

MN GIS/LIS Consortium

Meeting **DRAFT** Agenda

June 21, 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#

Ewald Large Conference Room is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/944744786>

Or iPhone one-tap : US: +16465588656,,944744786# or +16699006833,,944744786#

Or Telephone: Dial (for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 669 900 6833 Meeting ID: **944 744 786**

International numbers available: <https://zoom.us/u/RyMfZfaD>

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 March & April Treasurer's report Loesch
- VI. Open Issues/New business
 - a) Conference Committee Update Hovi
 - b) Conference Promotional Rates Hovi
 - c) Policy on purchases Sjerven/Hovi
 - d) Education Committee Update Menard
 - e) Event Grant – 3D Geomatics Workshop Sjerven
 - f) Spring Workshop Update **11am** Kne

- g) Tributes Discussion – Working Group? Sjerven
- h) Website Update Sjerven
- i) Web Services Update Menard
- j) Policy Manual Changes – Talking points document on portal Freburg
- k) Annual Report Freburg
- l) Contract with Ewald Review Sjerven
- m) Next Meeting – Ewald – July 19, 2018 Sjerven
- n) Additional Items:

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

VIII. Meeting with Sarah Ewald, New Event Manager for Conference **NOON**

Minnesota GIS/LIS Consortium

Treasurers Report for June Meeting, 2018

Date of Report: 6/15/2018

Prepared by: Timothy N. Loesch

Account Status as of May 31st, 2018

Account	Balance	Previous	Description
General Fund	\$65,903.77	\$72,082.00	Affinity Checking Account
Reserve Fund	\$45,283.78	\$45,279.93	Affinity Savings Account
Other Assets	\$6,846.67	\$1,000.00	Prepaid expenses, Inventory, un deposited funds
Accounts Receivable	\$8,089.00	\$7,244.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$505.98)	(\$5,951.80)	Unpaid bills (Conference commission to Ewald included)
Balance	\$125,617.24	\$119,644.13	

Scholarship Fund	\$2.51	\$2.51	Affinity savings account
Investment Account *	\$76,915.47	\$76,276.16	Schwab Managed Portfolio
	\$76,917.98	\$76,278.67	
Total Assets	\$202,535.22	\$195,922.80	Total Assets

Income

- \$400.00 – Networking Sponsorship (\$400)
- \$5,372 – Spring Workshops (\$12,976)
- \$1,675 – Fall Conference Sponsorship (\$1,675)
- \$4,335 – Fall Conference Exhibitors (\$5,035)
- \$3.85 – Interest Earned (\$24.77)

Total Income for Month = \$11,785.85

YTD Income = \$20,110.77

Expenses

- \$445.49 – Networking Food Service (Town Hall) – (\$445.49)
- \$2,160 – Spring workshop food and beverages (\$2,160.32)
- \$900.00 – Spring Workshop Honoraria (\$900, \$1,200 was donated to the scholarship acct).
- \$807.08 – Spring Workshop Travel/Lodging (\$807.08)
- \$247.94 – Credit Card Charges (\$365.69)
- \$7.71 - Postage and Delivery (\$22.22)
- \$916.67 – Association Management (\$4,583.35)
- \$13.95 – Web Services (\$5,421.45)
- \$5.20 – Rent/Storage (\$26.00)
- \$112.41 – Telephone (\$616.14)
- \$88.80 – Office Supplies/Photocopies (\$95.54)
- \$117.17 – Insurance (\$912.10)

Total Expenses for Month = \$5,822.74

Total Expense YTD = \$16,991.24

Spring Workshops

There were 14 half day Workshops and of those, 11 instructors donated their honorariums of \$300 for a total of \$3,300 donated to the scholarship fund. A request was submitted to transfer \$3,300 from the general account to the scholarship account.

Respectfully submitted –

Timothy N. Loesch

Submitted: Fri, 06/08/2018	Mn GIS/LIS Consortium Event Grant
Today's Date?	6/8/2018
Name and Title of Contact Person	Gerry Sjerven, Senior GIS Analyst at Mn Power
Address	30 West Superior St.
Phone	2183553990
Email	gsjerven@allete.com
Name of Event	3D Geomatics Committee Workshop
Purpose of Event	Develop work plans for the the 3D Geomatics Committee and its work groups.
Target Audience of Event and Location of Event	Most of the invited attendees are members of the MN GIS/LIS Consortium, however it is not open to the entire membership.
Date of event	6/12/2018
Where will the event be held?	MnDOT Arden Hills Training Facility
Budget	MnDNR will support most of the meeting and lunch through a grant with the USFS. I would have the vendor bill the MN GIS/LIS Consortium \$5 per lunch, up to 50 lunches. The remaining amount would be billed to the grant available through MnDNR.
Have you ever received a MnGIS/LIS Event Grant before?	
Briefly describe how you plan to acknowledge the Consortium at your sponsored event	I'll be mentioning the consortium at various times during the meeting and will mention that the lunch and event is sponsored by the consortium. We will also announce another meeting at a panel session at the fall conference in Duluth.
Please check all other promotion activities that are applicable to your event (all that are possible are required)	Mn GIS/LIS logo on hand-outs, Contribute to Mn GIS/LIS Blog about the event
Please describe how this event will benefit the Minnesota geospatial community as a whole	The purpose of the meeting is to begin the discussion on developing work plans and eventually standards that will help aid future collaborated 3D data collects, including but not limited to LiDAR. This collaboration will include all sectors of the MN GIS/LIS Consortium membership, including; State, Local and Tribal Governments, Academia, Business.
Requested amount	\$5.00 per boxed lunches up to 50 Lunches. With a maximum of of \$250.

2018 Spring Workshop Budget

	2017 Estimate	2017 Actual	Notes	2018 Estimates	2018 Actual
Students	100	77		140	89
Instructors/Volunteers	10	19		30	20
Workshops	15	15		24	

69 at UMNTC, 20 UMD
20 at UMNTC, 4 UMD
16 at UMNTC, 4 Moorhead, 4 UMD

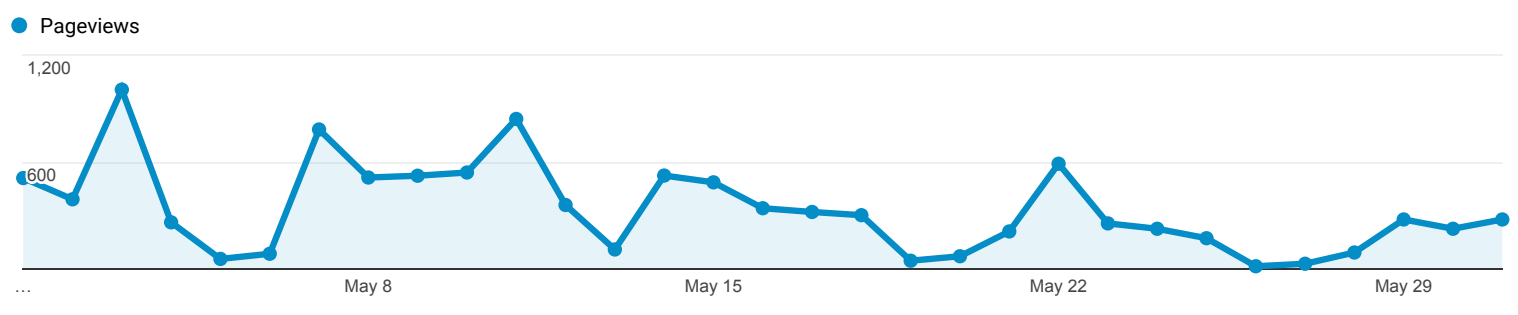
	Attendance Estimates	2017 Per Person	2017 Budget	2017 Actual	2017 Comments	2018 Per Person	2018 Est	Actual 2018	Comments 2018
6300	Registrations	100.00	10,000.00	\$13,700.00		100.00	14,000.00	15,760.00	\$13,060 at UMNTC, \$2,700 at UMD
	Parking Passes	12.00	1,200.00	\$348.00		12.00	1,200.00	0.00	Included in overall income amount above.
	Income Total		11,200.00	\$14,048.00			15,200.00	15,760.00	
Account Number	Honorariums								
6125	Proposed Honorariums-Half Day		4,200.00	\$1,200.00			7,200.00	900.00	
6126	Proposed Honorariums-Full Day		600.00	\$0.00			0.00	0.00	
	Total Honorariums		4,800.00	\$1,200.00			7,200.00	900.00	
Account Number	Design & Printing								
6160	Design & Printing		143.00	\$50.16			50.00	0.00	
	Total Design & Printing		143.00	\$50.16			50.00	0.00	
Account Number	Travel								
6183	Travel & Lodging		1,440.00	\$576.00			1,200.00	576.00	Parking passes at UMN Twin Cities
	Total Travel		1,440.00	\$576.00			1,200.00	576.00	
Account Number	Facilities								
6115	Facility Rental		0.00	\$0.00			0.00	0.00	
	Total Facilities		0.00	\$0.00			0.00	0.00	
Account Number	Food Service								
6117	Registration Refreshments	9.27	741.60	\$619.17			700.00	619.52	Includes all 3 sites
6117	Morning Break	3.09	247.20	\$50.28			100.00	117.28	Includes all 3 sites
6117	Lunch	15.45	1,236.00	\$1,169.36			1,300.00	1,253.88	Includes all 3 sites
6117	Afternoon Break	6.18	494.40	\$173.79			200.00	168.64	Includes all 3 sites
6117	Volunteer Meals	33.99	169.95	\$0.00			200.00	0.00	Included in overall totals
6117	Instructor Meals	33.99	407.88	\$0.00			500.00	0.00	Included in overall totals
	Total Food Service		3,297.03	\$2,012.60			3,000.00	2,159.32	
	Expense Total		\$ 9,680.03	\$3,838.76			\$ 11,450.00	\$ 3,635.32	
6000	Total Net		1,519.97	\$10,209.24			3,750.00	12,124.68	

Overview

All Users
100.00% Pageviews

May 1, 2018 - May 31, 2018

Overview



Pageviews 10,418	Unique Pageviews 7,609	Avg. Time on Page 00:01:03	Bounce Rate 50.60%	% Exit 37.01%
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Page	Pageviews	% Pageviews
1. /404.aspx	1,583	15.19%
2. /	968	9.29%
3. /networking/	598	5.74%
4. /networking/opening_search.asp	597	5.73%
5. /page/2018_abstract	308	2.96%
6. /default.aspx	299	2.87%
7. /?page=Conference_2018	269	2.58%
8. /events/EventDetails.aspx?id=1089729	210	2.02%
9. /page/spring_works_2018	205	1.97%
10. /?spring_works_2018=	200	1.92%



2018 MN GIS/LIS CONFERENCE COMMITTEE REPORT
Thursday, June 21, 2018

1. Subcommittee Reports

- a. NSGIC Collaboration – Jared Hovi
 - i. Secured Wednesday social at Great Lakes Aquarium
 1. MN GIS/LIS will need to cover their food expenses
 - ii. NSGIC registration opened with agenda with indications on collaboration
 1. Thursday morning - Joint Session with MN
 2. Thursday social - Minnesota Craft Beer Event
 - iii. Collaboration MOUs drafted and sent to NSGIC - awaiting response
 1. Thursday morning keynote
 2. Thursday session sharing
 3. Thursday exhibit hall
 4. Thursday night social
- b. Keynote Speakers
 - i. Wednesday – Mathew Winbigler
 - ii. Thursday – Caroline Torkildson
 - iii. Friday – Sam Cook
- c. Pre-Conference Workshops – Eric Kopras
 - i. 16 workshops
 - ii. Instructor information has been gathered for preliminary program.
 - iii. Determining final room assignments.
- 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. Session topics and abstract assignments completed
 - ii. Determining final room assignments.
- 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
 2. Researching catering options
 - ii. Wednesday Evening
 1. NSGIC - Great Lakes Aquarium
 - iii. Thursday Evening – 400 people – Proposing to invite NSGIC attendees
 1. Grandma’s Sports Garden
 - iv. Discount Cards – Stephanie Boyum
 1. Positive feedback from those visited.
 2. Cutoff for business participation is August 1.
- j. Social Media and Communication – Mike Dolbow
 - i. Pushing conference highlights out through FB and Twitter.

- k. Awards – Mark Kotz
 - i. E-announcement for the following sent out:
 - 1. The Distinguished Educator Award
 - 2. Polaris Leadership
 - 3. Lifetime Achievement
- l. User Groups – Darryl Holman
 - Higher Education
 - i. Mentor Program/Poster Competition – Stacey Stark
 - ii. Scholarship Program – Jason Menard
 - iii. Student Assistant – Kitty Hurley
 - 1. Deadline for application is July 13th.
- m. Geolounge – Jared Hovi
 - i. To be located in Lake Superior Ballroom
 - ii. Working on seating options
- n. Vendors – Jon Schwichtenberg
 - i. 11 booth registrations as of June 19
 - ii. Sponsorships:
 - 1. Refreshment Break Sponsor (2)
 - 2. Fun Run T-Shirt Sponsor(2)
 - 3. Full, Half, Quarter Page Ad
 - 4. Student Sponsorship (2)
- o. Door Prizes – Heidi Gaedy

2. Important Dates

- 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

- 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

UMN - TC			
	Workshop	# attendees	Notes
AM1	Leveraging Drone Technology	7	Canceled - low enrollment
AM2	Intro to Q	0	Canceled - low enrollment
AM3	Story Map 101	9	
AM4	Introduction to ArcGIS Pro for ArcGIS Desktop Users	15	
AM5	Web AppBuilder for ArcGIS: Knowing Your Options	7	
AM6	Handcuffed by the Map	4	
AM7	Expand Your Python GIS Capabilities	12	
AM8	Taking Your Enterprise GIS Public with Hub Open Data	0	Canceled - low enrollment
PM1	3D Modeling, Printing and Laser Cutting for GIS	0	Canceled - low enrollment
PM2	An Introduction to Google Earth Engine	0	Canceled - low enrollment
PM3	Geospatial Metadata: Standards, Tools and Workflows	6	
PM4	Introduction to Remote Sensing in a QGIS Environment	0	Canceled - low enrollment
PM5	Preparing and Collecting Data with ESRI's Collector	6	
PM6	The Rectangular Land Surveys in Minnesota	10	
PM7	ArcGIS Server: Administration and Advanced Topics	8	
UMD			
	Workshop	# attendees	Notes
AM1	Survey123	0	Canceled - low enrollment
AM2	Transitioning to ArcGIS Pro	13	
PM3	An Introduction to Leaflet	7	
PM4	Exploring the Utility Network in ArcGIS Pro	6	
	TOTAL workshop registrations	110	
	TOTAL Unique attendees	85	
	Instructors	20	

Approved 2016 MN GIS/LIS Registration Rates:

Registration Type	Approved Rates(2/24/2016)
Spring Half Day Workshop	\$100
Spring Full Day Workshop	\$200
Early Conference	\$275
Normal Conference	\$310
On-Site Conference	\$330
Presenter	\$230
Early Half Day Workshop	\$135
Regular Half Day Workshop	\$170
On-Site Half Day Workshop	\$180
Early Full Day Workshop	\$220
Normal Full Day Workshop	\$250
On-Site Full Day Workshop	\$260
Early Vendor	\$700
Late Vendor	\$800
Academia/Govt/Non-Profit	\$605
Extra Person Registration for vendors	\$230
Student	\$45
Cancellation Fee	\$40

Potential New Rate Classifications

- Young Professional Rate – Students that are recently graduated but are not currently employed in a GIS related field.
 1. Available for up to one year after graduation.
 2. Provide proof of graduation, transcript
 3. Required to be a Mentee at conference
 4. Help out Conference committee with certain tasks at the conference registration desk, perhaps 2-3 hour commitment.
 5. Set Rate to \$95.00?
 6. Create a form that would be filled out and submitted to a review committee in order to determine if they qualify.
 7. Should there be a cap on how many, 5 per year?
 8. Ask Ewald what does it currently cost for each attendee.
- Instructor Rate – for those that teach a workshop
 1. Same as the presenter Rate \$230.
- Retired Rate – GIS professionals that have retired but would still like to attend the conference.
 1. Create a form that can be submitted to a review committee to determine if they qualify.
 2. Develop questions that should be asked?

3. Ask Ewald what does it currently cost for each attendee.
4. Potential Rate or \$125.00?