

MN GIS/LIS Consortium

Meeting Agenda

June 20, 2019

10:00 am – 12:00 pm Board Meeting

Type of Meeting: 2019 Board of Directors Business Meeting

Meeting Location: Ewald Conference Center 2nd 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Secretary: Leah Spurduto	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At-Large: Tanya Mayer	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>
Past Conf Chair: Jared Hovi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MnGAC Ex-Officio: Ryan Stovern	<input type="checkbox"/>	<input checked="" 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 Spurduto

Reviews & Approval of May Treasurer's report Slaats

Open Issues/New business

a) 2019 Conference update Menza

 • Logo contest guidelines Hovi

b) 2020 Conference update Rossman

c) 2021 Conference update Sjerven

d) Audit update Audit committee

e) Education committee updates Menard

 • Scholarship changes

f) Educational opportunities web page Studtmann

g) Member Survey update Survey committee

- | | |
|---------------------------------|---------|
| h) Grant program discussion | Hovi |
| i) Past Chair updates | Sjerven |
| • Insurance | |
| • Website | |
| • Annual report | |
| j) What should we blow up next? | Nerge |

Adjournment

Next meeting Thursday, July 18th 10:00am - 12:00pm at Ewald

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 June Meeting, 2019

Date of Report: 6/19/2019 (note added on 7/18/2019)

Prepared by: Alison Slaats

Account Status as of May 31, 2019

Account	Balance	Previous	Description
General Fund	\$78,610.86	\$76,668.88	Affinity Checking Account
Reserve Fund	\$45,329.10	\$45,325.25	Affinity Savings Account
Other Assets	\$3,500.00	\$3,500.00	Prepaid expenses, Inventory, undeposited funds
Accounts Receivable	\$769.00	\$1,745.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$472.19)	(\$237.30)	Unpaid bills owed by GIS/LIS
Balance	\$127,736.77	\$127,001.83	

Scholarship Fund	\$0.12	\$0.12	Affinity savings account
Investment Account *	\$88,102.23	\$89,929.63	Schwab Managed Portfolio
Subtotal	\$88,102.35	\$89,929.75	
Total Assets	\$215,839.12	\$216,931.58	Total Assets

Income

- \$2,700.00 - Workshop Honorariums Donated (\$2,700.00)
- \$5,944.00 - Spring Workshop Registration (\$11,200.00)
- \$1,450.00 - Fall Conference Sponsorships (\$2,050.00)
- \$2,100.00 - Fall Conference Exhibitors (\$7,000.00)
- \$7.28 - Interest Income (\$39.01)

Total Income for Month = \$ 12,201.28

Total Income YTD = \$ 23,589.01

Expenses

- \$2,447.24 - Spring Workshop Food Service (\$2,447.24)
- \$4,200.00 - Spring Workshop Honoraria (\$4,200.00)
- \$360.00 - Spring Workshop Travel / Lodging (\$360.00)
- \$83.52 - Fall Conference Travel and Lodging (\$83.52)
- \$343.87 - Credit Card Charges (\$399.77)
- \$9.99 - Board Meeting Expenses (\$198.75)
- \$13.35 - Postage and Delivery (\$43.14)
- \$1,000.00 - Ewald - Association Management Services (\$5,000.00)
- \$15.99 - Web Services (\$5,423.49)
- \$8.03 - Rent/Storage (\$29.15)
- \$130.82 - Telephone (\$579.21)
- \$59.70 - Office Supplies/Photocopies (\$211.23)
- \$93.83 - Insurance (\$912.47)

Total Expense for Month= \$ 8,766.34

Total Expense YTD = \$ 32,343.74

Notes

- Check sent to Charles Schwab for \$2,700 (for donated honorariums) in late May, received by Schwab in June.
- Fall Exhibitors income of \$4,200 in May was corrected to \$4,900 after Board meeting. Total income for year to date is \$7,000 total.

- Spring workshops had a total of 14 sessions (11 in the Twin Cities and 3 in Duluth). Honorarium per session is \$300. 9 instructors chose to donate their honorarium to the scholarship fund, and 5 were paid directly by check. So the total \$4,200 expense shown in this report includes \$1,500 paid to instructors (a total of \$1,500) and a transfer of \$2,700 to the scholarship fund (that is also shown as income in the report).

2019 GIS/LIS Conference Committee Report

6/20/19

1. 35 Volunteers
2. Draft Program Cover is [Complete](#)
3. Conference Theme/Logo Competition
 - a. 'Find Your Geospatial Destiny'



4. Conference T-shirts/Glasses
 - a. T-shirts design has been decided. Will be able to purchase beginning July 10th. Will be separate from registration
 - b. Glasses – Requested estimate
5. Women in GIS
 - a. Invitation sent to include group in panel discussion or to do a user group meeting
6. Speed Networking
 - a. Thursday Afternoon Break
7. Subcommittee Reports
 - a. Keynote Speakers
 - i. Wednesday – Brianne Wegter & Melissa Gebhardt – Sauk Rapids-Rice HS
 - ii. Thursday – [Joseph Kerski](#)
 - iii. Friday – [Kenny Blumenfeld](#)
 - b. Pre-Conference Workshops – Tami Maddio/Leah Sperduto
 - i. 19 Workshops: Configurable Apps, Cartography, Collector, Parcel Management in Pro, Editing in Pro, Emergency Operations, Intro to Pro, Story Maps, UAS, Survey123, ArcGIS Server, Python, Programming with R, ArcGIS Online, Web App Builder, Cadastral, Open Source Mapping
 - c. Conference Sessions – Brandon Keinath/Rebecca Foster
 - i. Sessions are scheduled, Speakers have been notified
 - 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 31st
 5. 2 Product Demonstrations
 6. 1 Web Map
 - d. K-12 – Scott Freburg/Jason Menard

- e. HOLL – Jared Hovi
 - i. Confirmed
 - ii. Lanyards will be donated by ESRI
- f. Facilities – Aaron Menza
 - i. Geolounge being moved to the Riverview Commons
 - ii. Room Configurations are complete
- 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 Confirmed – Board Game Night
 - ii. Wednesday Happy Hour
 - 1. Red Carpet Confirmed – Pool & Darts
 - iii. Thursday Beer Tasting
 - 1. Red Carpet Confirmed – Beer Tasting (Beaver Island, Pantown, Bad Habit) – Musical Bingo
 - iv. Discount Cards –St. Cloud COC will be on site for questions and will have coupons available
 - 1. COC reaching out to local businesses for some additional deals
- j. Fun Run – Geoff Maas
 - i. Route: <http://runearthday.com/races/5k/>
 - ii. Bridge may be under construction during the conference. Geoff is working on an alternative route
 - iii. T-shirt Design Complete
 - iv. 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
- n. Higher Education
 - i. Distinguished Educator Award – Need nominations!
 - ii. Mentor Program – Hannah Hutchins
 - 1. Applications are ready to be sent out after registration opens
 - iii. Scholarship/Poster Competition – Jason Menard
 - 1. Change to the program this year (pending board approval)
 - iv. Student Assistants – Molly Shoberg
 - 1. Brochure posted on Website/social media; sent to schools
- o. Vendors – Carloyn Adams/Jon Schwichtenberg
 - i. Early Registration has closed
 - ii. 15 Registrations as of 6/18/19 (12 last year at this point)
 - iii. Continuing to individually reach out to vendors

p. Door Prizes – Heidi Gaedy

8. [Subcommittee Tasks/Timeline Notes](#)

9. Important Dates

- 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

10. Meeting Schedule

- 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

11. Other Notes

- a. Comped booth for MSPS. Will receive a booth at their conference in return
- b. Mentor Program Survey - Would like to include with Conference Survey
 - i. Where are we skip-logic surveys?
- c. Food Service Fees
- d. Registration documents will be ready for review next week
- e. Rooms **are** still available in our block of rooms. Attendees are encouraged to call the hotel and mention that they are with MN GIS/LIS

Timeline

- Prior to January
 - Upcoming Conference Chair should determine if the competition will be for logo or logo and theme.
 - Determine the theme if not part of the competition.
 - Keep the theme unique and not shadow prior years
- January
 - The Past Conference Chair will determine team members to work on the logo competition
 - Post on social media and send out E-Announcement calling for submissions while noting the prize, specifications, and deadline.
- February
 - Social media and E-Announcement reminders
- March
 - Close submissions
 - Setup voting page
 - Have voting page reviewed (see Voting section)
 - Open and Close voting
- April
 - Conference Chair notifies the winner and obtains their mailing address
 - Payment sent to winner – responsibility of Ewald Consulting
- May
 - Send vector files to LowerTown Printing for review and shirt mockup
 - Send vector files to M.A. Apparel & Promotions for review and glass mockup
 - Make any adjustments to the files if needed (responsibility of the winner)
- June
 - Have mockup of shirts completed
 - Obtain pricing quote
 - Conference Chair sets sale price for shirts
 - Determine production time needed for shirts
 - Determine date to close sales and to get purchase list to LowerTown
 - Pass shirt mockup, sale price, and end date to Ewald Consulting for purchasing page setup
 - Social media and E-Announcement on shirt sales
- July - August
 - Social media and E-Announcement reminders for shirt sales
- September
 - Close shirt purchasing page as determined in June
 - Get purchasing numbers to LowerTown
 - Have shirts shipped to Ewald Consulting
 - Finalize numbers for glasses
 - Place order for glasses
 - Have glasses shipped to Ewald Consulting

Specifications

- The logo will be used to represent the event and must contain:
 - Conference dates
 - Location
 - Theme
 - “Minnesota GIS/LIS Consortium”
 - “## Annual Conference & Workshops”
- Files must be submitted in a layered vector format (.ai, .eps, .svg)
- A .jpg, .png, or .tif file must accompany the vector data for easy of viewing.
- Logo should be provided in both color format (with a maximum of 3 colors) and black/white format. ~~Color will be for conference theme t-shirts, black/white will be for glasses.~~
- Design should be adaptable to accommodate on-line use, print and screen-printing.
- The final accepted logo becomes the copywritten property of the MN GIS/LIS Consortium; upon acceptance of the logo by the Consortium, the designer relinquishes any copywrite to the logo.

Voting

- At least 3 active board members or active committee members shall review the survey before it is distributed to the membership, excluding the newsletter organizer/distributor.
 - This ensures not all the burden is placed on an individual, and should support those who create the survey to make sure all “ducks are in a row”.
 - This can be documented via email or a screenshot (e.g., email, text, Skype/IM, etc.) and should be discussed in the monthly board report (committee-specific or general distribution survey) after the survey goes out, but should be documented in some way within the monthly minutes.
 - The newsletter organizer/distributor is omitted from the “3 active board member” number as this individual usually has multiple announcements and language/logistics to sort through already.
- If an error occurs with either the survey, communication to the membership, etc. and the board learns of the error, the board should:
 - Acknowledge the incident to the membership (hey, we all make mistakes! This tells the membership the board is aware of the issue, is addressing it, and what actions are being carried out),
 - Tell the membership what will be addressed, including a timeline, if known. This should be communicated even if no action is the result, since no action is still an action.
 - For example, in this instance (if still active), the board could send a follow-up message/announcement indicating that the survey previously allowed multiple responses, and has been turned off so only one response is now allowed.
- If money is involved in any contest, all board members should have access to the results or be provided the results before any final decision is made.
 - This supports transparency within the board, and ensures communication and engagement of all members within the board.

MN GIS/LIS Finance Committee - Audit Subcommittee Report

6/20/2019

Subcommittee Members

Alison Slaats, John Nerge, Tanya Mayer, Dan Ross

Audit Timeline

- May 17 – board approves RFP Letter for Audit – *Completed May 17*
 - May 22 – revised RFP Letter for Audit to include 990 tax services – *Approved May 23*
- May 20 – send RFP letters to 2-3 vendors – *Completed May 24*
 - Boyum & Barenscheer
 - CLA
 - Mahoney, Ulbrich, Christiansen & Russ (MUCR)
- June 7 – receive proposals; Audit subcommittee reviews proposals and determines a recommendation. – *Received June 7, Completed June 19*
- June 20 – Audit subcommittee 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

Summary of Proposal Review

- All 3 firms responded with a proposal for Audit and Tax Services
- A scoring spreadsheet was developed and shared with each member of the audit subcommittee
- 3 of the audit subcommittee members reviewed and scored each proposal independently
- Scores were combined and totaled.
- The audit subcommittee met on June 18 to discuss the proposals and review the scores
- A decision was made to select MUCR after contacting at least 1 of the references provided
- The following information is available for Board Members on Project Portal under the *Financials\2019 Financial Audit* folder
 - RFP (letters and attachments sent)
 - MNGISLIS_AuditRFP_BoyumBarenscheer.pdf
 - MNGISLIS_AuditRFP_CLA.pdf
 - MNGISLIS_AuditRFP_MUCR.pdf
 - MNGISLIS 2017 990.pdf
 - MNGISLIS_AnnualReport_2017.pdf
 - Proposals (and review)
 - AuditProposalReview.xlsx
 - Boyum_Barenscheer_MN GIS-LIS Consortium.pdf
 - CLA_Proposal to Serve Minnesota GISLIS Consortium – June 2019_CLA.pdf
 - MUCR_Minnesota GIS-LIS Consortium 2018 Audit and Tax Services Proposal.pdf
 - MUCR_Peer review report – 2018.pdf
 - MUCR_Reference_Casa de Esperanza.pdf

MN GIS/LIS Finance Committee - Audit Subcommittee Report

6/20/2019

Selection

The Audit Subcommittee recommends selecting MUCR for the Financial Audit and 2018 IRS Form 990 preparation. Considerations included:

- Received the top total score and the same top ranking by each of the reviewers (spreadsheet)
- Completely independent from MN GIS/LIS
- Proposal clearly addressed the items listed in the RFP letter with thought and detail
- The reference gave a glowing review of MUCR

Budget Considerations

- 2019 budgeted amount for audit: \$4,000 (under 8171 Legal Fees)
- 2019 budgeted amount for tax preparation: \$1000 (under 8172 Tax Preparation fees)
- MUCR proposed fees: \$8,500 + Ewald fees to open books: \$2,000 = \$10,500

Recommendation for a Board Vote

The Finance Committee – Audit Subcommittee recommends the following action to the Board of Directors

- Accept the proposal from MUCR for the Financial Audit, 2018 IRS Form 990 Preparation, Management Letter, and MN State Charitable Organization Annual Report.
- Increase in budgeted amount to 8171 (legal fees): \$5,000 for new total of: \$9,000
- Increase in budgeted amount to 8172 (tax preparation): \$500 for new total of: \$1,500