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 February Treasurer’s report

VI. Open Issues/New business
   a) Conflict of Interest forms
   b) 2019 Conference update
      • Onsite program discussion
      • Joint board/conference committee onsite meeting Apr 22nd (?)
   c) 2020 Conference update
   d) Education committee updates
   e) Budget discussions (to be continued during retreat budget planning)
      • Student assistant sponsors
      • Virtual environment for workshops
• Zoom/web conferencing
  Sjerven
• Website goals
  Nerge/Sjerven
f) MSPS Annual Meeting recap
  Ross/Loesch
g) GIS Networking & Career Fair at UMN recap
  Menza/Sangle
  • Signup form progress
h) Maptime Duluth recap
  Sjerven
i) **Board Shortlist** approval
  Nerge
  • E-announcement
j) Consortium brochure
  Sjerven
k) Spring Workshop Update (11am)
  Carlson
  • E-announcement (differentiate from Fall workshops)
 l) G Suite/Slack discussion
  Menard

VII. Adjournment

VIII. Next meeting Thursday, March 21st, 10:00am-12:00pm at Ewald (room 252, 2nd floor)
Minnesota GIS/LIS Consortium

Treasurers Report for February Meeting, 2019
Date of Report: 2/22/2019
Prepared by: Alison Slaats

Account Status as of January 31st, 2019

<table>
<thead>
<tr>
<th>Account</th>
<th>Balance</th>
<th>Previous</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$100,685.01</td>
<td>$104,630.60</td>
<td>Affinity Checking Account</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>$45,314.19</td>
<td>$45,310.34</td>
<td>Affinity Savings Account</td>
</tr>
<tr>
<td>Other Assets</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
<td>Prepaid expenses, Inventory, undeposited funds</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$1,084.00</td>
<td>$1,480.00</td>
<td>Unpaid invoices owed to GIS/LIS</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>($631.08)</td>
<td>($3,966.15)</td>
<td>Unpaid bills owed by GIS/LIS</td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td><strong>$149,952.12</strong></td>
<td><strong>$150,954.79</strong></td>
<td></td>
</tr>
<tr>
<td>Scholarship Fund</td>
<td>$11,328.86</td>
<td>$11,327.90</td>
<td>Affinity savings account</td>
</tr>
<tr>
<td>Investment Account *</td>
<td>$75,708.25</td>
<td>$73,037.88</td>
<td>Schwab Managed Portfolio</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$87,037.11</strong></td>
<td><strong>$84,365.78</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td><strong>$236,989.23</strong></td>
<td><strong>$235,320.57</strong></td>
<td>Total Assets</td>
</tr>
</tbody>
</table>

Income
- $600.00 - Advertising Revenue ($600.00)
- $9.20 - Interest Earned ($9.20)

Total Income for Month = $609.20

**Total Income YTD = $609.20**

Expenses
- $100.00 - Fall Conf. Poster Awards ($100.00)
- $2.59 - Postage and Delivery ($2.59)
- $1,000.00 - Association Management ($1,000.00)
- $10.00 - Rent/Storage ($10.00)
- $50.00 - Telephone ($50.00)
- $92.17 - Insurance ($92.17)

Total Expense for Month= $1,254.76

**Total Expense YTD = $1,254.76**

Notes
- Transfer from Scholarship Fund to Charles Schwab Scholarship Investment Fund was done in February and will be reflected in the treasurer’s report next month.
- Working with Tim to transfer Treasurer’s duties. Bank account was transferred to Alison.
AGENDA/MEETING MINUTES
GIS/LIS Spring Workshops – Planning Committee Meeting
Wednesday, February 13, 2019 from 10am-11am
WebEx Conference

● Welcome and Introductions

   Attendees - Kate, Zeb, Dave, Zach, Cory, Pete, Na, John

● Choose a Committee Chair

   Kate Carlson

● Discuss the Location and Date of the Workshops

   May 16 at UMN Twin Cities Campus
   May 17 Moorhead
   May 16 Duluth

● Planning Timeline

   ○ February 14 – “Save the Date” posted on the website and e-mailed to the database
   ○ March 13 – Content due for registration page
   ○ March 23 – Launch Online Registration (reports sent to the committee from each Friday leading up to the event)
   ○ April 6 – Initial catering order placed
   ○ May 10 – Send confirmation e-mail with parking instructions
   ○ May 8 – Updated counts due to caterer
   ○ May 14 – Final counts due to caterer
   ○ May 16 - The Workshops
   ○ May 18 – Send event survey to registered attendees
   ○ Week of May 22 – Close out remaining invoices/reimbursement checks
   ○ May 23 – Survey reminder sent

● Volunteer for Subcommittees

   ○ Promotions????
   ○ Recruit workshop instructors
   ○ Duluth event - Zach
   ○ Moorhead event - Dave

● Discuss Event Budget, needs to be ready for board to approve at the retreat

   Budget will be similar to last year, workshops in Moorhead and Duluth

● Virtual machines

   ○ John mentioned having taken one of the workshops last fall and said many of the participants did not get it working correctly. Would be good to contact people in advance to ensure they are ready to go day of.
● **2019 spring Workshops brainstorming:**
  ○ QGIS - Val or Dave
  ○ Rectangular Land Survey - Rod Squires
  ○ Expand your Python GIS Capabilities - Zeb Thomas
  ○ Web AppBuilder - full day
  ○ Drones, UAS
  ○ Asset Management
  ○ Transition to Pro
  ○ AGOL; Intro and Advanced, Admin?
  ○ AGOL advanced, download apps to customize using javascript (Dave has done with class, no previous javascript required)
  ○ Survey123
  ○ Collector
  ○ Metadata
  ○ Story Maps

2018 Spring workshop numbers

● Set next Meeting Date & Schedule
  Friday Feb 22, 2019 at 10:00am, webex
Zoom for the Consortium vs. Conference Call Charges

Below is the charges for the Zoom.

Here’s what we’ve spent for conference call the last 2-3 Years.

2015 - $2001
2016 - $1600
2017 - $1386
2018 - $1313

Zoom Meeting Plans for Your Business
Overview

All Users 100.00% Pageviews

Jan 1, 2019 - Jan 31, 2019

Pageviews

5,518

Unique Pageviews

4,254

Avg. Time on Page

00:00:47

Bounce Rate

56.79%

% Exit

36.28%

Page | Pageviews | % Pageviews
---|------------|-------------------
1. | / | 425 7.70%
2. | /404.aspx | 387 7.01%
3. | /networking/opening_search.asp | 367 6.65%
4. | /networking/ | 362 6.56%
5. | /default.aspx | 310 5.62%
6. | /page/Conference_2018 | 154 2.79%
7. | /networking/apply_now.aspx?view=2&id=536447 | 125 2.27%
8. | /news/426223/2019-Annual-Conference-Workshops-October-2-4-St.-Cloud.htm | 108 1.96%
9. | /page/PastLogos | 86 1.56%

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2019 GIS/LIS Conference Committee Report

2/26/19

1. 35 Volunteers

2. Conference Theme/Logo Competition
   a. 3 submissions as of 2/25/18
   b. Deadline for submissions is March 1st

3. Subcommittee Reports
   a. Keynote Speakers
      i. Wednesday – Education Committee
      ii. Thursday - TBD
      iii. Friday – TBD
   b. Pre-Conference Workshops – Tami Maddio/Leah Sperduto
      i. Gathering ideas on topics/Instructors
      ii. Working on a Topics Survey
      iii. Need clarification from the board on Virtual Environment
   c. Conference Sessions – Brandon Keinath/Rebecca Foster
      i. CFP to be released this week
   d. K-12 – Scott Freburg/Jason Menard
      i. Finalizing K-12 budget
   e. Facilities – Aaron Menza
      i. Site visit in April to finalize room configurations
   f. Technology – Gerry Sjerven/Aaron Menza
      i. Monitors are reserved
   g. Conference Web Map – Hannah Hutchins/Peter Wiringa
   h. Entertainment – Aaron Menza/Jared Hovi
      i. Tuesday Happy Hour
         1. Green Mill
         2. Beaver Island
      ii. Wednesday Happy Hour
         1. Cowboy Jacks
         2. Red Carpet
      iii. Thursday Beer Tasting
         1. Kelly Inn
         2. Marriott
      iv. Discount Cards
   i. Fun Run – Geoff Maas
      i. Route has been identified (Start and stop at the Convention Center)
      ii. Permit request has been sent to City of St. Cloud
   j. Social Media/Communication – Mike Dolbow
   k. Awards – Awards Committee
   l. User Groups – Aaron Menza
i. Considering Options
m. Higher Education
   i. Mentor Program – Hannah Hutchins
   ii. Scholarship/Poster Competition – Jason Menard
   iii. Student Assistants – Molly Shoberg
n. Geolounge – Aaron Menza/Sarah Ewald
o. Vendors – Carloyyn Adams/Jon Schwichtenberg
   i. Preparing Vendor Prospectus for release on March 8th
p. Door Prizes – Heidi Gaedy

4. Subcommittee Tasks/Timeline Notes

5. Important Dates
   • End of Logo Competition: March 1st
   • Exhibitor/Sponsor Prospectus Released: March 8th
   • CFP Submission Deadline: May 3rd
   • Content for Brochure Due to Ewald: June 3rd
   • Exhibitor/Sponsor Early Registration Deadline: June 17th
   • Registration Opens: July 10th
   • Program Content Due to Ewald: August 9th
   • Proofing Mobile App: September 6th – 13th
   • Early Bird Registration Closes: September 9th
   • Mobile App Goes Public: September 16th
   • Online Registration Closes: September 27th
   • Conference: October 2nd – 4th

6. Meeting Schedule
   • February 27th at 2:00 pm – Rescheduled Due to Retreat
   • March 12th at 11:00 am
   • March 26th at 11:00 am
   • April 9th at 11:00 am
   • April 22nd – Tentative Site Visit in St. Cloud
   • May 7th at 11:00 am
   • May 21st at 11:00 am
   • June 4th at 11:00 am
   • June 18th at 11:00 am
   • July 2nd at 11:00 am
   • July 16th at 11:00 am
   • July 30th at 11:00 am
   • August 13th at 11:00 am
   • August 27th at 11:00 am
   • September 10th at 11:00 am
   • September 24th at 11:00 am
   • October 8th at 11:00 am – Tentative Post Conference Meeting
Type of Meeting: 2019 Board of Directors Strategic Planning Retreat

Meeting Location: Brooklyn Park City Hall Council Chambers
5200 85th Avenue North, Brooklyn Park, MN 55443
https://stlouiscountymn.webex.com/join/stovernr access code 925 469 950

Meeting Facilitator: John Nerge, Board Chair


II. 9:30 – 9:45 Break (notarize financial forms & sign web contract)

III. 9:45 – 12:00 Business Meeting (separate document)

IV. 12:00 – 12:30 Lunch

V. 12:30 – 1:00 Brainstorming
   a) Mission statement
   b) 2019 goals

VI. 1:00 – 3:30 Planning Meeting
   a) K12 Budget
   b) Conference Budget
      • Student assistant sponsorships
   c) General Operations Budget
      • Zoom/web conferencing
      • Virtual environment
      • Website goals
- Audit
- Funds growth since 2009
d) Committee review & goal setting
  - Networking committee dissolution