I. Call to order

II. Roll call

III. Approval of Meeting Agenda & Committee Reports

IV. Review action items & Approval of minutes from last meeting

V. Review & Approval of March’s Treasurer’s report – Tabled to May

VI. Open Issues/New business
   a) Conference Committee Update
   b) Future Conference Committee (Conference Location 2019-20)
   c) Education Committee Update
   d) Spring Workshop Update
   e) Networking Committee Update for Spring Workshops
   f) Website Update
   g) Amazon Web Services Update
The schedule for the May Board meeting on location in Duluth is as follows:

**May 22, 2018**

**10:00am – 12:00pm**  Board Meeting in the French River Room (2nd floor – City Side)

**12:00pm – 12:45pm**  Lunch

**12:45pm – 1:30pm**  Facility Tour

**1:30pm – 2:30pm**  Conference Committee Meeting in the French River Room (2nd floor – City Side)

**2:30pm**  Offsite Event Venue Visits + Happy Hour

Additional details, including parking passes, will be sent to confirmed participants.

Please indicate your availability in the link below by Tuesday, May 8, 2018.

**RSVP**

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  
   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 April Meeting, 2018

Date of Report: 4/21/2018
Prepared by: Timothy N. Loesch

Account Status as of March 31st, 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>$66,169.91</td>
<td>$66,684.55</td>
<td>Affinity Checking Account</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>$45,276.21</td>
<td>$45,272.36</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, un deposited funds</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$7,165.00</td>
<td>$7,575.00</td>
<td>Unpaid invoices owed to GIS/LIS</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>$426.42</td>
<td>($831.52)</td>
<td>Unpaid bills (Conference commission to Ewald included)</td>
</tr>
<tr>
<td>Balance</td>
<td>$120,037.54</td>
<td>$119,700.39</td>
<td></td>
</tr>
</tbody>
</table>

Scholarship Fund          | $2.51     | $2.51     | Affinity savings account                                        |
Investment Account *      | $76,129.31 | $77,077.73 | Schwab Managed Portfolio                                        |
                          | $76,131.82 | $77,080.24 | (948.42)                                                        |
Total Assets              | $196,169.36 | $196,780.63 | Total Assets                                                    |

Income
- $3.85 – Interest Earned ($13.35)

Expenses
- $250.00 - Grant Award ($250.00)
- $3.25 – Credit Card Charges ($117.53)
- $0.52 - Postage and Delivery ($12.96)
- $916.67 – Association Management ($2,750.01)
- $5.20 – Rent/Storage ($15.60)
- $85.78 – Telephone ($336.29)
- $1.55 – Office Supplies/Photocopies ($3.24)
- $536.24 – Insurance ($708.72)

Total Expenses for Month = $1,799.21
Total Expense YTD = $4,330.21

Respectfully submitted –

Timothy N. Loesch
1. Subcommittee Reports
   a. NSGIC Collaboration – Jared Hovi
      i. Working group:
         1. Jared Hovi, MN GIS/LIS Conference Chair
         2. Ashley Crunstedt, MN GIS/LIS Meeting Planner
         3. Molly Schar, NSGIC Executive Director
         4. Tony Spicci, NSGIC Conference Chair
         5. Dan Ross, NSGIC Treasurer
   b. Keynote Speakers
      i. Wednesday – Education Committee selected Mathew Winbigler
      ii. Thursday – NSGIC invited to attend. Working on joint speaker with Dan Ross
      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 Open
      ii. 15 abstracts received as of April 17th
         1. 14 Individual Presentations
         2. 1 Panel Discussion
      iii. Abstract submissions due May 11th
   f. K-12 Education – Scott Freeburg
      i. Save the dates sent out to teachers
   g. Facilities – Jared Hovi
      i. Room assignments have begun
   h. Technology – Gerry Sjerven
   i. Entertainment – Jared Hovi
      i. Tuesday Evening – 75 people
         1. Hoops – contract to be signed 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 – contract to be signed shortly
            2. Working with Food/Bev Manager on getting more local beer
      iv. Discount Cards – Stephanie Boyum
         1. Business visits started 4/17
   j. Fun Run – Geoff Maas
   k. Social Media and Communication – Mike Dolbow
I. Awards – Mark Kotz

m. User Groups – Darryl Holman
   i. Gathering information on regional groups
   ii. Create AGOL map to incorporate crowd sourcing to build user group membership
   iii. Have User Group booth in exhibit hall
   iv. No formal meeting times, groups can sign up on site if they wish

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. 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 to be released week of April 23

q. Door Prizes – Heidi Gaedy

2. Important Dates
   • Exhibitor/Sponsor Prospectus Released: Approx. April 23 – 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

3. Meeting Schedule
   • April 24th at 10:00am
   • May 8th at 10:00am
   • May 22nd – DECC
      i. 12:00pm – 12:45pm Lunch in the French River Room (2nd floor – City Side)
      ii. 12:45pm – 1:30pm Facility Tour
      iii. 1:30pm – 2:30pm Conference Committee Meeting, French River Rm (2nd floor – City Side)
      iv. 2:30pm Offsite Event Venue Visits + Happy Hour
   • 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
1. **Introductions/Roll Call**
   Called the roll and participants gave brief introductions, since we haven't met in a few months.

2. **Scholarship Updates [Menard]**
   Scholarship program pretty much on track, already hearing back from schools about nominees. Jason discussed his desire to open up the scholarship program to more schools, which there seems to be a consensus on. We'd just need to figure out how to do that in the context of our existing program.

   Also brought up an issue that was raised by a community college, where the school wanted to nominate a student who wasn't a GIS major. Stacey Stark clarified for the group that the intent of the rules as they are now is that the scholarship program accepts institutions, not the students themselves. Students from qualifying institutions, therefore, just need to the utilizing GIS, and the specific major they're in isn't as relevant. This view took a broad consensus, and likely doesn't merit much further discussion for now.

3. **Update on GeoInquiries [Freburg/Stark]**
   Stacey Stark at UMD-GAC is working on a ESRI GeoInquiry grant. The grant is focusing on 7th grade history/social sciences. UMD realized that they wouldn't be able to take the grant on without paying for the overhead, and that the ESRI grant wouldn't be able to absorb those costs. The GIS/LIS Board is funding the administrative overhead with $2K approved during the January meeting.
UMD now has the grant and is working on it, with a kickoff meeting starting soon. The project should take about three months, creating Minnesota-specific content: about shipping on the Great Lakes, treaties, the fur trade, immigration, native foods, and Minnesota dinners. GIS/LIS will "brand" this as something we were part of.

4. **GIS/LIS Education Budget allocation [Menard/Freburg]**
   Engaged in a quick explainer for the 2018 Education committee budget. Freburg may shortly ask for $1k from the approved Education budget to support an ESRI grant.

5. **Distinguished Educator Awards [Menard]**
   This was a question resulting from the February Board retreat, about the mechanism of how the DEA is handled within the Consortium—should Education continue to manage this separately? Should someone from Education sit on the Awards committee instead and it go through Awards? Stark and Freburg mentioned that the original intent was for the Distinguished Educator Award to be like the Polaris award. Consensus was that this is something to be addressed, but since we need to start the nominations process now, it might need to wait until next year.

6. **Expanding poster competition [Menard]**
   Also discussed, opening up the poster competition to more schools and participants, particularly those schools that don't have a formal GIS program that might otherwise participate in the scholarship paper competition. Given that our 2018 Education budget is set, it doesn't seem like this is something we could implement for the upcoming conference. Consensus was this would be a good thing, so Jason will develop a proposal to present back to the Education Committee for discussion, likely for the 2019 conference.

   Note: this was really discussed under Item 2; it made sense to bring it up then.

7. **Call for judges: K-12 middle and high school GIS map competition ends in May.**
   Judging is all done online, need not be physically present. Contact Freburg if interested in helping out with judging: scott.freburg@state.mn.us. This will come out shortly as an e-announcement as well.

8. **Any other business?**
   Jason was contacted by Mn/DOT to see if the Consortium would help Mn/DOT donate a number of Trimble Geo XT/XH and 7x units to schools. Jason is in discussion with Mn/DOT to see how that might work—expect to hear more on this soon. This is extremely generous from our Mn/DOT colleagues!

9. **Adjourn**

   *Call adjourned at 2:58pm*
Minnesota GIS/LIS Consortium Request for Board Action Form

Board Action Requested: Request Letter of Support
Testify on Behalf of the Board
Add Agenda Item for Board Action
Other

Name: Ryan Stovess
Organization or Agency (if applicable)

Address: 100 W 5th Ave
City/State/Zip: Duluth, MN 55802
Phone: 218-726-2585 Email: stovess@scs.umn.edu

Deadline date: April 11th, 2018

Purpose of Request: Letter of support for MACS funding request from LCCMR for a remediation project

Background Information and Benefit to the GIS Community: See attached email

Requested Action from the Board: Letter of Support
Good morning all,

So for those that were not at the GAC meeting yesterday we discussed quite a bit of things. And as your Rep I wanted to reach out to one thing the stuck out to me, from the work that Tami and I started almost 3 years ago of reaching across the line to bring Surveyors and GIS folks together. When I sent out the list of GAC priorities for everyone to review last fall and rank what they thought was crucial to the betterment of GIS in the State of Minnesota. The number 1 thing on the list was for better PLSS Data for Alignment and Boundary Adjustments. We as GIS folks cannot move and update boundary work without the work of Surveyor’s. Right now there is a proposal being built to request LCCMR money to help with a Remonumentation Project in Grant County. We always talk about the barriers between GIS Community and the Surveying Community we are slowly breaking them down, but if we as a board could throw some support to them on this project I think this would move the 2 communities closer. We at the GAC approved yesterday of sending a Letter of Support for the Project. Does this fall into what we as a Board can do? Can we send a letter of support for this project or does this go beyond what we are here for? It is for the betterment of our Geospatial Community and for the Citizens of Minnesota. This topic will not be going away anytime soon. It will only be gaining momentum as we move forward and I think we need to be a part of it. Also to add to this the same Surveyor who is putting together this proposal will be attending the conference this fall and plans along with a handful of other Surveyor’s at doing a 90 minute panel discussion related to Surveying and how it impacts the work we as GIS folks do.

Let me know what you think. The deadline for the proposal is April 11th, but it be better if we got something to the Surveyor earlier than that if we as a board opt to do a letter of support.

Thanks,

Ryan
Dear Legislative-Citizen commission on Minnesota Resources,

I am writing on behalf of the Minnesota GIS/LIS Consortium Board to show our support for the Public Land Survey Corner Remonumentation Pilot Project being submitted by the Minnesota Association of County Surveyors (MACS). As members of the Geospatial Community, we strongly support the effort being put forth by MACS as this project could lead to a statewide effort of locating 300,000+ Public Land Survey (PLS) corners of which some are known and a vast majority are unknown.

Having a strong PLS corner database based on a highly accurate Public Land Survey System will allow GIS professionals to perform better analysis. It will also allow other partner agencies to perform tasks with a higher degree of confidence that they are in the correct location. Here are a couple examples of how this pilot project could impact all citizens in the State of Minnesota. This would allow a Water Resource Specialist to have more accurate information to perform shoreline habitat restoration. It would also aid Forester’s to have more accurate data when conducting timber sales, forest restoration and wildfire suppression. These are just two of the unlimited examples, that can be done in higher confidence if this project is funded and leads into a statewide effort of locating 300,000+ PLS corners. So please consider funding this project. Thank you for your time.

Sincerely,

Gerry Sjerven, 2018 MN GIS/LIS Consortium Board Chair

MN GIS/LIS Consortium Board members
John Nerge, Chair-elect
Leah Sperduto, Secretary
Jane Mueller, Past Conf. Chair
Jason Menard, Higher Education
Dan Ross, MnGeo Ex-officio

Scott Freburg, Past Board Chair
Jared Hovi, Conference Chair
John Studtmann, Local Government
Zeb Thomas, State Government
Ryan Stovern, Ex-officio-Statewide Geospatial Advisory Council

Tim Loesch, Treasurer
Aaron Menza, Conf. Chair-Elect
Peter Smith, Private Sector
Tanya Mayer, At-Large

CC:
April 2018 Virtual Environment and Amazon Web Services Committee Report

At the 2017 Fall Workshops at the MN GIS/LIS annual conference, Kim Sundeen from RAMTech Software Solutions instructed the Exploring the Utility Network & Tools with ArcGIS Pro workshop. She used Amazon Web Services (AWS) to set up virtual machines that the students used in the workshop.

The success of this initial use of AWS to provide another way for workshop instructors to configure a temporary environment for students and instructors to use during the workshop inspired the MN GIS/LIS Board of Directors to look into offering this with future workshops. The Board’s goal is to offer 5 workshops configured with AWS at the Fall 2018 Workshops in Duluth on October 3rd.

Findings to date:

The committee requested RAMTech submit a proposal, scope and estimate for providing the AWS for the Fall workshops. (see attached proposal)

The RAMTech proposal includes:

- 22 hours including information gathering,
- AWS configuration
- AWS testing
- On-call assistance during the workshops
- 4 Workshops assumed
- $8,140 fixed fee for this project
- Additional Amazon account fees based on usage. Cost for fall 2017 workshop was $183.

Considerations:

- Number of users that can access AWS at a time: As many as needed to the AWS console. However, there are a limit of users that can be allowed to log in to each remote machine.
- AWS account would be a MN GIS/LIS account with RAMTech (or another consultant) listed as a consultant to MN GIS/LIS.
- ESRI has indicated that they will work with MN GIS/LIS on providing needed temporary licensing and access. A formal proposal for the needs for each workshop requesting licensing would need to be submitted by the MN GIS/LIS Consortium.
- Other applications like Microsoft Office, Open Source, etc. can be included in the virtual environment but there may be an additional cost and licensing.
- This is a one event cost however, the cost for future events would likely be lower since initial set up time would be lower now with an established AWS account. Where you can save funds is to have clear requirements established from each workshop presenter to tell RAMTeCH (or another vendor) to instruct them to configure in AWS.
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 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