\$7.31 – Interest Earned (\$13.35)**

Expenses

- **\$114.28 – Credit Card Charges (\$114.28)**
- **\$121.38 – Meeting Expenses (\$135.86)**
- **\$2.59 - Postage and Delivery (\$12.44)**
- **\$916.67 – Association Management (\$1,833.34)**
- **\$5.20 – Rent/Storage (\$10.40)**
- **\$120.32 – Telephone (\$250.51)**
- **\$0.79 – Office Supplies/Photocopies (\$1.69)**
- **\$86.24 – Insurance (\$172.48)**

Total Expenses for Month = \$1,366.45

Respectfully submitted –

Timothy N. Loesch

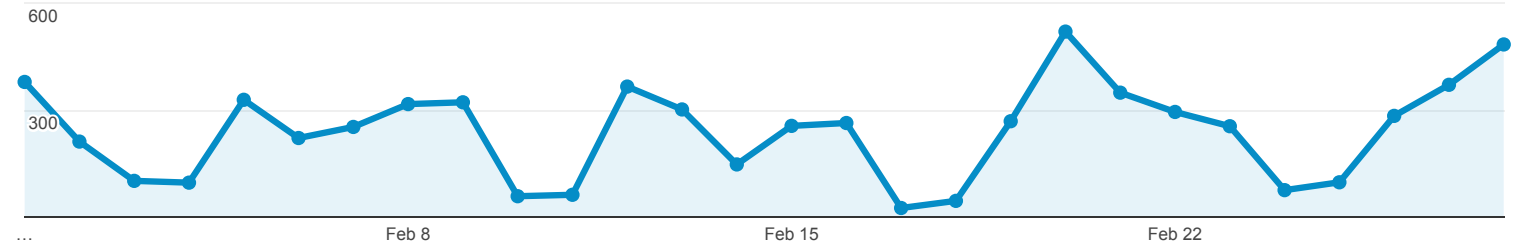
Overview

All Users
100.00% Pageviews

Feb 1, 2018 - Feb 28, 2018

Overview

Pageviews



Pageviews

6,736

Unique Pageviews

5,168

Avg. Time on Page

00:01:08

Bounce Rate

47.80%

% Exit

33.36%

Page	Pageviews	% Pageviews
1. /networking/	958	14.22%
2. /networking/opening_search.asp	850	12.62%
3. /	794	11.79%
4. /?page=28annual_conference	165	2.45%
5. /404.aspx	124	1.84%
6. /networking/apply_now.aspx?view=2&id=482587	106	1.57%
7. /networking/apply_now.aspx?view=2&id=481349	89	1.32%
8. /networking/apply_now.aspx?view=2&id=482718	82	1.22%
9. /networking/apply_now.aspx?view=2&id=482826	71	1.05%
10. /events/EventDetails.aspx?id=1067726	63	0.94%

2018 MN GIS/LIS CONFERENCE COMMITTEE REPORT

Thursday, March 15, 2018

1. Volunteers
 - a. 36 members
 - b. All COI forms collected
2. Conference Theme/Logo
 - a. "Bridging Boundaries"
 - b. Logo



- c. Conference themed shirts to be created
3. Subcommittee Reports
 - a. NSGIC Collaboration – Jared Hovi
 - i. Working with NSGIC Conference Chair Tony Spicci on collaboration ideas.
 - ii. More discussion coming in March.
 - b. Keynote Speakers
 - i. Wednesday – Education Committee selected Mathew Winbigler
 - ii. Thursday – Proposing to have NSGIC attend
 - iii. Friday – (Waiting to configure Thursday)
 - c. Pre-Conference Workshops – Eric Kopras
 - d. ESRI Hands on Learning Lab (HOLL) – Eric Kopras
 - i. Working to secure final confirmation from ESRI (lab and booth)
 - e. Conference Sessions – Brandon Keinath
 - i. [Call For Presentations](#) released March 8th
 - ii. No abstracts received as of March 3rd
 - iii. Abstract submissions due May 11th
 - f. K-12 Education – Scott Freeburg
 - g. Facilities – Jared Hovi
 - h. Technology – Gerry Sjerven
 - i. Entertainment – Jared Hovi
 - i. Tuesday Evening – 75 people
 1. Hoops – contact to be made with manager shortly
 - a. Researching catering options (no food sales at Hoops)
 - ii. Wednesday Evening – Proposing for NSGIC to secure location and invite MN GIS/LIS attendees
 - iii. Thursday Evening – 400 people – Proposing to invite NSGIC attendees
 1. Grandma's Sports Garden penciled in.
 - iv. Discount Cards – Stephanie Boyum
 1. Looking for some on the ground volunteers to assist her.
 - j. Fun Run – Geoff Maas
 - i. Shirt design completed

- ii. Course layout completed
 - iii. Documents/permit requests with City of Duluth and Army Corps of Engineers completed
 - 1. No fee for either
- k. Social Media and Communication
 - i. CFP and Student Assistant information distributed – Mike Dolbow
 - ii. [Conference Map](#) switched to Duluth- Kitty Hurley
 - 1. Kitty will update map as new information comes in
- l. Awards – Mark Kotz
- m. User Groups – Darryl Holman
- n. Higher Education
 - i. Mentor Program/Poster Competition – Stacey Stark
 - ii. Scholarship Program – Jason Menard
 - iii. Student Assistant – Kitty Hurley
 - 1. 2018 Student Assistant [Brochure](#) is completed.
 - 2. Information on consortium’s website and to be distributed via social media soon
 - 3. Deadline for application is July 13th.
- o. Geolounge – Jared Hovi/Ashley Crunstedt
 - i. To be located in Lake Superior Ballroom
 - ii. Working on seating options
- p. Vendors – Jon Schwichtenberg
 - i. Vendor Prospectus under review
 - ii. Vendor Prospectus to be released at the beginning of April
- q. Door Prizes – Heidi Gaedy

4. Important Dates

- CFP released: March – Sessions Committee
- Exhibitor/Sponsor Prospectus Released: Approx. April 1 – Vendor Committee
- CFP submission deadline: May 11 – Sessions Committee
- Content for registration website/brochure due to Ewald: June 8
- Exhibitor/Sponsor Online Ad Deadline: June 29 – Vendor Committee
- Projected registration open date: July 11
- Student Assistant deadline: July 13
- Exhibitor/Sponsor Early Registration Deadline: Aug 20 – Vendor Committee
- Content for onsite program due to Ewald: August 20
- Early bird registration deadline: September 7 (little less than one month prior to the conference)
- Proofing onsite program: September 10
- Brochure sent to printer: September 19
- Online registration closes: September 28

5. Meeting Schedule

- March 27th at 10:00am
- April 10th at 10:00am
- April 24th at 10:00am
- May 8th at 10:00am
- May 22th – Tentative onsite visit at DECC. Time TBD
- June 5th at 10:00am – Tentative
- June 19th at 10:00am
- July 3rd at 10:00am
- July 17th at 10:00am
- July 31st at 10:00am
- August 14th at 10:00am
- August 28th at 10:00am

- September 11th at 10:00am
- September 25th at 10:00am
- October 9th at 10:00am – Tentative Post Conference Meeting

2017 MN GIS/LIS Consortium General Operations Budget Worksheet

Prepared by:	Tim Loesch, Treasurer				
Prepared Date:	2/16/2018				
Approval Status:	Approved				
Last Update:	3/14/2018				

Bank Accounts	2/28/2018				
General Fund Balance	\$66,684.55				

Category	Description	2018 Budget	2018 Actual		
Income					
4180	NetworkingFundraising	\$ 1.00	\$ -	0.00%	
4320	Networking Sponsors	\$ 1.00	\$ -	0.00%	
5001	Scholarship Income from Fundrasing Events	\$ 1.00	\$ -	0.00%	
6300	Spring Workshop Registration	\$ 15,200.00	\$ -	0.00%	
6310	Workshop Honorariums donated	\$ 4,800.00	\$ -	0.00%	
7201	Fall Conference Sponsorships	\$ 475.00	\$ -	0.00%	
7202	Fall Conference Advertising Revenue	\$ 625.00	\$ -	0.00%	
7300	Fall Conference Registration	\$ 111,100.00	\$ -	0.00%	
7301	Fall Conference Exhibitors	\$ 17,850.00	\$ -	0.00%	
7302	Fall Conference Workshops	\$ 37,700.00	\$ -	0.00%	
8042	Interest Income	\$ 50.00	\$ 13.35	26.70%	
8112	Product Revenue	\$ 500.00	\$ -	0.00%	
8850	Other Income	\$ 500.00	\$ -	0.00%	
Total Income		\$ 188,803.00	\$ 13.35	0.01%	

Category	Description	2018 Budget			
Expenses					
Committee Expenses					
4117	Networking Food Service	\$ 2,000.00	\$ -	0.00%	
5050	Fall Conference Scholarship Program	\$ 5,400.00	\$ -	0.00%	
5036	Fall Conference Poster Awards	\$ 500.00	\$ -	0.00%	
5115	Fall Conference Facility Rental	\$ 1.00	\$ -	0.00%	
5117	Fall Conference Food Service	\$ 1.00	\$ -	0.00%	
5140	K-12 Teacher Reimbursment	\$ 9,000.00	\$ -	0.00%	
5145	K-12 Events	\$ 6,100.00	\$ -	0.00%	
6115	Spring Workshop Facility Rental	\$ 1.00	\$ -	0.00%	
6117	Spring Workshop Food Service	\$ 3,000.00	\$ -	0.00%	
6125	Spring Workshop Honoraria	\$ 7,200.00	\$ -	0.00%	
6160	Spring Workshiop Design & Printing	\$ 50.00	\$ -	0.00%	
6183	Spring Workshop Travel / Lodging	\$ 1,200.00	\$ -	0.00%	
6213	Spring Workshop Misc Supplies/Photocopies	\$ 1.00	\$ -	0.00%	
7040	Fall Conference Administrative Fees	\$ 29,800.00	\$ -	0.00%	
7041	Fall Conference Profit Sharing	\$ 13,691.04	\$ -	0.00%	
7090	Fall Conference Supplies and Equipment	\$ 13,500.00	\$ -	0.00%	
7115	Fall Conference Facility Rental	\$ 9,125.00	\$ -	0.00%	
7117	Fall Conference Food Service	\$ 48,382.75	\$ -	0.00%	
7125	Fall Conference Honoraria	\$ 8,550.00	\$ -	0.00%	
7160	Fall Conference Design and Print	\$ 4,500.00	\$ -	0.00%	
7181	Entertainment/Awards/Gift Items	\$ 10,950.00	\$ -	0.00%	

7183	Fall Conference Travel / Lodging	\$	1.00	\$	-	0.00%		
7213	Fall Conference Misc Supplies/Photocopies	\$	3,500.00	\$	-	0.00%		
Total Committee Expenses		\$	176,453.79	\$	-	93.91%		
Category	Description		2018 Budget		2018 Actual			
Board Expenses								
8041	Credit Card Charges	\$	8,000.00	\$	114.28	1.43%		
8060	Grant Awards	\$	3,000.00	\$	-	0.00%		
8110	Meeting Expenses	\$	800.00	\$	135.86	16.98%		
8111	Marketing & Communications	\$	2,000.00	\$	-	0.00%		
8140	Miscellaneous	\$	200.00	\$	-	0.00%		
8150	Mail Service and Postage	\$	80.00	\$	12.44	15.55%		
8160	Design and Print	\$	100.00	\$	-	0.00%		
8171	Legal fees	\$	100.00	\$	-	0.00%		
8172	Tax Preparation Fees	\$	6,000.00	\$	-	0.00%		
8173	Ewald - Association Management Services	\$	13,000.00	\$	1,833.34	14.10%		
8174	Web Services	\$	7,000.00	\$	-	0.00%		
8176	Rent/Storage	\$	60.00	\$	10.40	17.33%		
8178	Telephone/Teleconferencing Fees	\$	1,500.00	\$	178.79	11.92%		
8183	Travel / Lodging	\$	500.00	\$	-	0.00%		
8212	Misc Office Supplies/Photocopies	\$	600.00	\$	1.69	0.28%		
8230	Insurance	\$	1,500.00	\$	172.48	11.50%		
Board Expenses		\$	44,440.00	\$	2,459.28	5.53%		
Total Board Expenses			\$220,893.79		\$2,459.28	1.11%		
Net Income			(\$32,090.79)		(\$2,445.93)			
Cash Balance	General Fund Cash Balance as of 1/1/2017		\$66,684.55					
			\$34,593.76					

MN GIS/LIS Board Goals – 2018

Board Goals:

- Conduct an audit of the boards processes, finances, Policy Manual, etc.
- Use AWS to support workshops
- Increase Membership
- Increase participation (board members, committee members, board election etc)
- Develop new board leaders
- Explore the potential of funding an internship or fellowship
- Surveying the membership – A Membership Satisfaction Survey – how are we doing and how could we improve what we do for the members
- Fully implement the google suite and get the Board, Spring Workshop, Fall Conference and Education budgets integrated into a single workbook
- Board member polos

Awards

Chair: Mark Kotz

Board Members: Gerry Sjerven

Goals:

- Promote awards via e-announcements

Communication

Chair: Mike Dolbow

Board Members: Leah Sperduto, John Nerge, Gerry Sjerven

Goals:

- Coordinate posts with e-announcements
- Board member to contribute to the blog
- Advertise and promote the blog

Conference

Chair: Jared Hovi

Board Members: Gerry Sjerven, Tim Loesch, Ryan Stovern, Zeb Thomas, Tanya Mayer, Aaron Menza

Goals:

- Continue to enhance K-12 Opportunities
- Keep attendance growing
- Spice up opportunities for vendors and vendor hall
- Increase development opportunities
- Logo competition – conference t-shirts
- NSGIC Integration

Website

Chair: Gerry Sjerven

Board Members: Scott Freburg, Zeb Thomas, John Nerge, Jason Menard

Members: Tami Maddio, Heather Albrect, Stacey Stark

Goals:

- Keep website updated

- Clean up unused pages
- Launch new website in April!

Education

Chair: Jason Menard & Scott Freburg

Board Members: Ryan Stovern, Dan Ross

Members: Stacey Stark, Len Kne, et. al.

Goals:

- Ways to incorporate K-12 Education
- Develop Mentor Program policy
- Update webpage
- Mentor page on the website
- Lead discussion on the roles of the following committees: Education, Scholarship and K-12

Executive

Chair: Gerry Sjerven

Members: Leah Spurduto, Tim Loesch, Jared Hovi, Scott Freburg, John Nerge, Aaron Menza

Goals:

- Ewald Contract renewal
- Renew insurance
- Update Policy document including Ewald commitments
- Board Audit

Finance

Chair: Tim Loesch

Board Members: Jason Menard, Jared Hovi, Len Kne, Scott Freburg, Zeb Thomas, Tanya Mayer

Goals:

- Continue to develop finance policies

Future Conference

Chair: Gerry Sjerven

Board Members: Ryan Stovern, Dan Ross

Goals:

- Explore other conference venues as opportunities arise
- **Determine size requirements for a venue to be able to hold a conference-Ryan 2/26**

Networking

Chair: Zeb Thomas

Board Members: Peter Smith, Tim Loesch

Goals:

- Develop a charter
- Solicit Sponsorship
- Events after the non-metro spring workshops in those locations
- More events – after USpatial, etc.
- Events in non-metro locations
- A better way to define sponsorships and track donations at events

Nominating

Chair: Board Chair Elect (reach out to collect bios etc)

Board Members: All Members

- Encourage nominees and voters
- Have nominations ready by September well in front of the Conference

Spring Workshops

Chair: Len Kne

Board Members: Jared Hovi, Gerry Sjerven

Goals:

- Expand Reach
- Coordinate with Networking Committee
- Keep topics fresh

Workshop Cloud Hosting Services

Chair: Tami Maddio

Board Members: Jason Menard, Leah Spurduto

Members: Erik Kopras, Kim Sundeen

Goals:

- Support five hands-on workshops through virtual machines through a cloud service

ArcGIS On-Line Account

Chair: Gerry Sjerven, Peter Smith

Board Members: John Nerge, Jason Menard

Goals:

- Develop a set of Procedure documents
- Recruit members to help drive the site