

MN GIS/LIS Consortium

Meeting Agenda

August 15, 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 June Treasurer's report Slaats

Open Issues/New business

- a) 2019 Conference update Menza
 - Workshop instructor changes Nerge/Kovarik
 - WI WiGIS update Nerge
 - Poster contest conflicting info Nerge/Schuler
- b) 2020 Conference update Rossman
- c) 2021 Conference update Sjerven
- d) Audit update Audit committee
- e) Member survey update Nerge
- f) Event grant submission Nerge

Minnesota GIS/LIS Consortium

Treasurers Report for August Meeting, 2019

Date of Report: 8/9/2019

Prepared by: Alison Slaats

Account Status as of July 31, 2019

Account	Balance	Previous	Description
General Fund	\$97,161.60	\$81,060.51	Affinity Checking Account
Reserve Fund	\$45,336.68	\$45,332.83	Affinity Savings Account
Other Assets	\$3,500.00	\$3,500.00	Prepaid expenses, Inventory, undeposited funds
Accounts Receivable	\$5,815.00	\$962.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$11.03)	(\$47.05)	Unpaid bills owed by GIS/LIS
Balance	\$151,802.25	\$130,808.29	

Scholarship Fund	\$0.12	\$0.12	Affinity savings account
Investment Account *	\$93,728.82	\$93,333.70	Schwab Managed Portfolio
Subtotal	\$93,728.94	\$93,333.82	
Total Assets	\$245,531.19	\$224,142.11	Total Assets

Income

- \$15,005.00 - Fall Conference Registration (\$14,705.00)
- \$1,600.00 - Fall Conference Exhibitors (\$13,495.00)
- \$5,670.00 - Fall Conference Workshop (\$5,670.00)
- \$292.79 - Interest Income (\$338.79) *
- \$48.00 - Product Revenue (\$48.00)

Total Income for Month = \$22,615.79

Total Income YTD = \$ 50,911.79

Expenses

- \$0.00 - Bank Charges (\$327.35) *
- \$159.35 - Credit Card Charges (\$928.44)
- \$14.49 - Board Meeting Expenses (\$227.73)
- \$8.80 - Postage and Delivery (\$55.24)
- \$1,000.00 - Ewald - Association Management Services (\$7,000.00)
- \$9.63 - Rent/Storage (\$46.81)
- \$50.00 - Telephone (\$699.23)
- \$0.30 - Office Supplies/Photocopies (\$227.23)
- \$93.83 - Insurance (\$1,100.13)

Total Expense for Month= \$ 1,635.47

Total Expense YTD = \$ 33,979.21

Notes

- Income for Fall Conference Registration, Workshops and Exhibitor is notable.
- * Monthly interest and bank charges from the Charles Schwab Investment account have not been reflected the Income and Expenses breakdowns in the Treasurer's reports prior to this month. However, the overall Investment Account totals in monthly Treasurer's reports have accounted for these costs. Starting this month, the "Interest Income" category includes the Schwab interest income and "Bank Charges" category includes Schwab bank charges.

- | | |
|-------------------------------------|---------------|
| g) Education committee updates | Menard |
| • Esri grant fiscal agency | Menard |
| h) GAC/GSuite/ArcGIS Hub discussion | Sjerven/Nerge |
| i) GIS Leadership Academy dates | Nerge |
| j) Ewald communication check-in | Nerge |
| k) What should we blow up next? | Nerge |

Adjournment

Next meeting Thursday, September 19th 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 |

2019 GIS/LIS Conference Committee Report

8/15/19

1. 35 Volunteers
2. Registration is open! 105 registered as of 8/12
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 delivered
6. Women in GIS
 - a. WI group is not able to attend, but is willing to connect via web
7. Speed Networking
 - a. Thursday Morning 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. 20 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 UofM. Continuing to work with ESRI for a permanent solution
 - 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
 - i. Agenda/Curriculum being finalized
 - ii. Finished the registration page
 - 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 – 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. Governor is not able to attend
 - ii. Plaques have been ordered
 - m. User Groups
 - i. Meeting room will be made available for sign-up
 - n. Higher Education
 - i. Distinguished Educator Award - None
 - ii. Mentor Program – Hannah Hutchins

- iii. Scholarship/Poster Competition – Jason Menard
- iv. Student Assistants – Molly Shoberg
 - 1. 7 Applications Received – Reviewing applications
- o. Vendors – Carloyn Adams/Jon Schwichtenberg
 - i. Early Registration has closed
 - ii. 20 Registrations as of 8/12
 - 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

- 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

- 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. Finalizing details with Sterling Catering
- b. Working to re-build the conference survey (workshops too)

MN GIS/LIS Consortium Event Grant Form

The MN GIS/LIS Consortium can provide limited funding for printing and mailing costs, meeting room rental fees, food services, speaker fees and advertisements for GIS/LIS activities or events in Minnesota. Awards requests up to \$1000 will be considered. Events must serve to meet the mission of MN GIS/LIS: "To develop and support the GIS professional in Minnesota for the benefit of our state and its citizens"

Requirements of the grant application:

- Requests must be made at least one month prior to the event itself to allow time for Board review and approval.
- A generalized budget statement for the event should be submitted with the application, showing anticipated total costs, the planned use of Consortium funds and any other sponsorships or contributing funds.
- A clear description of how the activity will benefit the Minnesota GIS Community and/or meet the MN GIS/LIS Consortium mission must be provided.
- Only one grant request per an event is allowed.

Upon approval of event grant funding, the following conditions apply:

- The event must be open to the GIS/LIS community in Minnesota.
- The event must be promoted at a minimum in an e-announcement and on the Community News Blog prior to the event.
- Organizers should use every reasonable attempt to use the Mn GIS/LIS logo and name in event promotion.
- Within 30 days of the event completion, organizers must provide a summary of the event suitable for the Consortium's website.
- Within 30 days of the event completion, organizers must submit a budget summary document to the Consortium detailing the actual use of the Consortium's awarded funds.

The Minnesota GIS/LIS Consortium's policy is to provide the event grant money only after the event has been held and after the proper event and budget summaries have been provided to the Board of Directors for their review. In rare cases, the Consortium Board of Directors may approve distribution of the funds before the event is held.

Today's Date

MM DD YYYY

08 / 13 / 2019

Contact Information

Please specify in your title your relationship to the Minnesota GIS community for this grant (e.g. member Mn GIS/LIS, Chair of Mn GIS/LIS networking committee, member of NMNGIS user group etc)

Name and Title of Contact Person *

Leanne Knott, GIS Systems Specialist

Address *

229 Tyler Rd N

Phone *

651-385-3619

Email *

leanne.knott@ci.red-wing.mn.us

Event Description

Name of Event *

SE MN GIS Users Group Fall Meeting

Purpose of Event *

User group meetings are held three times a year at different locations around the region and usually include an overview of GIS projects completed or in-progress by the host agency, tips/tricks, and presentations about various other GIS topics.

Target Audience of Event and Location of Event *

Please specify if this event open to Mn GIS/LIS members only or the general public.

Everyone is welcome to attend our meetings. Currently, there are over 100 GIS users on the group's email distribution list who represent local, state, and federal agencies, non-profit groups and private entities.

Please describe how this event will benefit the Minnesota geospatial community as a whole *

The Mn GIS/LIS Mission is to "develop and support the GIS professional in Minnesota for the benefit of our state and its citizens"

Everyone is welcome to attend our meetings. Currently, there are over 100 GIS users on the group's email distribution list who represent local, state, and federal agencies, non-profit groups and private entities.

Date of event

MM DD YYYY

10 / 24 / 2019

Where will the event be held? *

Owatonna Public Utilities

Requested amount *

\$350.00

Budget *

The Minnesota GIS/LIS Consortium's policy is to provide the event grant money only after the event has been held and after the proper event budget summary information has been provided to the Board of Directors for their review. In rare cases, the Consortium Board of Directors may approve distribution of the funds before the event is held. Please include any sponsorships, other funds or in-kind donations related to this event.

The event grant will cover the cost of food for the meeting including morning bagels (30 + cream cheese) and catered lunch (\$7.95 per person with 35 person minimum).

Consortium Promotion Activities

Briefly describe how you plan to acknowledge the Consortium at your sponsored event *

We will include the Consortium logo in our 'Save the Date' announcement and posters. We will also thank the Consortium for the event grant at both the beginning and end of the meeting.

Please check all other promotion activities that are applicable to your event
(all that are possible are required) *

The event must be promoted at a minimum in an e-announcement and on the Community News Blog prior to the event.

- Mn GIS/LIS logo on hand-outs
- Contribute to Mn GIS/LIS Blog about the event
- Promotion on Mn GIS/LIS social media (facebook, twitter, and LinkedIn)
- Mn GIS/LIS e-announcement to full membership
- Link to Mn GIS/LIS on event website
- Other:

This content is neither created nor endorsed by Google.

Google Forms

MN GIS/LIS Finance Committee - Audit Subcommittee Report

8/15/2019

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 subcom. responds to firms/initiates contract with selected firm – *completed June 27*
- Jul 18 – MN GIS/LIS Board of Directors Meeting
- **Jul-Aug – Initial conference and Pre-Audit Field work – almost complete**
 - 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 – *completed*
 - 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 – *completed*
 - 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 – most delivered Jul 31**
 - **Mid-Aug – MUCR reviews materials and starts audit work**
- **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

MN GIS/LIS Finance Committee - Audit Subcommittee Report

8/15/2019

From: Lance Brock <lbrock@mucr.com>

Cc: Mayer, Tanya <tanya.mayer@metc.state.mn.us>

Sent: Wednesday, July 31, 2019 4:31 PM

Subject: RE: [EXTERNAL] GIS/LIS Audit Materials

To: Slaats, Alison (MNIT) <alison.slaats@state.mn.us>

Hi Alison,

Thanks for all the information. We will get a start on it in the next couple of weeks.

Thanks,



Lance Brock, CPA | Shareholder | **Mahoney, Ulbrich, Christiansen & Russ, P.A.**

10 River Park Plaza, Suite 800, Saint Paul, MN 55107

651-281-1873 | lbrock@mucr.com | www.mucr.com

From: Slaats, Alison (MNIT)

To: Lance Brock <lbrock@mucr.com>

<alison.slaats@state.mn.us>

Cc: Mayer, Tanya <tanya.mayer@metc.state.mn.us>

Sent: Wednesday, July 31, 2019 4:14 PM

Subject: [EXTERNAL] GIS/LIS Audit Materials

Hi Lance,

Most of the materials you requested for the GIS/LIS Audit have been uploaded to the MUCR portal. We added four folders that correspond to the categories of information in your Request letters:

- 1_PriorToFieldwork
- 2_AuditPreparation
- 3_PermanentFile
- 4_Form990Info

Additionally, we modified the letter and have added a column that includes the folder and filename and/or a note for each row of information you requested (attached). We have few outstanding items that we'll take care of as soon as possible, but I hope that we've provided enough information for your team to get started. I will let you know by email when the additional items have been shared.

Please let me know if you need any more information to proceed at this time.

Thank you and best regards,

Alison Slaats

Program Manager | MnGeo

Minnesota IT Services | Partners in Performance


658 Cedar Street, Room 300

St. Paul, MN 55155

O: 651-201-3194

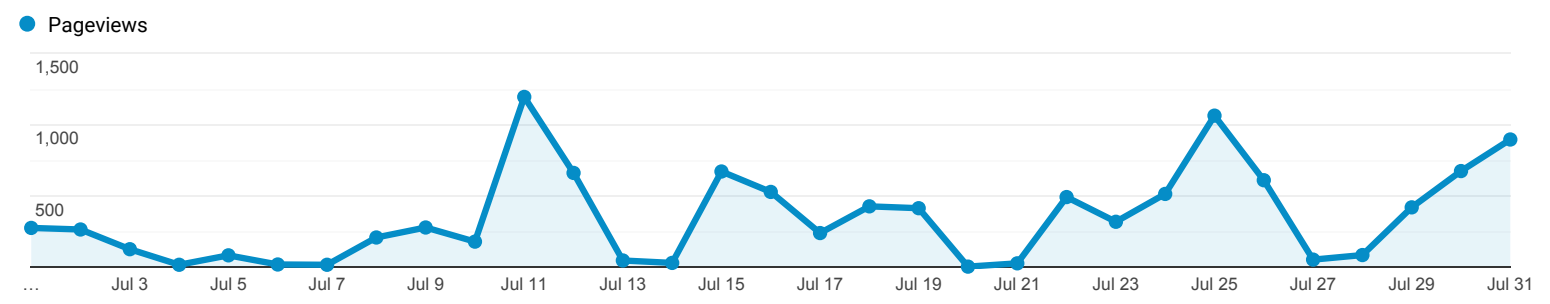
Information Technology for Minnesota Government | mn.gov/mnit






Overview

 All Users
100.00% Pageviews

Jul 1, 2019 - Jul 31, 2019

Overview



<p>Pageviews</p> <p>10,848</p> 	<p>Unique Pageviews</p> <p>7,780</p> 	<p>Avg. Time on Page</p> <p>00:01:04</p> 	<p>Bounce Rate</p> <p>42.06%</p> 	<p>% Exit</p> <p>24.83%</p> 
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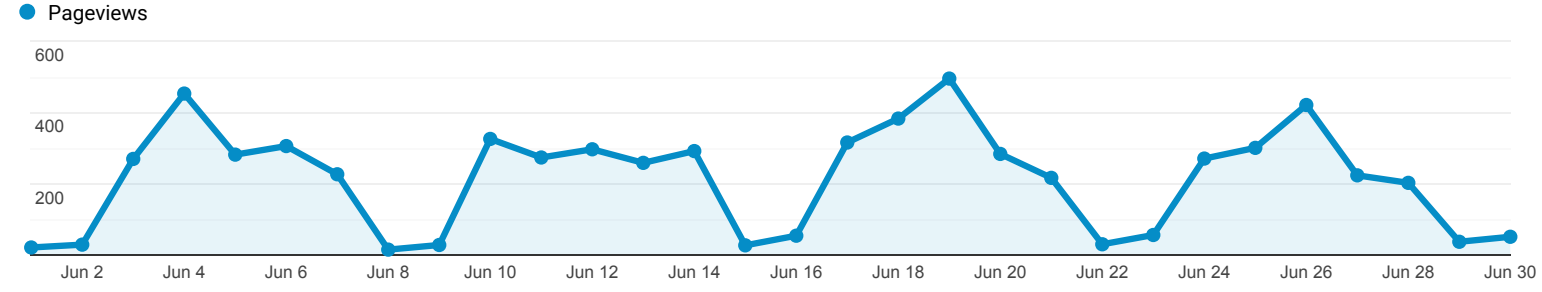
Page	Pageviews	% Pageviews
1. /page/annual-conference	2,075	19.13%
2. /	733	6.76%
3. /page/2019-workshops	519	4.78%
4. /page/2019-agenda	487	4.49%
5. /default.aspx	440	4.06%
6. /networking/	326	3.01%
7. /networking/opening_search.asp	314	2.89%
8. /event/2019-conference-reg	280	2.58%
9. /news/460718/Conference-Registration-is-Open.htm	277	2.55%
10. /store/checkout_main.aspx?insuranceOffered=1	214	1.97%

Overview

All Users
 100.00% Pageviews

Jun 1, 2019 - Jun 30, 2019

Overview



Pageviews 6,459	Unique Pageviews 4,881	Avg. Time on Page 00:01:06	Bounce Rate 50.08%	% Exit 29.43%
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Page	Pageviews	% Pageviews
1. /	538	8.33%
2. /page/Conference2019	374	5.79%
3. /networking/	329	5.09%
4. /networking/opening_search.asp	286	4.43%
5. /default.aspx	259	4.01%
6. /page/annual-conference	224	3.47%
7. /page/conf2019hotel	120	1.86%
8. /admin/dashboard.aspx	97	1.50%
9. /page/polaris_leadership	91	1.41%
10. /networking/apply_now.aspx?view=2&id=561662	90	1.39%

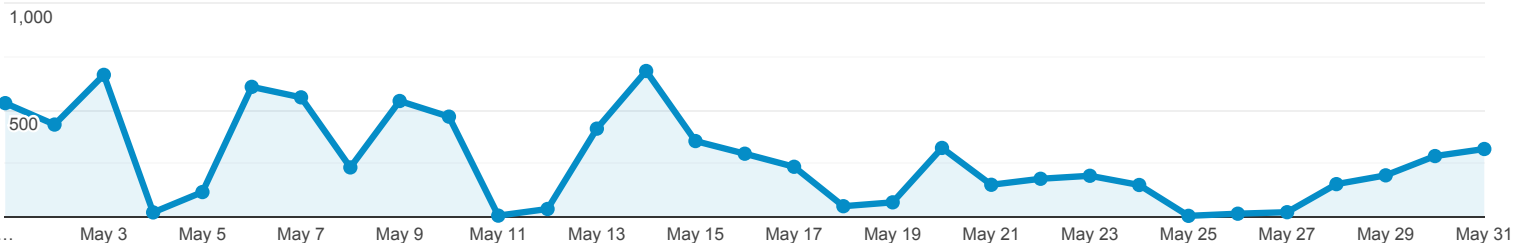
Overview

May 1, 2019 - May 31, 2019

All Users
 100.00% Pageviews

Overview

Pageviews



Pageviews

8,347

Unique Pageviews

6,469

Avg. Time on Page

00:01:12

Bounce Rate

54.40%

% Exit

32.81%



Page	Pageviews	% Pageviews
1. /	691	8.28%
2. /event/19-spring-tc	610	7.31%
3. /page/Conference2019	371	4.44%
4. /default.aspx	337	4.04%
5. /networking/	321	3.85%
6. /networking/opening_search.asp	297	3.56%
7. /page/springworks2019	222	2.66%
8. /event/19-spring-umd	214	2.56%
9. /page/2019_abstract	214	2.56%
10. /store/checkout_main.aspx?insuranceOffered=1	158	1.89%