

# MN GIS/LIS Consortium

## Meeting Agenda

October 18, 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: Sandi Stroud	<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 wrap up Menza

b) 2020 Conference update Rossman

• Future conference deposit funds update Slaats

• Special rate changes Hovi

• Privacy statement changes Schuler

c) Education committee updates Menard

• 2020 mapping contest fiscal agency Nerge

d) Event grant submission Nerge

e) Audit update Audit committee

- 2018 – 990 review and approval Slaats
- Scholarship fund Slaats
- f) [Salary survey](#) Nerge
- g) GAC/MN GIS/LIS Hub site goals ([sample](#)) Nerge
- h) Committee report template Sjerven
- i) Letters of support Nerge
- j) Ewald communication check-in Nerge
- k) What should we blow up next? Nerge

#### Adjournment

Next meeting Friday, November 22<sup>nd</sup> 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 Kate Carlson
- j) ArcGIS Online John Nerge

#### Board votes and actions since last meeting

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## Minnesota GIS/LIS Consortium

### Treasurers Report for October Meeting, 2019

Date of Report: 10/16/2019

Prepared by: Alison Slaats

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

Account	Balance	Previous	Description
General Fund	\$193,578.26	\$134,306.05	Affinity Checking Account
Reserve Fund	\$45,344.26	\$45,340.53	Affinity Savings Account
Other Assets	\$17,112.50	\$10,317.50	Prepaid expenses, Inventory, undeposited funds
Accounts Receivable	\$16,175.00	\$23,060.00	Unpaid invoices owed to GIS/LIS
Accounts Payable	(\$7,660.18)	(\$66.25)	Unpaid bills owed by GIS/LIS
<b>Balance</b>	<b>\$264,549.84</b>	<b>\$212,957.83</b>	

Scholarship Fund	\$0.12	\$0.12	Affinity savings account
Investment Account *	\$94,241.84	\$93,746.32	Schwab Managed Portfolio
<b>Subtotal</b>	<b>\$94,241.96</b>	<b>\$93,746.44</b>	
<b>Total Assets</b>	<b>\$358,791.80</b>	<b>\$306,704.27</b>	<b>Total Assets</b>

#### Income

- \$1,300.00 - Fall Conference Sponsorships (\$3,600.00)
- \$800.00 - Fall Conference Sponsorships (\$4,400.00)
- \$46,290.00 - Fall Conference Registration (\$105,240.00)
- \$3,150.00 - Fall Conference Exhibitors (\$19,275.00)
- \$16,270.00 - Fall Conference Workshop (\$37,870.00)
- \$237.40 - Interest Income (\$694.52)
- \$132.00 - Product Revenue (\$312.00)

Total Income for Month = \$66,879.40

**Total Income YTD = \$ 182,146.52**

#### Expenses

- \$469.46 - Fall Conference Supplies and Equipment (\$657.80)
- \$7,458.74 - Fall Conference Food Service (\$7,633.74)
- \$341.88 - Fall Conference Design and Print (\$541.88)
- \$960.97 - Awards/Gift Items (\$960.97)
- \$1,596.61 - Credit Card Charges (\$3,125.05)
- \$14.49 - Board Meeting Expenses (\$258.00)
- \$7.32 - Postage and Delivery (\$65.31)
- \$3,000.00 - Legal fees (\$3,000.00)
- \$1,000.00 - Ewald - Association Management Services (\$9,000.00)
- \$9.63 - Rent/Storage (\$66.07)
- \$92.10 - Telephone (\$911.12)
- \$15.45 - Office Supplies/Photocopies (\$468.10)
- \$93.83 - Insurance (\$1,287.79)

Expense for Month= \$ 15,060.48

Total Expense YTD = \$ 53,793.39

#### Notes

- Income for Fall Conference Registration, Workshops and Exhibitors is notable.
- \$3,000 payment to MUCR for partial Audit payment

## 2019 GIS/LIS Conference Committee Report

10/18/19

### 1. Attendance – Total

Full Conference – 416

Student - 60

Workshop only - 26

Exhibitor reps - 51

Total attendees = 553

### 2. Workshops

AM - 125

PM - 134

Full day - 11

Total = 270

### 3. Sponsorships/Exhibitors

Exhibitor Booths – 28

Student Sponsors – 4

Breakfast Sponsors – 1

Thursday Event Sponsors – 2

WiFi Sponsors – 1

Refreshment Break Sponsor – 1

Fun Run Sponsors – 2

### 4. Post-Conference Survey

a. Closes today – Results will be available at the November Board meeting

### 5. St. Cloud Convention and Visitors Bureau Grant

a. Received \$1000 grant to be applied towards Conference expenses

### 6. Request for list of Workshop attendees

### 7. Request for State Agency attendees

### 8. E-Wald request for Conference share payment

<b>Timestamp</b>	<b>10/7/2019 16:27</b>
Today's Date	10/7/2019
Name and Title of Contact Person	Stephanie Boyum
Address	1802 Maplewood Avenue, Cloquet, MN 55720
Phone	2182064078
Email	northeastmngis@gmail.com
Name of Event	Fall NE MN GIS User Group Meeting 2019
Purpose of Event	This event is our User Group's quarterly meeting where GIS professionals and those interested in GIS come together to network, showcase projects, encourage knowledge sharing, and keep members current on the evolving technology within GIS.
Target Audience of Event and Location of Event	The target audience of the event includes members of the NE MN GIS User Group, members of other User Groups in Minnesota, as well as members of the MN GIS/LIS Consortium. This event is not open to the public. The location of the event will be at the Minnesota Interagency Fire Center (MIFC) in Grand Rapids, Minnesota.
Date of event	11/20/2019
Where will the event be held?	Minnesota Interagency Fire Center (MIFC) in Grand Rapids, Minnesota
Budget	The budget for this event will go towards our breakfast refreshments, luncheon, paper plates and napkins, and also pop/water. We will be purchasing donuts and coffee for breakfast, and then we will be using a local catering business called Barb's Korner Kitchen for lunch. The lunch will cost \$11 per person and the breakfast refreshments will cost about \$50-\$75 (this is based on last year's event). There are no sponsorships, other funds, or in-kind donations at this time.
Have you ever received a MnGIS/LIS Event Grant before?	
Briefly describe how you plan to acknowledge the Consortium at your sponsored event	I will include the following at the event: a sign stating that the Consortium is sponsoring all food and beverages, the Consortium's logo on the agenda, and also a slide in the "Welcome" presentation thanking the Consortium for sponsoring the event.
Please check all other promotion activities that are applicable to your event (all that are possible are required)	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
Please describe how this event will benefit the Minnesota geospatial community as a whole	This event will benefit the Minnesota Geospatial Community as a whole in that it will provide opportunities for GIS professionals to network and stay informed on the latest technologies in GIS in order to provide the best services possible in both the public and private sectors. This is also an opportunity for knowledge sharing and learning about the ways that GIS can be utilized throughout Minnesota.
Requested amount	\$500



# MN GIS/LIS K12 Committee Report

**Date:** 10/16/2019

**Committee Name:** K12

**Committee Chair:** Jason Menard

**Committee Members:** Alison Slaats, Gerry Sjerven, John Nerge, John Studtmann, Scott Freburg, Shana Crosson, Stacey Stark, Tanya Mayer

- Committee Goals:**
- Transfer K12 roles and duties from Higher Ed committee to this one
  - Explore additional roles and responsibilities to support K12 outreach
  - Document and collect knowledge of how to run K12 activities
  - Vet potential for a K12 board rep

## Committee Updates

### Fiscal agency conversation

- Not a whole lot of overhead for Esri grants (on Esri's side at least)
- Ewald said it wouldn't charge additional for "If it is just processing a few checks"
- Overhead work doesn't seem to be a lot for Esri, but we don't know 100% how it'd go
- Leaning toward just try it – if it turns into a nightmare then we don't do it anymore
- Need to determine who's responsible for handling paperwork (higher ed rep for now)
- As long as we're documenting and storing the forms, process, checks, signoffs etc. for legal purposes "we're good"
- Esri grant is a good way to dip our toe into it and figure out where the pitfalls are, keep our eyes wide open and work closely with Ewald to make sure we're checking all the boxes and doing things transparently and correctly
- Two yearly things from Esri are
  - MN maps contest (\$1,000) for 5 winners – Amazon gift cards, no checks
  - Summer teacher workshops (\$5,000) – payment to instructors and some expenses and mileage for attendees + a stipend for teachers, as a \$70 gift card
- MN maps contest due Dec 13<sup>th</sup>
- Looking into getting set up with Esri as a vendor so they could direct the funds to us
  - Need to check with Ewald if they or the Consortium should be the vendor (might have to do both)
- How to credit people in the maps contest? (e.g. is MAGE still involved – yes)
- Insurance considerations – should add workshop locations to our policy so they're covered

## **Action Items (if any)**

In advance of next meeting, Scott, Jason, Shana, and Stacey come prepared with a list of everything to be done by a K12 committee – Scott will start a Google Doc

## **Requests for Board Approval (if any)**

Request board approval for GIS/LIS to act as fiscal agent for the 2020 MN maps contest

## **Attachments (paste or list below)**



ESRI Supplier  
Profile Form Univers

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# MN GIS/LIS Finance Committee - Audit Subcommittee Report

10/18/2019

## Subcommittee Members

Alison Slaats, John Nerge, Tanya Mayer, Dan Ross

## Audit Timeline Update

- 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 held 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
  - *Oct 8: MUCR Presented draft audit report and 990 to Audit Subcommittee*
- **Oct 18 – MN GIS/LIS Board of Directors Meeting ←**
  - Treasurer requests Board approval of the Form 990 and filing
- Oct-Nov – Final Audit delivered to the Finance Committee
- Nov TBD – Audit Subcommittee meeting about MUCR's suggestions
- *Nov 15 – Filing Extension Deadline for Form 990*
- **Nov 22 – MN GIS/LIS Board of Directors Meeting**
  - **MUCR Presents Final Audit to Board**
- Dec 19 – MN GIS/LIS Board of Directors Meeting

## Audit Status

- Draft Audit report and management letter were presented to Audit Subcommittee by MUCR.
- Most of the field work is done. A few remaining items to wrap up to support the file.
- Good Cash Flow. Very Liquid.
- Strong net assets and continuing to increase net assets.
- Functional expenses are consistent with the Federal Form 990.
- "Clean Opinion" (The best we can receive.)
- MUCR said that Ewald Consulting does a really good job.
- Management letter provides an opinion about internal controls and additional suggestions.
  - 2 deficiencies were identified in internal controls that MUCR explained are common in organizations the size of GIS/LIS.
  - MUCR encountered no significant difficulties in completing the audit
  - MUCR confirmed Ewald is following new Accounting Standards Updates (ASUs)
  - MUCR is providing recommendations to improve the Board's processes to manage
    - Bank Reconciliation
    - Cash Disbursements
    - Investments



The MN GIS/LIS Consortium is offering another option for those seeking a GIS position and retired GIS related professionals to attend the Annual Conference. Workshops are not included in this special rate.

The ***Fresh Start*** rate is \$100.

To be considered for the Fresh Start rate, you will need to fit at least one of these criteria. **Please indicate which one applies:**

- Currently unemployed seeking a GIS position
- Currently in a non-GIS position seeking a GIS position  
Current job title/employer \_\_\_\_\_
- Currently in a GIS internship or other temporary GIS position seeking a GIS position  
Current job title/employer \_\_\_\_\_

The ***Retired*** rate is \$135.

To be considered for the Retired Rate, you need to have been employed in a GIS related profession. **Please provide job title and employer at the time of retirement:** \_\_\_\_\_

If you qualify for the *Fresh Start* rate. Your name tag will have "*Fresh Start*" along with your name. You will be asked to volunteer for at least one of the following events held at the annual conference. **Please indicate which one(s) you are interested in:**

- Registration desk on Thursday Morning
- Help with Moderating Sessions on Thursday & Friday
- Be a Mentee

If you qualify for the *Retired* rate. Your name tag will have "Retired" along with your name. You would be encouraged to volunteer for at least one of the following events held at the annual conference. **Please indicate which one(s) you are interested in:**

- Help with Moderating Sessions on Thursday & Friday
- Be a Mentor

To request either of these rates, please fill out the information below and include a document with supporting information that describes your qualification for the requested rate. A representative from the MN GIS/LIS Consortium will be in touch with any follow-up questions and rate information.



# MN GIS/LIS Website Committee Report

<b>Date:</b>	October 14, 2019
<b>Committee Name:</b>	Website
<b>Committee Chair:</b>	Gerry Sjerven
<b>Committee Members:</b>	John Nerge, Jason Menard, Sharvari Sangle, Tami Maddio, Heather Albrect, Stacey Stark
<b>Committee Goals:</b>	<ul style="list-style-type: none"><li>• Keep website updated</li><li>• Clean up unused Pages</li><li>• Review membership Database</li><li>• Monitor activity</li></ul>

## Committee Updates

- No meeting has been held.
- I will send a request to the committee members in next month to confirm folks wanted to remain on the committee and develop a list of goals for 2020.
- I've discovered a number of links on the minutes/agendas are no longer working. I'll confirm with the committee on how much should be online and then fix the broken links.
- See attached report for website activity and traffic.

## Action Items (if any)

## Requests for Board Approval (if any)

## Attachments (paste or list below)

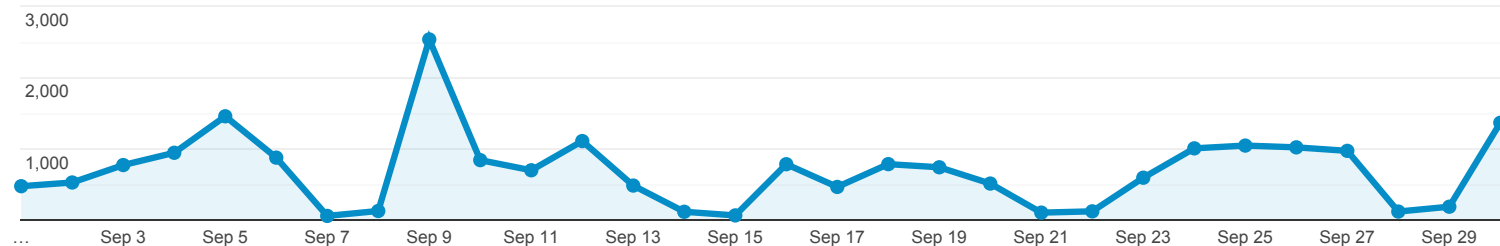
Overview

All Users  
 100.00% Pageviews

Sep 1, 2019 - Sep 30, 2019

Overview

Pageviews



<b>Pageviews</b> 20,979	<b>Unique Pageviews</b> 14,921	<b>Avg. Time on Page</b> 00:01:06	<b>Bounce Rate</b> 36.86%	<b>% Exit</b> 20.26%
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Page	Pageviews	% Pageviews
1. <a href="#">/page/annual-conference</a>	3,184	15.18%
2. <a href="#">/</a>	1,560	7.44%
3. <a href="#">/page/2019-agenda</a>	1,121	5.34%
4. <a href="#">/event/2019-conference-reg</a>	969	4.62%
5. <a href="#">/store/checkout_main.aspx?insuranceOffered=1</a>	773	3.68%
6. <a href="#">/default.aspx</a>	666	3.17%
7. <a href="#">/page/2019-workshops</a>	540	2.57%
8. <a href="#">/events/unable_to_register.asp?id=1250198</a>	349	1.66%
9. <a href="#">/networking/</a>	326	1.55%
10. <a href="#">/page/Conference_2018</a>	311	1.48%