

# MN GIS/LIS Consortium

## Meeting Agenda

May 17, 2019

10:00 am – 12:00 pm Board Meeting

Type of Meeting: 2019 Board of Directors Business Meeting

Meeting Location: Ewald Conference Center 2<sup>nd</sup> floor, Suite 252  
Ewald, 1000 Westgate Drive, St. Paul, MN 55114

Join via Zoom at <https://zoom.us/j/809440677>

Or call in at 1-929-205-6099 OR 1-669-900-6833 (Meeting ID 809 440 677)

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"/>

Call to order Nerge

Roll call Nerge

Approval of Meeting Agenda & Committee Reports Nerge

Review action items & Approval of minutes from last meeting Sperduto

Reviews & Approval of April Treasurer's report Slaats

a) Profit sharing update Slaats

Open Issues/New business

a) 2019 Conference update Menza

• Logo contest guidelines Hovi

b) 2020 Conference update Rossman

c) Member Survey update Studtmann/Nerge

d) Audit update Ross/Mayer

e) Insurance policy review Sjerven

f) GAC representative policy Sjerven

g) Event grant & alcohol policy Nerge

- |                                 |               |
|---------------------------------|---------------|
| h) State of the Map US          | Nerge         |
| i) Rochester tour               | Nerge/Sjerven |
| j) What should we blow up next? | Nerge         |

#### Adjournment

Next meeting Thursday, June 20<sup>th</sup> 10:00am - 12:00pm at Ewald (or Rochester)

#### Committee Business Summary Reports

- |                          |               |
|--------------------------|---------------|
| a) Awards                | Mark Kotz     |
| b) Communication         | Mike Dolbow   |
| c) Conference            | Aaron Menza   |
| d) Website               | Gerry Sjerven |
| e) Education             | Jason Menard  |
| f) Executive             | John Nerge    |
| g) Finance               | Alison Slaats |
| h) Future Conference     | Jared Hovi    |
| i) Spring Workshops 2019 | Kate Carlson  |
| j) ArcGIS Online         | John Nerge    |

## Minnesota GIS/LIS Consortium

### Treasurers Report for May Meeting, 2019

Date of Report: 5/16/2019

Prepared by: Alison Slaats

#### Account Status as of April 30, 2019

Account	Balance	Previous	Description
General Fund	\$76,668.88	\$74,026.08	Affinity Checking Account
Reserve Fund	\$45,325.25	\$45,321.52	Affinity Savings Account
Other Assets	\$3,500.00	\$3,500.00	Prepaid expenses, Inventory, undeposited funds
Accounts Receivable	\$1,745.00	\$445.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$237.30)	(\$42.95)	Unpaid bills owed by GIS/LIS
<b>Balance</b>	<b>\$127,001.83</b>	<b>\$123,249.65</b>	

Scholarship Fund	\$0.12	\$0.12	Affinity savings account
Investment Account *	\$89,929.63	\$88,694.64	Schwab Managed Portfolio
<b>Subtotal</b>	<b>\$89,929.75</b>	<b>\$88,694.76</b>	
<b>Total Assets</b>	<b>\$216,931.58</b>	<b>\$211,944.41</b>	<b>Total Assets</b>

#### Income

- \$5,256.00 - Spring Workshop Registration (\$5,256.00)
- \$600.00 - Fall Conference Sponsorships (\$600.00)
- \$4,200.00 - Fall Conference Exhibitors (\$4,200.00)
- \$10.98 - Interest Income (\$31.73)

Total Income for Month = \$ 10,066.98

**Total Income YTD = \$ 10,687.73**

#### Expenses

- \$188.34 - Fall Conference Supplies and Equipment (\$188.34)
- \$4.11 - Bank Charges (\$0.00)
- \$35.00 - Credit Card Charges (\$55.90)
- \$188.76 - Board Meeting Expenses (\$188.76)
- \$3.85 - Postage and Delivery (\$29.79)
- \$1,000.00 - Ewald - Association Management Services (\$4,000.00)
- \$5,407.50 - Web Services (\$5,407.50)
- \$5.56 - Rent/Storage (\$21.12)
- \$74.10 - Telephone (\$410.79)
- \$15.45 - Office Supplies/Photocopies (\$151.53)
- \$92.13 - Insurance (\$818.64)

Total Expense for Month= \$ 7,014.80

**Total Expense YTD = \$ 23,539.80**

#### Notes

- Income for Spring Workshops and Fall Conference

## 2019 GIS/LIS Conference Committee Report

5/17/19

1. 35 Volunteers
2. Program cover being designed by Geoff Maas
3. Conference Theme/Logo Competition
  - a. 'Find Your Geospatial Destiny'



4. Conference T-shirts/Glasses
  - a. Will be reaching out to vendors for mock-ups/quotes
5. Women in GIS
  - a. Invitation sent to include group in panel discussion or to do a user group meeting
6. Subcommittee Reports
  - a. Keynote Speakers
    - i. Wednesday – Education Committee
    - ii. Thursday – Joseph Kerski, ESRI Education Manager – Working out final details
    - iii. Friday – [Kenny Blumenfeld](#)
  - b. Pre-Conference Workshops – Tami Maddio/Leah Sperduto
    - i. Virtual Environment FAQs
    - ii. Confirmed Workshops so far: AGOL, Python, ArcGIS Pro, Collector, Survey123, WAB, QGIS, Drones, GIS and Emergency Response, Open Source GIS, ArcGIS Server, Remote Sensing, Story Maps
  - c. Conference Sessions – Brandon Keinath/Rebecca Foster
    - i. Reviewing abstracts, beginning scheduling process
    - ii. Tentative submission counts:
      1. 68 General Presentations
      2. 16 Lightning Presentations
      3. 7 Panel/7 Research Discussions
      4. 3 General/2 Student Posters – Open until July 31<sup>st</sup>
      5. 2 Product Demonstrations
      6. 1 Web Map
  - d. K-12 – Scott Freburg/Jason Menard
  - e. HOLL – Jared Hovi
    - i. Requested fact sheet
  - f. Facilities – Aaron Menza
    - i. Geolounge being moved to the Riverview Commons

- ii. Wednesday Configuration being worked on
      - iii. Thursday/Friday Configuration Complete – 11 rooms available for sessions
    - g. Technology – Gerry Sjerven/Aaron Menza
      - i. Monitors are reserved
    - h. Conference Web Map – Hannah Hutchins/Peter Wiringa
      - i. Beginning to work on
    - i. Entertainment – Aaron Menza/Jared Hovi
      - i. Tuesday Happy Hour
        - 1. Green Mill – Beginning to look at food options
      - ii. Wednesday Happy Hour
        - 1. Red Carpet is reserved – Beginning to look at food options
      - iii. Thursday Beer Tasting
        - 1. Narrowed down to 2 options:
          - a. Red Carpet
          - b. Convention Center
      - iv. Discount Cards –St. Cloud COC will be on site for questions and will have coupons available
        - 1. COC offered to reach out to local businesses for some additional deals.  
Will reconsider printing cards.
    - j. Fun Run – Geoff Maas
      - i. Route: <http://runearthday.com/races/5k/>
      - ii. T-shirt Design Complete
      - iii. Working on customized map
    - k. Social Media/Communication – Mike Dolbow
    - l. Awards – Awards Committee
      - i. Requested Governor Appearance
      - ii. Looking for nominations!
    - m. User Groups – Darryl Holman
      - i. Reaching out to the user groups to feel out interest
    - n. Higher Education
      - i. Distinguished Educator Award – Need nominations!
      - ii. Mentor Program – Hannah Hutchins
      - iii. Scholarship/Poster Competition – Jason Menard
        - 1. Finalizing changes
      - iv. Student Assistants – Molly Shoberg
        - 1. Brochure posted on Website/social media; sent to schools
    - o. Vendors – Carloyn Adams/Jon Schwichtenberg
      - i. 7 Registrations as of 5/15/19
      - ii. Contacting vendors individually
    - p. Door Prizes – Heidi Gaedy
7. [Subcommittee Tasks/Timeline Notes](#)
8. Important Dates
  - Content for Brochure Due to Ewald: June 3<sup>rd</sup>

- Exhibitor/Sponsor Early Registration Deadline: June 17<sup>th</sup>
- Registration Opens: July 10<sup>th</sup>
- Program Content Due to Ewald: August 9<sup>th</sup>
- Proofing Mobile App: September 6<sup>th</sup> – 13<sup>th</sup>
- Early Bird Registration Closes: September 9<sup>th</sup>
- Mobile App Goes Public: September 16<sup>th</sup>
- Online Registration Closes: September 27<sup>th</sup>
- Conference: October 2<sup>nd</sup> – 4<sup>th</sup>

#### 9. Meeting Schedule

- May 21<sup>st</sup> at 11:00 am
- June 4<sup>th</sup> at 11:00 am
- June 18<sup>th</sup> at 11:00 am
- July 2<sup>nd</sup> at 11:00 am
- July 16<sup>th</sup> at 11:00 am
- July 30<sup>th</sup> at 11:00 am
- August 13<sup>th</sup> at 11:00 am
- August 27<sup>th</sup> at 11:00 am
- September 10<sup>th</sup> at 11:00 am
- September 24<sup>th</sup> at 11:00 am
- October 8<sup>th</sup> at 11:00 am – Tentative Post Conference Meeting

## **MN GIS/LIS Consortium Representative on the MN Geospatial Advisory Council**

To maintain an open line of communication between the MN GAC and the MN GIS/LIS Consortium.

1. 2 Year term starts in June (2021, 2023, 2025, etc.)
  - a. Off cycle from normal board positions
2. Call for applicants in December prior to new year through announcements and website
  - a. Applications must be submitted to Board of Directors by February 1.
  - b. Applications are reviewed by the executive committee in February and qualifying applicants are forwarded to the Board.
  - c. If more than 1 applicant, a Rank Choice Voting will be conducted by the board at February meeting
  - d. If no applicants the Board may seek out someone from the MN GIS Community, if this occurs, selection would be delayed to the March meeting.
3. Board should develop an application process
  - a. Use of Google Docs would work but needs basic information
    - i. Name
    - ii. Contact Info (email, phone)
    - iii. Employer
    - iv. Why they would like to be the Board Rep to GAC
    - v. Have they served on the MN GIS/LIS Board or Volunteered with MN GIS/LIS
4. Appointed by Minnesota GIS/LIS Consortium Board
  - a. Seek qualifying candidates from GIS Community, unless current Representative would like to continue.
    - i. If current rep would like to continue, and has only serve one term, the board may approve before seeking applicants
  - b. Cannot serve more than 2 consecutive terms( should be same as normal board positions)
5. Criteria for selection
  - a. Has served on the MN GIS/LIS Consortium Board with the last four years. (Provides background knowledge of current issues.)
  - b. Current Board Member whose term will expire within the next year will be consider.
  - c. Willingness to attend both Consortium Board meetings and MnGAC meetings
  - d. Serve on at least one Sub-Committee on the Consortium Board or the MnGAC



May 20, 2019

CPA Firm Address Block

Dear

The Minnesota GIS/LIS Consortium invites **COMPANY** to submit a proposal for the preparation of an annual financial audit for the 2018 fiscal year ending Dec 31. Our organization *does not* require a federal single audit. The audit of the Minnesota GIS/LIS Consortium's financial statements must be performed in accordance with generally accepted auditing standards.

The Minnesota GIS/LIS Consortium is a 501(c) organization. Ewald Consulting Group, Inc. is under contract to provide Association Management and Fall Conference and Workshop Planning Services through December 31, 2020. The mission of the Minnesota GIS/LIS Consortium is to develop and support the GIS professional in Minnesota for the benefit of our state and its citizens. The consortium provides a mechanism for communicating, developing, understanding and sharing information among the community of geographic information system (GIS) and Land Information System (LIS) users. Programs include:

- Annual Fall conference each October
  - Structured workshops
  - Technical sessions
  - Panel Discussions
  - Technology Demonstrations
  - Project Updates geared towards professionals interested in GIS and LIS technology
- Annual Spring workshops in May at various locations across the state
- Networking events
- Event Grants to support local GIS/LIS activities or events in Minnesota
- Education Activity Grants to support GIS education related activities in Minnesota
- Annual scholarships to students from Minnesota institutions with qualifying GIS programs
- 4 sets of Minnesota GIS/LIS awards: Lifetime Achievement, Polaris Leadership, Distinguished Educator and Outstanding Student Representative Awards.

The Minnesota GIS/LIS Consortium serves hundreds of members each year with funding from conference and workshop fees and honorarium donations. We have no employees but have contracted management services through Ewald Consulting located in 1 office. Our annual revenue has ranged between \$195,732 and \$223,067 over the past 3 years.

The Minnesota GIS/LIS Consortium requires the following services:

1. Financial audit
2. Management letter





The above must be completed by November 27, 2019 for final approval at the December Board of Directors meeting. In addition, the Minnesota GIS/LIS Consortium requires that a meeting of the auditors and selected Minnesota GIS/LIS Consortium board and staff members be held to discuss a draft version of the financial statements 30 days prior.

All proposals must include:

- a. Evidence of the firm's qualifications to provide the above services;
- b. Background and experience in auditing nonprofit clients;
- c. The size and organizational structure of the auditor's firm;
- d. Statement of the firm's understanding of work to be performed;
- e. A proposed timeline for fieldwork and final reporting;
- f. Proposed fee structure;
- g. Detailed list of deliverables;
- h. Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- i. A copy of the firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments; and
- j. References and contact information from at least 2 comparable nonprofit audit clients.

The proposal must be received by June 7, 2019. Please send your proposal to me at [alison.slaats@state.mn.us](mailto:alison.slaats@state.mn.us). The Minnesota GIS/LIS Consortium finance committee will review all proposals at their June meeting and make a recommendation regarding the choice of auditors to the full board of directors in June.

If you have any questions or would like further clarification of any aspect of this request for bid, please contact me at [alison.slaats@state.mn.us](mailto:alison.slaats@state.mn.us) or Tanya Mayer, GIS/LIS Board Member, at [tanya.mayer@metc.state.mn.us](mailto:tanya.mayer@metc.state.mn.us). I look forward to receiving your proposal.

Sincerely,

Alison Slaats  
Minnesota GIS/LIS Consortium Treasurer

Encl: 2017 Annual Report and Form 990

May 17, 2019

GIS/LIS Finance Committee - Audit Subcommittee Report

#### Audit Subcommittee

- Alison Slaats, Tanya Mayer, Dan Ross, John Nerge

#### Audit Timeline

- May 17 – board approves RFP Letter for Audit
- May 20 – send RFP letters to 2-3 vendors
- June 7 – receive proposals; Audit subcommittee reviews proposals and makes a recommendation to the Finance committee.
- June 17 – Finance committee meets to discuss recommendation
- June 20 – Audit subcommittee and Finance committee recommends audit firm to Board
- June 21 – Audit subcommittee responds to firms and initiates contract with selected firm
- July-Sep – Initial conference and Field audit work (2018 990 done in August)
- Sept-Nov – Draft reports/meeting w/ finance committee
- Nov 27 – final audit delivered to the Finance committee
- Dec 19 – final audit to Board

#### List of Firms to send an RFP

- *A total of 7 companies were found on the MN Council of Nonprofits website*
  - **Boyum & Barescheer, PLLP, CPAs** <http://www.myboyum.com>  
3050 Metro Drive, Suite 200  
Bloomington, MN 55425  
4801 Highway 61, Suite 201  
White Bear Lake, MN 55110  
  
Anna Lovegren – 651-260-6879 | [alovegren@myboyum.com](mailto:alovegren@myboyum.com) | [info@myboyum.com](mailto:info@myboyum.com)  
*Audits start around \$6000 and go up from there*  
*Financial Review starts at about 4K likely would be around 5K and goes up from there*
  - **CLA** <http://CLAconnect.com>  
220 South 6<sup>th</sup> St., Suite 300  
Minneapolis, MN 55402  
  
John Tauer – 612-397-3068 | [John.Tauer@CLAconnect.com](mailto:John.Tauer@CLAconnect.com)  
*Coordinated by Amanda Ewald*  
*Ask them to update their April 7, 2019 proposal: \$6,650 (additional \$1,200 for filing our 990)*
  - **Mahoney, Ulbrich, Christiansen & Russ, P.A.** <http://www.mucr.com>  
10 River Park Plaza, Suite 800  
Saint Paul, MN 55107  
  
Lance Brock 651-281-1873 | [lbrock@mucr.com](mailto:lbrock@mucr.com) | [info@mucr.com](mailto:info@mucr.com)  
*Audits start around \$6500 and go to about \$8,500*  
*Financial Review starts at about \$4500 and goes to about \$6,000*
  - **WIPFLi** [http://www.wipfli.com/Industry\\_NonProfit\\_Government.aspx](http://www.wipfli.com/Industry_NonProfit_Government.aspx)  
8665 Hudson Blvd. North, Suite 200  
St. Paul, MN 55042  
7601 France Ave. South, Suite 400  
Minneapolis, MN 55435  
  
651.636.6468 | 952.548.3400 | [info@wipfli.com](mailto:info@wipfli.com)  
*No response from initial inquiries*

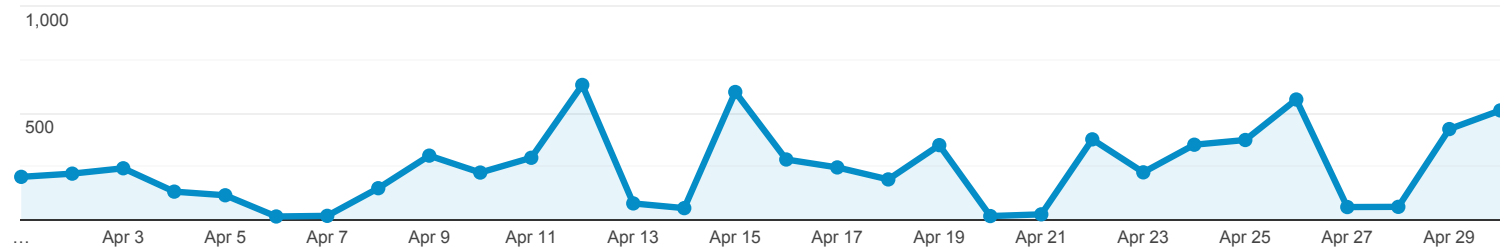
Overview

Apr 1, 2019 - Apr 30, 2019

All Users  
 100.00% Pageviews

Overview

Pageviews



Pageviews

7,367

Unique Pageviews

6,010

Avg. Time on Page

00:01:14

Bounce Rate

54.36%

% Exit

38.88%

Page	Pageviews	% Pageviews
1. <a href="/event/19-spring-tc">/event/19-spring-tc</a>	864	11.73%
2. <a href="/">/</a>	603	8.19%
3. <a href="/page/Conference2019">/page/Conference2019</a>	353	4.79%
4. <a href="/default.aspx">/default.aspx</a>	335	4.55%
5. <a href="/networking/">/networking/</a>	304	4.13%
6. <a href="/networking/opening_search.asp">/networking/opening_search.asp</a>	304	4.13%
7. <a href="/page/springworks2019">/page/springworks2019</a>	297	4.03%
8. <a href="/event/19-spring-umd">/event/19-spring-umd</a>	294	3.99%
9. <a href="/page/2019_abstract">/page/2019_abstract</a>	164	2.23%
10. <a href="/events/EventDetails.aspx?id=1224344">/events/EventDetails.aspx?id=1224344</a>	142	1.93%