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
Conference Center Room A – Zoom will be available

Meeting Facilitator: Gerry Sjerven, Board Chair

Invitees:

<table>
<thead>
<tr>
<th>Role</th>
<th>Attend</th>
<th>Call</th>
<th>Out</th>
<th>Attend</th>
<th>Call</th>
<th>Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Past-Chair: Scott Freburg</td>
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<tr>
<td>Chair-Elect, John Nerge</td>
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<tr>
<td>Treasurer: Tim Loesch</td>
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<tr>
<td>Secretary: Leah Sperduto</td>
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<tr>
<td>Conference Chair: Jared Hovi</td>
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<tr>
<td>Conference Chair-Elect: Aaron Menza</td>
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<tr>
<td>Past Conference Chair: Jane Mueller</td>
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<tr>
<td>Private Sector: Peter Smith</td>
<td>☐</td>
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<tr>
<td>Local Government: John Studtmann</td>
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<tr>
<td>Higher Education: Jason Menard</td>
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<tr>
<td>At-Large: Tanya Mayer</td>
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<tr>
<td>State Government: Zeb Thomas</td>
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<td>☐</td>
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<tr>
<td>MnGEO Ex-Officio: Dan Ross</td>
<td>☐</td>
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<td>☐</td>
</tr>
<tr>
<td>MnGAC Ex-Officio: Ryan Stovern</td>
<td>☐</td>
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</table>

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
Loescher

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/Freburg

j) Policy Manual Changes
Freeburg
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

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

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
<th>Previous</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Scholarship Fund</td>
<td>$2.51</td>
<td>$41,583.79</td>
<td>Affinity savings account</td>
</tr>
<tr>
<td>Investment Account *</td>
<td>$77,077.73</td>
<td>$35,801.70</td>
<td>Schwab Managed Portfolio</td>
</tr>
<tr>
<td></td>
<td>$77,080.24</td>
<td>$77,385.49</td>
<td></td>
</tr>
<tr>
<td>Total Assets</td>
<td>$196,780.63</td>
<td>$199,800.25</td>
<td>Total Assets</td>
</tr>
</tbody>
</table>

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
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

## Income

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>2018 Budget</th>
<th>2018 Actual</th>
<th>% Difference</th>
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<tbody>
<tr>
<td>4180 Networking Fundraising</td>
<td>$ 1.00</td>
<td>$ 1.00</td>
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<tr>
<td>4320 Networking Sponsors</td>
<td>$ 1.00</td>
<td>$ 1.00</td>
<td>0.00%</td>
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<tr>
<td>5001 Scholarship Income from Fundraising Events</td>
<td>$ 1.00</td>
<td>$ 1.00</td>
<td>0.00%</td>
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<tr>
<td>6300 Spring Workshop Registration</td>
<td>$ 15,200.00</td>
<td>$ 15,200.00</td>
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<tr>
<td>6310 Workshop Honorariums donated</td>
<td>$ 4,800.00</td>
<td>$ 4,800.00</td>
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<tr>
<td>7201 Fall Conference Sponsorships</td>
<td>$ 475.00</td>
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<tr>
<td>7202 Fall Conference Advertising Revenue</td>
<td>$ 625.00</td>
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<td>7300 Fall Conference Registration</td>
<td>$ 111,100.00</td>
<td>$ 111,100.00</td>
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<tr>
<td>7301 Fall Conference Exhibitors</td>
<td>$ 17,850.00</td>
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<td>7302 Fall Conference Workshops</td>
<td>$ 37,701.00</td>
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<tr>
<td>8042 Interest Income</td>
<td>$ 50.00</td>
<td>$ 13.35</td>
<td>26.70%</td>
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<tr>
<td>8112 Product Revenue</td>
<td>$ 500.00</td>
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<tr>
<td>8850 Other Income</td>
<td>$ 500.00</td>
<td>$ 500.00</td>
<td>0.00%</td>
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**Total Income**  
$ 188,803.00 $ 13.35 0.01%

## Expenses

### Committee Expenses

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

<table>
<thead>
<tr>
<th>Description</th>
<th>2018 Budget</th>
<th>2018 Actual</th>
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<tbody>
<tr>
<td>8041 Credit Card Charges</td>
<td>$8,000.00</td>
<td>$114.28</td>
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<tr>
<td>8060 Grant Awards</td>
<td>$3,000.00</td>
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<tr>
<td>8110 Meeting Expenses</td>
<td>$800.00</td>
<td>$135.86</td>
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<tr>
<td>8111 Marketing &amp; Communications</td>
<td>$2,000.00</td>
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<td>8140 Miscellaneous</td>
<td>$200.00</td>
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<td>8150 Mail Service and Postage</td>
<td>$80.00</td>
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<td>8160 Design and Print</td>
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<tr>
<td>8171 Legal fees</td>
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<tr>
<td>8172 Tax Preparation Fees</td>
<td>$6,000.00</td>
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<tr>
<td>8173 Ewald - Association Management Services</td>
<td>$13,000.00</td>
<td>$1,833.34</td>
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<td>8174 Web Services</td>
<td>$7,000.00</td>
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<td>8176 Rent/Storage</td>
<td>$60.00</td>
<td>$10.40</td>
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<td>8178 Telephone/Teleconferencing Fees</td>
<td>$1,500.00</td>
<td>$178.79</td>
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<td>8183 Travel / Lodging</td>
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<td>8212 Misc Office Supplies/Photocopies</td>
<td>$600.00</td>
<td>$169.40</td>
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<tr>
<td>8230 Insurance</td>
<td>$1,500.00</td>
<td>$172.48</td>
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#### 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**

### Committee Expenses

- **Total Committee Expenses**: $176,453.79
- **93.91%**
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 Sperduto, 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