

MN GIS/LIS Consortium

Meeting Agenda

September 19, 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

Review & Approval of monthly Treasurer's report Slaats

Open Issues/New business

a) 2019 Conference update Menza

- Meet Me at the Corner prizes Stovern
- Review Fresh Start/Retired rates Sjerven
- [Business meeting presentation feedback](#) Nerge
- In memoriam? Nerge
- Azure services Nerge
- Salary survey Nerge
- Board booth reminder Nerge

b) 2020 Conference update Rossman

- Sanford Center deposit funds
- c) 2021 Conference update
- d) Education committee updates
 - Esri grant fiscal agency
- e) Audit update
- f) K12 outreach discussion (11:00am)
- g) Instructor agreement verbiage
- h) Annual report approval
- i) Request for board action - MNDoT
- j) Member survey results
- k) GIS Leadership Academy update
- l) GIS Day plans
- m) Letters of support
- n) Ewald communication check-in
- o) What should we blow up next?

Slaats/Rossman
 Sjerven
 Menard
 Menard
 Audit committee
 Stark
 Sperduto/Mayer
 Sjerven
 Nerge
 Nerge
 Nerge
 Nerge
 Nerge
 Nerge
 Nerge
 Nerge

Adjournment

Next meeting tentatively Friday, October 18th 10:00am - 12:00pm at Ewald (Audit review!)

Committee Business Summary Reports

- a) Awards
- b) Communication
- c) Conference
- d) Website
- e) Education
- f) Executive
- g) Finance
- h) Future Conference
- i) Spring Workshops
- j) ArcGIS Online

Mark Kotz
 Mike Dolbow
 Aaron Menza
 Gerry Sjerven
 Jason Menard
 John Nerge
 Alison Slaats
 Jared Hovi
 Kate Carlson
 John Nerge

Board votes and actions since last meeting

- E-vote on adding “Moved to Minnesota within the last year” as a fourth qualifier for the Fresh Start rate
 - 6 votes for, 9 votes against, motion did not carry, but will be a discussion for the 2020 conference
- E-vote on providing a letter of support to Dan Ross for his nomination to NGAC
 - 11 votes for, 1 vote against, motion carried
 - Request for board action and letter of support uploaded to Sept 2019 meeting folder on ProjectPortal
- Signed contract with Sanford Center to lock in Bemidji for 2020 conference
 - After confirming we had rooms at acceptable rates at all the hotels we wanted
- Approved updating code of conduct based on feedback from a Consortium member
- Used conference funds to purchase branded mint tins for speed networking event

Minnesota GIS/LIS Consortium

Treasurers Report for September Meeting, 2019

Date of Report: 9/16/2019

Prepared by: Alison Slaats

Account Status as of August 31, 2019

Account	Balance	Previous	Description
General Fund	\$134,306.05	\$97,161.60	Affinity Checking Account
Reserve Fund	\$45,340.53	\$45,336.68	Affinity Savings Account
Other Assets	\$10,317.50	\$3,500.00	Prepaid expenses, Inventory, undeposited funds
Accounts Receivable	\$23,060.00	\$5,815.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$66.25)	(\$11.03)	Unpaid bills owed by GIS/LIS
Balance	\$212,957.83	\$151,802.25	

Scholarship Fund	\$0.12	\$0.12	Affinity savings account
Investment Account *	\$93,746.32	\$93,728.82	Schwab Managed Portfolio
Subtotal	\$93,746.44	\$93,728.94	
Total Assets	\$306,704.27	\$245,531.19	Total Assets

Income

- \$1,300.00 - Fall Conference Sponsorships (\$3,600.00)
- \$44,245.00 - Fall Conference Registration (\$58,950.00)
- \$2,630.00 - Fall Conference Exhibitors (\$16,125.00)
- \$15,930.00 - Fall Conference Workshop (\$21,600.00)
- \$114.22 - Interest Income (\$457.12)
- \$132.00 - Product Revenue (\$180.00)

Total Income for Month = \$64,351.22

Total Income YTD = \$ 115,267.12

Expenses

- \$898.88 - k-12 Education Teacher Reimbursement (\$898.88)
- \$600.00 - Credit Card Charges (\$1,528.44)
- \$15.78 - Board Meeting Expenses (\$243.51)
- \$107.88 - Miscellaneous (\$107.88)
- \$2.75 - Postage and Delivery (\$57.99)
- \$1,000.00 - Ewald - Association Management Services (\$8,000.00)
- \$15.99 - Web Services (\$5,439.48)
- \$9.63 - Rent/Storage (\$56.44)
- \$85.73 - Telephone (\$819.02)
- \$225.42 - Office Supplies/Photocopies (\$452.65)
- \$93.83 - Insurance (\$1,193.96)

Expense for Month= \$ 3,055.89

Total Expense YTD = \$ 38,732.91

Notes

- Income for Fall Conference Registration, Workshops and Exhibitors is notable.
- 2020 Conference deposit reflected under other assets - \$6,267.50

2019 GIS/LIS Conference Committee Report

9/19/19

1. 35 Volunteers
2. Registration is open! 422 registered as of 9/18
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 been delivered – 20 Sold
 - b. Glasses have been delivered – Need volunteers to bring to St. Cloud
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, will be held in Terry Haws Center C. 103 registered as of 9/18
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. ArcGIS Online licensing provided by 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. Submission Counts
 1. Individual Presentations – 89
 2. Panels – 8

- 3. Student Posters – 12
- 4. General Posters - 15
- d. K-12 – Scott Freburg
 - i. Agenda/Curriculum is finalized
 - ii. 43 registered as of 9/18
- e. HOLL – Jared Hovi
 - i. Confirmed
 - ii. Lanyards were delivered
- f. Facilities – Aaron Menza
 - i. Geolounge being moved to the Riverview Commons
 - ii. Room Configurations are complete
- g. Technology – Gerry Sjerven/Aaron Menza
 - i. Have one extra monitor
- h. Conference Web Map – Peter Wiringa
 - i. <https://wiringa.github.io/conference-map/> - Just a preview, please do not share link
- i. Entertainment – Aaron Menza/Jared Hovi
 - i. Tuesday Happy Hour
 - 1. Green Mill Confirmed – Still need board games!
 - 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) – Vingo
 - iv. Discount Cards –St. Cloud COC will be on site for questions and will have coupons available
- j. Fun Run – Geoff Maas
 - i. Received permit
 - ii. Route:
 - <https://drive.google.com/file/d/1S7jMhmVDccSixnAi8v41m71pLrmKyME4/view?usp=sharing>
 - iii. T-shirt Design Complete
- 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. One group is scheduled
 - ii. 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 Assistants accepted

- o. Vendors – Carloyn Adams/Jon Schwichtenberg
 - i. Early Registration has closed
 - ii. 26 Registrations as of 9/18
- p. Door Prizes – Heidi Gaedy

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

10. Important Dates

- Online Registration Closes: September 27th
- Conference: October 2nd – 4th

11. Meeting Schedule

- 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. Conference survey has been rebuilt - Continuing to tweak
<https://www.surveymonkey.com/r/LCWMJ3G>
- c. GAC Archiving Workgroup will be collecting testimonials about why historical data is important

Draft: K12 Transition Proposal to MnGIS/LIS Board of Directors

September 19, 2019

Prepared by: Stacey Stark, Shana Crosson, Scott Freburg

Background:

Charlie Fitzpatrick and Joseph Kerski from Esri have both publicly called out Minnesota as a leader on the National Stage. No other State does what MN does with regards to the State Mapping Competition, Workshops and Educator Day! Minnesota has a very strong and engaged Professional community that has supported the K12 community for years. However, MnGIS/LIS does not have a designated member of the Board who is responsible for these activities or policies that define MN GIS/LIS engagement in these activities.

Educator Day, held concurrently with fall workshops at the fall conference, has been dependent on MnGIS/LIS Funding and coordination by one of the Mn GIS/LIS Board members for 5 years. Other K12 activities have received volunteer support from Mn GIS/LIS but have been fiscally managed by the Minnesota Alliance for Geographic Education (MAGE) or others.

Until last year, MAGE was housed at Macalester College and was able to act as a fiscal agent to support K12 summer workshops and the Minnesota Mapping Contest. This entity is no longer at Macalester and its future is uncertain.

Current MnGIS/LIS Investment in K12 community:

Activity	Currently Led by MnGIS/LIS	Primary Funding	Secondary Funding	Significantly supported by MnGIS/LIS membership volunteer time
MN Map Competition		Esri	MnGIS/LIS	yes
Educator Day (at fall conference)	yes	MnGIS/LIS		yes
Summer teacher workshops		Esri	MnGIS/LIS	
GeoMentor activity at fall conference	yes	none-needed		yes
GeoMentoring		none-needed		yes
MN GeoInquiry Initiative		Esri	MnGIS/LIS	
Distinguished Educator Award	yes	MnGIS/LIS		
mngiseducation.org		MnGIS/LIS		

Proposal:

For the reason described above, we propose that the Board act on creating a new position on the Board to represent Minnesota K12 GIS development needs, participate in the other activities above, and to coordinate Educator Day. We would like to create an (initially) ad-hoc K12 committee to develop recommendations to the board and fully explore an appropriate role for

Mn GIS/LIS Consortium to support K12 activities. The new committee could also coordinate the K12 activities as needed in 2020.

- A new board member would not need to be defined by a particular industry sector but instead would be someone who could demonstrate in their nomination a connection to and active engagement in the K12 community.
- A K12 committee would convene, separate from the Higher Education committee. The Higher Education representative would not be expected to be on the K12 committee.

Implications:

We would like to see MnGIS/LIS continue to fund Educator Day annually as it has in the past. In addition, we would like MnGIS/LIS to expand its role to include the oversight of the summer teacher workshops. These workshops have previously been funded with a grant from Esri or supported by individual GIS/LIS professional members. MnGIS/LIS would be expected to accept such grants and participate as a fiscal agent.

MAGE was basically the fiscal agent for all ESRI gift \$\$, including summer grant-funded workshops and the State StoryMap Contest. They continue to use funding from NatGeo for some summer workshop and to fund GeoFest in October. Since they can't do this anymore, it becomes essential to find another entity that can manage this.

- A longer-term goal should include engagement in the strategy development for a sustainable support system for GIS in K12. Many of these activities may transition into other groups (UMN, MAGE?)
- Higher Education representative and K12 representative would work on budget preparation together each year for one education budget.
- The policy manual will need to be written to clarify the “Education committee” to be two committees with separate charges.
- Mn GIS/LIS may need to assume the role of fiscal agent for K12 activities and Educator Day as MAGE has done in the past. This may create additional, billable hours for Ewald and therefore need to be defined in a contract.

Reduced Conference Rate Requests

The Conference Committee received four requests for reduced rates to the 2019 Conference. The requests are as follows:

James Dahl – Retired Rate

Thomas Glancy – Retired Rate

Melody Morris – Fresh Start Rate

Britnee Weisz – Fresh Start Rate

The Conference Committee has reviewed the requests and recommends that the Board of Directors approves all four requests.

Enclosures (5)

Minnesota GIS/LIS Consortium Request for Board Action Policy

Important requests may be brought to the attention of the Consortium Board of Directors from many sources, including: Board members, Consortium members, and other organizations and agencies. These actions can include requesting: a letter of support, testimony of support or requesting to have an agenda item for Board action.

Since the Minnesota GIS/LIS Consortium's focus is to support the Minnesota GIS/LIS Community, we are particularly interested in requests that benefit a broad segment of the statewide GIS/LIS Community.

Request forms will be reviewed at the monthly meetings of the Board of Directors. The Board will review the request, make a recommendation or request additional information. Written notification of decisions will be sent out by the Chair of the Board of Directors.

Request for MN GIS/LIS Consortium Board of Directors action will be decided based on the following criteria:

- Participation, of any kind, of the Minnesota GIS/LIS Consortium Board or the Minnesota GIS/LIS Consortium, shall be based on the Consortium's Policy and Procedures Bylaws.
- The Board may agree to cooperate or assist in the requested action if the Board or one of its committees has input into the objectives and processes of the requested action. The requested action must further the objectives of the Consortium as outlined in its policy and procedures bylaws.
- The Board may evaluate, provide additional information, and make recommendations to the requested action.
- The Board will not provide any active management of the requested action.

Please complete the information on the web-based form and submit your form via e-mail to the Consortium Board Chair or download and mail a hard copy form to:

MN GIS/LIS Consortium
Chair, Board of Directors
c/o Ewald Consulting
1000 Westgate Drive, Suite 252
St. Paul, MN 55114

Minnesota GIS/LIS Consortium Request for Board Action Form

Board Action Requested:

Date of Request 9/3/19

Request Letter of Support

Testify on Behalf of the Board

Add Agenda Item for Board Action

Other

Name: Bob Diedrich

Organization or Agency (if applicable) MN Department of Transportation

Address 395 John Ireland Blvd

City/State/Zip St. Paul MN 55155

Phone 651-366-3945 Deadline date 10/1/19

Purpose of Request

The MnDOT is hosting the AASHTO GIS-T 2020 Symposium, April 14-17, 2020. We are looking for the vendor contacts, Name, phone number, and email to contact them regarding a vendor/exhibitor opportunity.

Background Information and Benefit to the GIS Community

To provide conference attendees with broad range of local vendors.

Requested Action from the Board

Provide a MN GIS/LIS vendor/contacts, name, phone number, and email.

MN GIS/LIS Finance Committee - Audit Subcommittee Report

9/19/2019

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
 - 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
 - Mid-Aug – MUCR reviews materials and starts audit work
- Aug 15 – MN GIS/LIS Board of Directors Meeting
- **Sep 19 – 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-Oct – Draft reports/meeting w/ finance committee**
 - Prepare financial statements and management letter drafts
 - Finalize financial statements
 - Prepare Federal Form 990, 990-T and MN State Charitable Organization Annual Report
 - *Week of Oct 7-11: Present draft audit report and 990 to Audit Subcommittee*
- Oct 18 – MN GIS/LIS Board of Directors Meeting
 - MUCR Presents Audit and Form 990
 - Board approval of the Form 990 and filing
- Oct-Nov – Final Audit delivered to the Finance Committee
- Nov 15 – *Filing Extension Deadline for Form 990*
- Nov 22 – MN GIS/LIS Board of Directors Meeting
 - Final Audit presented to Board (if needed)
- Dec 19 – MN GIS/LIS Board of Directors Meeting



Speed networking event

MN GIS/LIS Consortium 2019 conference



Welcome to this first annual event! We'll be starting shortly. In the meantime, get your business cards ready, pop that breath mint, practice your 20-second elevator pitch, and start chatting with your peers who are also here.

Some tips for your conversations

- Exchange cards right away so you don't forget until the end
- Keep the intros short so you have more time to chat and ask each other questions
- Schmooze, don't sell – you're just here to meet people, the business pitch comes later
- Jot down notes about your new connection on their card
- When the bell rings, it's time to move on – you'll have a chance to reconnect at the end
- Have fun, keep it light, and follow up while you're at the conference and afterward!

No card? No problem!

Use this space to write down contact info if you forgot your cards (or just take a picture of each other's badges!)
