

MN GIS/LIS Consortium

Meeting Agenda

July 18, 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 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 May Treasurer's report Slaats

Open Issues/New business

a) 2019 Conference update Menza

• Awards (@ 10:30) Kotz

• WiGIS WI

b) 2020 Conference update Rossman

c) 2021 Conference update Sjerven

d) Spring Workshop summary Nerge

e) Audit update Audit committee

f) Education committee updates Menard

g) [Member Survey update](#) Survey committee

- h) ArcGIS Online account
- i) What should we blow up next?

Sjerven
Nerge

Adjournment

Next meeting Thursday, August 15th 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 July Meeting, 2019

Date of Report: 7/15/2019

Prepared by: Alison Slaats

Account Status as of June 30, 2019

Account	Balance	Previous	Description
General Fund	\$81,060.51	\$78,610.86	Affinity Checking Account
Reserve Fund	\$45,332.83	\$45,329.10	Affinity Savings Account
Other Assets	\$3,500.00	\$3,500.00	Prepaid expenses, Inventory, undeposited funds
Accounts Receivable	\$962.00	\$769.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$47.05)	(\$472.19)	Unpaid bills owed by GIS/LIS
Balance	\$130,808.29	\$127,736.77	

Scholarship Fund	\$0.12	\$0.12	Affinity savings account
Investment Account *	\$93,333.70	\$88,102.23	Schwab Managed Portfolio
Subtotal	\$93,333.82	\$88,102.35	
Total Assets	\$224,142.11	\$215,839.12	Total Assets

Income

- -\$145.00 - Spring Workshop Registration (\$11,055.00)
- \$250.00 - Fall Conference Sponsorships (\$2,300.00)
- -\$300.00 - Fall Conference Registration (-\$300.00)
- \$4,895.00 - Fall Conference Exhibitors (\$11,895.00)
- \$6.99 - Interest Income (\$46.00)

Total Income for Month = \$4,706.99

Total Income YTD = \$ 28,296.00

Expenses

- \$60.78 - Spring Workshop Food Service (\$2,508.02)
- \$369.32 - Credit Card Charges (\$769.09)
- \$14.49 - Board Meeting Expenses (\$213.24)
- \$3.30 - Postage and Delivery (\$46.44)
- \$1,000.00 - Ewald - Association Management Services (\$6,000.00)
- \$8.03 - Rent/Storage (\$37.18)
- \$70.02 - Telephone (\$649.23)
- \$15.70 - Office Supplies/Photocopies (\$226.93)
- \$93.83 - Insurance (\$1,006.30)

Total Expense for Month= \$ 1,635.47

Total Expense YTD = \$ 33,979.21

Notes

- Check sent to Charles Schwab for \$2,700 (for donated honorariums) sent in late May was received by Schwab in June.
- Accounts receivable are from June 2019. There are no outstanding accounts receivable.

2019 GIS/LIS Conference Committee Report

7/18/19

1. 35 Volunteers
2. Registration is open! 13 registered as of 7/16
3. Program Cover and artwork is complete
4. Conference Theme/Logo Competition
 - a. 'Find Your Geospatial Destiny'



5. Conference T-shirts/Glasses
 - a. T-shirt sales have begun
 - b. Glasses have been ordered
6. Women in GIS
 - a. Invitation sent to include group in panel discussion or to do a user group meeting
7. Speed Networking
 - a. Thursday Afternoon Break
8. 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
 - ii. Looking for moderators
 - iii. Working on ArcGIS Online licensing with ESRI
 - c. Conference Sessions – Brandon Keinath/Rebecca Foster
 - i. Sessions are scheduled, Speakers have been notified, will continue to tweak the schedule
 - 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. Received permit
 - ii. Route: <http://runearthday.com/races/5k/>
 - iii. Bridge may be under construction during the conference. Geoff is working on an alternative route
 - iv. T-shirt Design Complete
 - v. Working on customized map
 - k. Social Media/Communication – Mike Dolbow
 - l. Awards – Awards Committee
 - i. Requested Governor Appearance
 - m. User Groups
 - i. Meeting room will be made available for sign-up
 - n. Higher Education
 - i. Distinguished Educator Award
 - ii. Mentor Program – Hannah Hutchins
 - iii. Scholarship/Poster Competition – Jason Menard
 - iv. Student Assistants – Molly Shoberg
 1. 5 Applications Received
 - o. Vendors – Carloyn Adams/Jon Schwichtenberg

- i. Early Registration has closed
- ii. 16 Registrations as of 7/16/19 (19 at this point last year)
- iii. Continuing to individually reach out to vendors who have attended in the past
- p. Door Prizes – Heidi Gaedy

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

10. Important Dates

- 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

11. Meeting Schedule

- 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

12. Other Notes

- a. Caterer fell through – Reviewing quotes again

July 17, 2019

To: Minnesota GIS/LIS Consortium Board

From: Mark Kotz, Chair, Lifetime Achievement Award and Polaris Leadership Award Committees

Subject: Requesting Approval of Award Recommendations

Polaris Leadership Award

A record seven Polaris nominations were received this year. The Polaris Award Committee met on July 15 to discuss the nominations. The Committee members then ranked the nominations. The three nominations with the best combined scores are being recommended to the board. Many committee members commented on how difficult the selection was this year with so many strong nominations.

Recommendation: That Brad Anderson, Ryan Mattke, and Alison Slaats be honored with 2019 Polaris Leadership Awards.

Lifetime Achievement Award

One Lifetime Achievement Award was received this year for Scott Freburg. Six previous Lifetime Achievement awardees participated in the review of the nomination. Five supported the nomination and one felt he did not know the nominee well enough to offer an opinion. Reviewers provided the following comments:

Scott deserves it. I wasn't sure before I reviewed his material when preparing my letter of support. He's made some great contributions in the K-12 world, something new to me.

This is an easy one. Scott Freburg fully deserves our lifetime achievement award.

It is clear to me that Scott's body of experience thoroughly exemplifies the talents, energy and results the Consortium's Lifetime Achievement Award is explicitly designed to recognize

Recommendation: That Scott Freburg be honored with the 2019 Lifetime Achievement Award.

MN GIS/LIS Finance Committee - Audit Subcommittee Report

7/18/2019

Subcommittee Members

Alison Slaats, John Nerge, Tanya Mayer, Dan Ross

Audit Timeline Update

- 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 3 vendors – *Completed May 24*
 - Selected: Mahoney, Ulbrich, Christiansen & Russ (MUCR)
- June 7 – receive proposals; Audit subcommittee reviews 3 proposals and determines a recommendation. – *Received June 7, Completed June 19*
- Jun 20 – Audit subcommittee recommends audit firm to Board – *completed June 20*
 - MUCR fees: \$8,500 Ewald fees to open books: \$2,000 Audit Total: \$10,500
- **Jun 21 – Audit subcommittee responds to firms and initiates contract with selected firm – completed June 27**
- **Jul-Aug – Initial conference and Pre-Audit Field work**
 - **Meet with you, and select individuals designated by the board, to plan the audit, discuss audit workpaper schedules, review any areas requiring special attention or emphasis, and discuss fraud matters**
 - **Jul 11 – Initial conference with Lance Brock, MUCR – completed**
 - **Jul 15-16 – Executive Team review MUCR Engagement Letter – completed**
 - **Jul 15 – Audit subcommittee review documentation table, assigns ‘owner’ to each**
 - **Jul 16 – Meeting with Amanda Ewald - completed**
 - **Jul 16 – Sign MUCR Engagement Letter – completed**
 - **Jul 16 – 30: Ewald and MN GIS/LIS to provide all requested documentation ←**
- **Jul 18 – MN GIS/LIS Board of Directors Meeting ←**
- Aug 15 – MN GIS/LIS Board of Directors Meeting
- Aug-Sep – Audit field work (4-6 weeks)
 - Review and document internal control procedures and your accounting system
 - Perform walkthroughs of your system
 - Perform analytical review procedures
 - Perform fieldwork testing
 - *Week of Sep 23: Onsite meeting at Ewald with MUCR*
- Sep 19 – MN GIS/LIS Board of Directors Meeting
- Sept-Oct – Draft reports/meeting w/ finance committee
 - Prepare financial statements and management letter drafts
 - Present draft audit report to the board and management
 - Finalize financial statements
 - Prepare Federal Form 990, 990-T and MN State Charitable Organization Annual Report
- Oct-Nov – Final Audit delivered to the Finance Committee
- Oct 17 – MN GIS/LIS Board of Directors Meeting
 - Board approval of the Form 990 and filing
- *Nov 15 – Filing Extension Deadline for Form 990*
- Nov 21 – MN GIS/LIS Board of Directors Meeting
 - Final Audit presented to Board
- Dec 19 – MN GIS/LIS Board of Directors Meeting

Spring 2019 workshop summary

Budget has been added to the Project Portal, titled "2019 Spring Workshop Final Budget"

Something to note on the lower Total Net amount;

1. The networking event is included in the budget for the first time this year
2. There were fewer ½-day registrations than last year
3. More instructors requested the honorarium

Summary:

14 workshops (11 at TC and 3 at UMD)

74 students with 110 ½-day workshop registrations (down from 157 ½-days in 2018)

5 instructors received the full honorarium

2020, looking forward:

- Diversify workshop offerings to attract more participants
 - glean ideas from the workshop evaluations and the topics survey Tami sent out
- Create space for instructors to share their materials afterward (something John N mentioned last spring)1500
- More VM environments.
 - Chad N. reported that it worked out very well in the WebApp Builder workshop
- Location works for us, we are constrained by the semester leaving us a short opening in May. We could consider the week of March spring break but that overlaps the Esri Dev Summit in 2020. Perhaps another year?
- More money spent on food this year, we will look into ways to reduce that cost for next year (UMN Heritage catering was much more this year)

From the Workshop Evaluations, suggested topics for next year:

- Everything is GIS, you still have to draw lines street, lot lines and parcels etc. How about a basic course on how to draw in Arc.
- Maybe make the collector app it's own session next year?
- Migrating from existing paper forms and access data bases to collecting information in the field and updating info live back at the office. i.e. building inspection, rental inspection, sewer/water inspection
- Can ArcMap or Pro do COGO.
- Tableau versus Operations Dashboard Web App-builder vs Operations Dashboard
- Keep bringing back PostgreSQL/PostGIS workshops
- QGIS
- Portal and advanced talk on connecting AGOL, portal and multiple organizations
- entry level Python, SDE, courses
- ...enforcing metadata standards! :-)
- Making colorblind friendly online resources Combining story maps with other online apps Tips on how to use ArcGIS Pro for analysis of large datasets