

MN GIS/LIS Consortium

Meeting Agenda

February 26, 2019

9:45 am – 12:00 pm Board Meeting

Type of Meeting: 2019 Board of Directors Business Meeting

Meeting Location: Brooklyn Park City Hall

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

Invitees:	Attend	Call	Out		Attend	Call	Out
Past-Chair: Gerry Sjerven	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private Sector: Sharvari Sangle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chair-Elect, Rebecca Foster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local Government: John Studtmann	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer: Alison Slaats	<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"/>
Conf Chair: Aaron Menza	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	State Government: Jessica Schuler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conf Chair-Elect: Katie Rossman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MnGEO Ex-Officio: Dan Ross	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Past Conf Chair: Jared Hovi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MnGAC Ex-Officio: Ryan Stovern	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Past Treasurer: Tim Loesch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Spring Workshops: Kate Carlson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- I. Call to order Nerge
- II. Roll call Nerge
- III. Approval of Meeting Agenda & Committee Reports Nerge
- IV. Review action items & Approval of minutes from last meeting Sperduto
- V. Review & Approval of February Treasurer's report Slaats
- VI. Open Issues/New business
 - a) Conflict of Interest forms Nerge
 - b) 2019 Conference update Menza
 - Onsite program discussion
 - Joint board/conference committee onsite meeting Apr 22nd (?)
 - c) 2020 Conference update Menza/Sjerven
 - d) Education committee updates Menard
 - e) Budget discussions (to be continued during retreat budget planning)
 - Student assistant sponsors Menza
 - Virtual environment for workshops Sperduto

- 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)

Treasurers Report for February Meeting, 2019

Date of Report: 2/22/2019

Prepared by: Alison Slaats

Account Status as of January 31st, 2019

Account	Balance	Previous	Description
General Fund	\$100,685.01	\$104,630.60	Affinity Checking Account
Reserve Fund	\$45,314.19	\$45,310.34	Affinity Savings Account
Other Assets	\$3,500.00	\$3,500.00	Prepaid expenses, Inventory, undeposited funds
Accounts Receivable	\$1,084.00	\$1,480.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$631.08)	(\$3,966.15)	Unpaid bills owed by GIS/LIS
Balance	\$149,952.12	\$150,954.79	

Scholarship Fund	\$11,328.86	\$11,327.90	Affinity savings account
Investment Account *	\$75,708.25	\$73,037.88	Schwab Managed Portfolio
Subtotal	\$87,037.11	\$84,365.78	
Total Assets	\$236,989.23	\$235,320.57	Total Assets

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

[Zoom for Education](#) | [Zoom for Telehealth](#) | [Zoom for Developers](#)

<p>Basic Personal Meeting</p> <p>Free</p> <p>SIGN UP, IT'S FREE</p> <p>Host up to 100 participants ⓘ Unlimited 1 to 1 meetings ⓘ 40 mins limit on group meetings ⓘ Unlimited number of meetings Online support</p> <p>+ Video Conferencing Features + Web Conferencing Features + Group Collaboration Features + Security</p>	<p>Pro Great for Small Teams</p> <p>\$14.99/mo/host ⓘ</p> <p>Buy Now</p> <p>All Basic features + Includes 100 participants Need more participants? ⓘ Meeting duration limit is 24 hrs User management ⓘ Admin feature controls ⓘ Reporting ⓘ Custom Personal Meeting ID Assign scheduler ⓘ 1GB of MP4 or M4A cloud recording ⓘ REST API Skype for Business (Lync) interoperability ⓘ + Optional Add-on Plans</p>	<p>Business Small & Med Businesses</p> <p>\$19.99/mo/host ⓘ</p> <p>*Minimum of 10 hosts</p> <p>Buy Now</p> <p>All Pro features + Includes 100 participants Need more participants? ⓘ Dedicated phone support Admin dashboard ⓘ Vanity URL ⓘ Option for on-premise deployment Managed domains ⓘ Single sign-on ⓘ Company branding ⓘ Custom emails ⓘ LTI integration ⓘ Cloud Recording Transcripts ⓘ + Optional Add-on Plans</p>	<p>Enterprise Large Enterprise-Ready</p> <p>\$19.99/mo/host ⓘ</p> <p>*Minimum of 50 hosts</p> <p>Contact Sales</p> <p>All Business features + Up to 1,000 participants Unlimited Cloud Storage Dedicated Customer Success Manager Executive Business Reviews ⓘ Bundle discounts on Webinars and Zoom Rooms</p>
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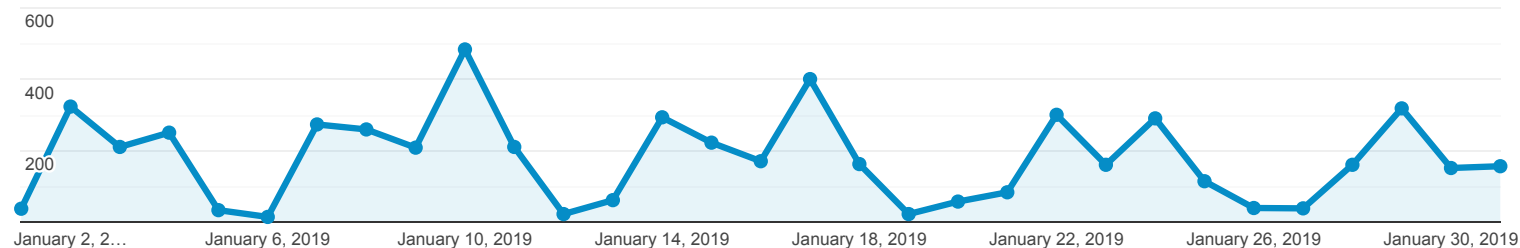
Overview

All Users
100.00% Pageviews

Jan 1, 2019 - Jan 31, 2019

Overview

Pageviews



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%
10. /news/434492/2019-MN-GISLIS-Consortium-Conference-Logo-Competition.htm	84	1.52%

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 – Carloyn 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

MN GIS/LIS Consortium

Retreat Agenda

February 26, 2019

8:30 am – 3:30 pm

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

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I. 8:30 – 9:30 Board Basics, Consortium By-Laws and Policy Manual

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